

Table 1: Actual Personnel as of June 15, by Category and Sex

General Instructions:

1. This table refers to the actual number of full-time and permanent part-time employees on the personnel roster as of June 15. Do NOT include temporary or casual workers who are not employed on a permanent basis.
2. Convert permanent part-time employees to a full-time equivalent. For example, three permanent part-time workers who each work ten hours a week would be considered one full-time employee.
3. Ensure that the sub-totals are completed for Total Police Officers and Total Special Constables and Civilian Personnel. These two lines are then added together for Total Personnel.
4. Contract employees are excluded from the personnel counts; however, the costs associated with these employees should be included with operating expenditures.

Table 1: Actual Personnel as of June 15, by Category and Sex (rounded to the nearest full-time equivalent)

POLICE OFFICERS

Include only fully-sworn, active police officers and constables. Do not include police on long-term disability.

Senior Officers

This includes personnel who have obtained senior officer status, normally at the rank of lieutenant or higher, such as chiefs, deputy chiefs, staff superintendents, superintendents, staff inspectors, inspectors, lieutenants, and other equivalent ranks.

Non-Commissioned Officers

Include personnel between the rank of constable and lieutenant, such as staff-sergeants, sergeants, detective-sergeants, corporals and all equivalent ranks.

Constables

All classes of constables, except Special Constables are included in this category. Special Constables are included under Special Constables and Civilian Personnel as they are not fully-sworn police officers.

Total Police

Provide the total number of police officers for each gender and the total number of all police officers on the force. This grand total is the total current police strength for the department as of June 15.

SPECIAL CONSTABLES AND CIVILIAN PERSONNEL

Include all full-time and permanent part-time special constables and civilian personnel who are paid from the police department's budget. Exclude special constables and civilian personnel that the municipality supplies at no charge.

Native Special Constables

Native special constables are personnel with limited law enforcement authority. They provide a restrictive policing role within aboriginal communities and act as liaison between fully-sworn police officers and aboriginal members of the community. Many of the Native Special Constables were part of the Native Special Constable Program that was sponsored by the R.C.M.P.

Security Officers / Guards

Includes special constables employed as court security officers and other security guards who provide security for persons in custody and in court.

By-Law Enforcement, Parking Control Officers

This category includes special constables with authority to enforce municipal by-laws such as parking control officers. Do NOT include officers paid by the municipality.

Cadets / Trainees

Includes all paid personnel engaged in training programs intended to enable them to achieve the status of fully-sworn constables, but who have not yet achieved that status. This category excludes fully-sworn police officers on in-service training programs.

Communications - Dispatch

This category includes all civilian dispatchers, telephone switchboard operators, call evaluators and complaint takers. These responsibilities may be assigned to separate individuals in larger forces, while one person may be responsible for all of the above tasks in a smaller force.

Management / Professionals

This category includes civilians in any of the following positions: managers, administrators, systems/ computer analysts, scientists, and other skilled civilian personnel.

Clerical Support

This category includes all civilian personnel who perform clerical support, secretarial or reception duties.

School Crossing Guards

This category includes paid personnel who are assigned to ensure the safety of children while they are crossing intersections.

Other
(please specify)

Include all other special constable or civilian personnel not counted in the above categories. Examples of personnel in this category are blue-collar workers, mechanics, and building maintenance personnel.

Total Special Constables and Civilian Personnel

Provide the total number of special constables and civilian personnel for each gender and the total number of all special constables and civilian personnel on the force. This is the total current special constable and civilian strength for the department as of June 15.

Total Personnel

This is the total of all personnel by gender and the grand total of all personnel.

Table 2: Authorized Strength and Other Personnel Data as of June 15

Authorized Police Officer Strength

Report the number of fully-sworn police officers the police department is allowed to employ this calendar or fiscal year. This number is independent of the actual number of police officers on strength on June 15 in Table 1.

Auxiliary / Reserve Police Personnel

An auxiliary or reserve member is a law enforcement assistant who works, on a volunteer basis, under the supervision of a regular member of a police force and whose involvement in law enforcement is limited under the terms of their appointment. Generally, reserve/auxiliary police personnel are restricted from involvement in direct enforcement.

Casual / Temporary Police Officers

This category includes all paid, casual (non-permanent) sworn police officers who have full law enforcement authority. These individuals do not occupy authorized positions or person-years and as a result are excluded from the police personnel counts. This category includes employees who because of the casual or temporary nature of their employment may not qualify for benefits such as sick leave or vacation leave. These workers are generally on an "on-call list" and can be called in to replace permanent police officers when needed. Permanent part-time police officers who work on a regular schedule should be excluded from this count and included in the personnel counts (table 1).

Casual / Temporary Civilians

This category includes all paid, casual (non-permanent) civilian workers. These individuals do not occupy authorized positions or person years and as a result are excluded from the civilian personnel counts. This category includes employees who because of the casual or temporary nature of their employment may not qualify for benefits such as sick leave or vacation leave. These workers are generally on an "on-call list" and can be called to replace permanent civilian personnel when needed. Permanent part-time civilian employees who work on a regular schedule should be excluded from this count and included in the personnel counts (table 1).

Table 3: Police Vehicles as of June 15

Report the number of police vehicles on hand, both owned and leased full-time, as of June 15.

Do not include station wagons, trucks or vans under marked or unmarked automobiles.

Marked Automobiles

Count all police cars that are identified with the emblem of the police force.

Unmarked Automobiles

Count all police cars that do not carry any police department identifying marks.

Motorcycles

Include motorcycles.

Other Motor Vehicles

Include station wagons, patrol wagons, vans, pick-ups, buses, all-terrain vehicles and all other types of motor vehicles.

Boats

Include boats

Aircraft

Includes airplanes and helicopters.

Bicycles

Include bicycles.

Table 4 - Year End Operating Expenditures

General Instructions:

1. Check the appropriate box on the survey form to indicate whether the operational expenditures are for a calendar year (January 1st to December 31st) or for a fiscal year (April 1st to March 31st).
2. Report the actual amounts to the nearest dollar.
3. Expenditures represent gross expenditures. Do not include revenues and recoveries.
4. Do not include "capital" expenditures.
5. Record only those costs that are paid from the police budget, with the exception of benefits.
6. Note that the "benefits" component has been isolated on the survey for comparability purposes. Please ensure that these expenditures are excluded from salaries and wages in order to avoid double counting. For benefits, include the amount which is paid from the police force budget as well as the amount which is paid from other government sources (if applicable).

7. The cost of Vehicle Purchases and Vehicle Leasing are now to be included in "Other Operating Expenditures", only if they are included in the police force operating expenditures.

8. The second part of Table 4 includes four items: Vehicle Purchases, Vehicle Leasing, Computer Services and Accommodations. These items have been isolated for comparability purposes. Indicate on the form by marking an "X" in the appropriate column or columns to indicate which type of budget pays for these.

Table 4: Year End Operating Expenditures

Report the final expenditure figures for the fiscal 1996/1997 or calendar year 1996 for each of the following categories to the nearest dollar.

Salaries and Wages

All salaries and wages including overtime, shift premiums, holiday pay, long service payments, isolation pay and bursaries are included here.

Benefits

All payments made to employees which are neither salaries nor wages, are considered benefits. Examples include: employer's contribution to: Canada Pension Plan (CPP), Unemployment Insurance (UIC), Superannuation / Pension Plans, Health Insurance Plans, Dental Plans, Group Life Insurance Plans, workers' compensation / disability payments, death benefits, maternity leave payments, severance pay, clothing allowance, transportation allowance, miscellaneous allowances (employer's contribution to other plans such as Visioncare).

Paid from Police Force Budget

Include the total amount of benefits paid from the police force budget.

Paid from Other Government Source

Include the total amount of benefits paid from another government source.

Other Operating Expenditures

All non-capital costs, excluding salaries, wages and benefits are included here. Items such as: materials, supplies, furniture, utilities, minor equipment purchases, vehicle purchases, vehicle leasing, vehicle maintenance, gas, oil, leasing, building and equipment rentals, transportation and communications, professional services, contracts.

Total Operating Expenditures

The sum of the salaries and wages, all benefits, and other operating expenditures.

Identify which budget the following items are included in by marking an "X" in the appropriate column(s).

It may be possible that some of the items listed below are paid for from more than one budget. You may mark an "X" in more than one column.

Budget Type:

Police Force Operational budget
Police Force Capital Budget
Other Government Source

Items:

Vehicle Purchases

The purchase of motorized vehicles.

Vehicle Leasing

The leasing of motorized vehicles.

Computer Services

Computer and software purchases, services performed by private companies to maintain the computer systems, trouble-shooting, other maintenance costs associated with computers.

Accommodations

Building rentals, property tax, mortgage.

Authorization:

Name and Signature of Contact

This should be someone who can answer inquiries concerning the information on the form.

Telephone Number

Please provide the telephone number of the contact person for any follow-ups.

Date

The date the form was completed.