



## NIAGARA REGIONAL POLICE SERVICE Police Services Board Report

### PUBLIC AGENDA

**Subject:** Quarterly Report - Overtime Activities Incurred by the Niagara Regional Police Service, April 1 to June 30, 2020

**Report To:** Chair and Members, Niagara Police Services Board

**Report Date:** 2020-11-09



### Recommendation(s)

**That the Niagara Police Services Board receives this report for information.**

### Key Facts

- The purpose of this report is to provide a five-year uniform and civilian quarterly and year-to-date trend analysis.
- Overtime activity reports, included in the appendices, provide summaries of the overtime hours by activity category. These categories were developed by the Executive Leadership Team and the hours are captured in the Service's time and attendance system.
- Overtime continues to be predominantly driven by the need to meet minimums resulting from occupational and non-occupational illness, injury and staffing shortages.

### Financial Considerations

There are no direct financial implications associated with the recommendation of this report.

### Analysis

The overtime activity reports provide a summary of overtime hours by activity category. These categories were developed by the Executive Leadership Team and the hours are captured in the Service's time and attendance system.

#### Uniform Overtime Analysis:

As illustrated in Appendix 1, uniform members worked a total of 24,372 hours of overtime for the quarter ended September 30, 2020. For the same period in 2019, there were

23,950 hours of overtime; an increase of 422 hours, or 1.8%. In March 2020, the Service prepared and implemented a response plan in support of Covid-19 pandemic emergency orders. For the three months ended September 30, the Service incurred 1,379 hours of uniform overtime related to the pandemic. Of this amount, 1,296 hours or 94.0% can be attributed to Ontario Police College training for new recruits. To expedite the training process, training sessions increased from five days per week to six. Niagara Regional Police had 18 recruits enrolled at Ontario Police College during the quarter.

For the quarter, the Service experienced a 3.6% increase in uniform overtime hours incurred for Meeting Minimums when compared to the same period in previous year. This slight increase results from staffing vacancies within the Districts, which requires the use of overtime to cover scheduled and unscheduled leaves.

Administrative workload significantly reduced when compared with the same period in previous year. Court closures resulting from the pandemic reduced the need for prisoner transportation. The pandemic further resulted in an 88.8% reduction in the category of Special Events as many local events were cancelled. A slight increase in proactive policing initiatives for the quarter resulted from conducting RIDE spot-checks and a need for beach patrols to address concerns of overcrowding and disturbances.

Year to date, uniform overtime hours decreased by 945 hours or 1.7% when compared to prior year. Appendix 2 illustrates that for the nine months ended September 30, 2020, COVID-19 restrictions resulted in decreased overtime hours incurred for Meeting Minimums, Administrative duties as well as Pro Active and Community Events.

#### Civilian Overtime Analysis:

As detailed in Appendix 3, civilian members worked a total of 4,618 hours of overtime for the quarter ended September 30. This represents a decrease of 34.6% when compared with 7,058 hours incurred for the same period in 2019.

Although a sharp decline in comparison to prior year, the main driver of civilian overtime continues to be meeting minimum staffing levels in operationally essential units. During the third quarter, the Records & Information Management (RIM) unit incurred significantly reduced overtime due to a reduction in demand for services, such as CPIC requests.

Civilian overtime incurred for Administrative tasks decreased by 396 hours or 37.6% in third quarter 2020 compared with third quarter 2019. This is mainly attributed to a decline in requests for background checks where demand is historically prevalent in the third quarter. No Proactive Policing or Community Event overtime occurred during the period which is primarily the result of COVID-19 restrictions leading to the cancellation of many summer events.

Appendix 4 provides a summary of year-to-date hours as at September 30<sup>th</sup> for 2016 to 2020. The table illustrates the continued downward trend in the use of overtime for 2020

when compared with historical trends. This is mainly attributed to the impact of COVID-19 restrictions and the cancellation of many community events and activities.

As the year progresses, the Service continues to monitor overtime activity to address any areas of concern.

### **Alternatives Reviewed**

Not applicable

### **Relationship to Police Service/Board Strategic Priorities**

This report provides information required to monitor the Service's alignment with the 2019-2021 Business Plan goal to realize operational efficiencies and cost savings.

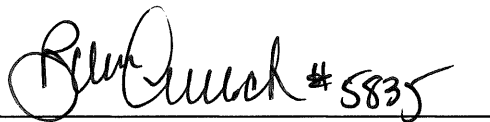
### **Relevant Policy Considerations**

- Police Services Act
- Collective Agreements

### **Other Pertinent Reports**

Not applicable

*This report was prepared by Curtis Custers, Financial Analyst, reviewed by Laura Rullo, Manager, Finance and recommended by Bill Fordy, Deputy Chief of Police, Support Services.*



**Submitted by:**

Bryan MacCulloch, M.O.M. #5835  
Chief of Police

### **Appendices**

- Appendix 1 Uniform Overtime Hours Trend Analysis for the 2nd Quarter
- Appendix 2 Uniform Overtime 2016 - 2020 Hours Trend Analysis – Year to Date June 2020
- Appendix 3 Civilian Overtime Hours Trend Analysis for the 2nd Quarter
- Appendix 4 Civilian Overtime 2016 - 2020 Hours Trend Analysis – Year to Date June 2020

**Appendix 1**  
**Uniform Overtime by Activity Hours**  
**Quarterly**

	2016 Q3 July-Sept	2017 Q3 July-Sept	2018 Q3 July - Sept	2019 Q3 July-Sept	2020 Q3 July-Sept
<b>Meeting Minimums</b>	<b>11,542</b>	<b>13,367</b>	<b>11,889</b>	<b>14,091</b>	<b>14,599</b>
<b>Investigation Requirements:</b>					
Major Investigation	3,606	2,754	2,603	4,889	4,349
Incident Follow Up	3,818	3,775	4,109	3,223	2,991
Follow Up Reports	152	145	111	33	39
SIU Investigations	42	61	5	4	3
Out of Service Deployment	-	-	-	-	-
	<b>7,618</b>	<b>6,734</b>	<b>6,828</b>	<b>8,149</b>	<b>7,382</b>
<b>Administrative:</b>					
Workload	1,294	658	683	641	262
Association Business	202	15	4	2	19
Meetings	241	142	202	155	157
Training and Special Events	346	157	132	402	45
Prisoner Transport	22	16	20	11	-
	<b>2,103</b>	<b>988</b>	<b>1,041</b>	<b>1,211</b>	<b>483</b>
<b>Pro Active and Community Driven Events:</b>					
Service Initiatives	881	536	628	404	382
Proactive Policing	298	8	89	65	147
Community Festivals or Events	107	8	62	30	-
Service Partnerships	55	-	-	-	-
	<b>1,340</b>	<b>552</b>	<b>779</b>	<b>499</b>	<b>529</b>
<b>Sub-Total Before Unusual Activity</b>	<b>22,603</b>	<b>21,640</b>	<b>20,537</b>	<b>23,950</b>	<b>22,993</b>
<b>COVID-19</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,379</b>
<b>Total</b>	<b>22,603</b>	<b>21,640</b>	<b>20,537</b>	<b>23,950</b>	<b>24,372</b>

**Appendix 2**  
**Uniform Overtime by Activity Hours**  
**Year to Date**

	2016 YTD Sept	2017 YTD Sept	2018 YTD Sept	2019 YTD Sept	2020 YTD Sept
<b>Meeting Minimums</b>	<b>24,703</b>	<b>26,478</b>	<b>27,879</b>	<b>29,397</b>	<b>26,574</b>
<b>Investigation Requirements:</b>					
Major Investigation	8,399	8,170	9,714	12,087	14,286
Incident Follow Up	12,185	12,160	11,574	9,411	9,562
Follow Up Reports	708	476	357	85	83
SIU Investigations	126	81	41	46	32
Out of Service Deployment	15	16	-	-	-
	<b>21,432</b>	<b>20,903</b>	<b>21,686</b>	<b>21,629</b>	<b>23,963</b>
<b>Administrative:</b>					
Workload	3,781	3,085	2,372	1,778	1,225
Association Business	243	124	22	43	26
Meetings	840	604	530	565	417
Training and Special Events	644	706	762	1,654	803
Prisoner Transport	61	59	29	60	26
	<b>5,568</b>	<b>4,576</b>	<b>3,715</b>	<b>4,100</b>	<b>2,497</b>
<b>Pro Active and Community Driven Events:</b>					
Service Initiatives	1,802	1,841	1,480	1,028	549
Proactive Policing	363	197	166	266	262
Community Festivals or Events	236	44	129	275	48
Service Partnerships	59	24	-	7	24
	<b>2,459</b>	<b>2,106</b>	<b>1,775</b>	<b>1,576</b>	<b>883</b>
<b>Total - before Extraordinary Events</b>	<b>54,162</b>	<b>54,062</b>	<b>55,055</b>	<b>56,701</b>	<b>53,917</b>
<b>COVID-19</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,839</b>
<b>Total</b>	<b>54,162</b>	<b>54,062</b>	<b>55,055</b>	<b>56,701</b>	<b>55,756</b>

**Appendix 3**  
**Civilian Overtime by Activity Hours**  
**Quarterly**

	2016 Q3 July-Sept.	2017 Q3 July-Sept.	2018 Q3 July-Sept.	2019 Q3 July-Sept.	2020 Q3 July-Sept.
<b>Meeting Minimums:</b>	3,373	3,226	4,581	5,705	3,772
<b>Investigation Requirements:</b>					
Major Investigation	53	30	14	115	105
Incident Follow Up	45	94	95	150	47
Follow Up Reports	-	-	-	-	3
SIU Investigations	-	-	-	-	-
	98	124	109	265	155
<b>Administrative:</b>					
Workload	1,478	966	697	924	463
Association Business	-	1	-	-	-
Meetings	8	11	50	24	168
Training and Special Events	1,092	85	62	105	26
	2,578	1,063	809	1,053	657
<b>Pro Active and Community Driven Events:</b>					
Service Initiatives	-	-	2	-	-
Proactive Policing	-	-	-	-	-
Community Festivals or Events	9	29	40	35	-
Service Partnerships	46	-	-	-	-
	55	29	42	35	-
<b>Sub-Total Before Unusual Activity</b>	<b>6,104</b>	<b>4,441</b>	<b>5,541</b>	<b>7,058</b>	<b>4,584</b>
<b>COVID-19</b>	-	-	-	-	34
<b>Total</b>	<b>6,104</b>	<b>4,441</b>	<b>5,541</b>	<b>7,058</b>	<b>4,618</b>

**Appendix 4**  
**Civilian Overtime by Activity Hours**  
**Year to Date**

	2016 YTD Sept	2017 YTD Sept	2018 YTD Sept	2019 YTD Sept	2020 YTD Sept
<b>Meeting Minimums</b>	<b>9,987</b>	<b>6,923</b>	<b>9,547</b>	<b>12,836</b>	<b>9,699</b>
<b>Investigation Requirements:</b>					
Major Investigation	99	60	121	234	443
Incident Follow Up	134	168	177	277	123
Follow Up Reports	-	-	-	-	3
SIU Investigations	-	-	8	-	3
	<b>233</b>	<b>228</b>	<b>306</b>	<b>511</b>	<b>572</b>
<b>Administrative:</b>					
Workload	5,348	2,945	1,751	2,575	1,836
Association Business	-	2	6	5	8
Meetings	34	55	122	126	222
Training and Special Events	1,359	768	194	225	125
	<b>6,741</b>	<b>3,769</b>	<b>2,073</b>	<b>2,931</b>	<b>2,191</b>
<b>Pro Active and Community Driven Events:</b>					
Service Initiatives	-	31	20	14	21
Proactive Policing	17	-	8	8	8
Community Festivals or Events	41	48	46	42	14
Service Partnerships	87	13	15	3	2
	<b>144</b>	<b>92</b>	<b>89</b>	<b>67</b>	<b>45</b>
<b>Sub-Total Before Unusual Activity</b>	<b>17,105</b>	<b>11,012</b>	<b>12,015</b>	<b>16,345</b>	<b>12,507</b>
<b>COVID-19</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>669</b>
<b>Total</b>	<b>17,105</b>	<b>11,012</b>	<b>12,015</b>	<b>16,345</b>	<b>13,176</b>