



Scoring Rules
Police Administration Annual Survey
2003

Policing Services Program
Canadian Centre for Justice Statistics
Statistics Canada

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Please telephone the Policing Services Program,
Canadian Centre for Justice Statistics
at (613) 951-9023
or 1 - 800 - 387 - 2231
for further information

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

General Instructions:

1. This table refers to the **actual number** of **permanent full-time** and **part-time** employees (police officer and civilian) on the personnel roster as of **June 15**. **Please do NOT include contract or casual workers who are not employed on a permanent basis.**

(Please see additional notes on the next page for police officer personnel on long-term leave and their replacements.)

2. **Convert permanent part-time employees to a full-time equivalent.** For example, four permanent part-time workers who each work ten hours a week would be considered one full-time employee.
3. Please ensure that the sub-totals are completed for Total Police Officers (line 4) and Total Special Constables and Civilian Personnel (line 14). These two lines are then added together for Total Personnel (line 15).
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)									
		Male			Female			Total			
Police Officers		1			3			0			3
Senior Officers											
Non-Commissioned Officers		2			4			1			5
Constables		3		2	1			7			8
Total – Police Officers (sum of lines 1 to 3)		4		2	8			8			6
Special Constables and Civilian Personnel		5									
Native Special Constables											
Security Officers / Guards (exclude casuals, or those who are called in as needed)		6			1			0			1
By-Law Enforcement / Parking Control Officers		7									
Cadets / Trainees		8			2			1			3
Communications / Dispatch		9			6			0			6
Management / Professionals		10			0			2			2
Clerical Support		11			3			4			7
School Crossing Guards (see formula for line 12 in the scoring rules)		12			1			2			3
Other (please specify)		13									
Total – Special Constables and Civilian Personnel (sum of lines 5 to 13)		14		1	3			9			2
Total – Personnel (sum of lines 4 and 14)		15		4	1			1	7		8

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 who are paid from the police service's annual budget. Do not include police officers on long-term leave (educational, disability, 'secondment-out') who are not being paid by the police service's annual budget.

Include officers who are paid from external agencies through full or partial cost-recovery agreements, (e.g. airport policing contracts).

Please include police officer personnel actively replacing, (or 'back-filling' the positions held by), police officers on long-term leave from the police service, and who are paid by the police service's annual budget.

<p>Senior Officers (line 1)</p>	<p>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.</p>
<p>Non-Commissioned Officers (line 2)</p>	<p>Include personnel between the rank of constable and lieutenant, such as staff-sergeants, sergeants, detective-sergeants, corporals and all equivalent ranks.</p>
<p>Constables (line 3)</p>	<p>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 <u>not</u> fully-sworn police officers.</p>
<p>Total Police Officers (line 4)</p>	<p>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.</p>

SPECIAL CONSTABLES AND CIVILIAN PERSONNEL:

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

<p>Native Special Constables (line 5)</p>	<p>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.</p>
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Security Officers / Guards (line 6)	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 (line 7)	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 (line 8)	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 (line 9)	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 (line 10)	This category includes civilians in any of the following positions: managers, administrators, systems/ computer analysts, scientists, and other skilled civilian personnel.
Clerical Support (line 11)	This category includes all civilian personnel who perform clerical support, secretarial or reception duties.
School Crossing Guards (line 12)	This category includes paid personnel who are assigned to ensure the safety of children while they are crossing intersections. As school crossing guards tend to work on a part time basis (eg. 3 to 4 hours per day and for about three quarters of the year), please convert the number of school crossing guards to their full time equivalent taking into consideration the number of hours worked per day and the number of months worked per year. The following formula could be used for the example above: Actual number of school crossing guards x 0.5 x 0.75 = full time equivalent.
Other (please specify) (line 13)	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 (line 14)	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 (sum of lines 5 to 13). This is the total current special constable and civilian strength for the department as of June 15.
Total Personnel (line 15)	This is the total of all personnel by gender and the grand total of all personnel (sum of lines 4 and 14).

Table 2: Authorized Strength as of June 15 and Other Personnel as of June 15	
Authorized Strength 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.)
Other Personnel as of June 15:	
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 <u>police officers</u> 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) <u>civilian workers</u>. 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 2

Authorized Strength as of June 15		Number	
Authorized Police Officer Strength			36
Other Personnel Data as of June 15			
Auxiliary / Reserve Police			3
Casual / Temporary Police Officers			1
Casual / Temporary Civilians			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	
Other Motor Vehicles	Include station wagons, patrol wagons, vans, pick-ups, buses, all-terrain vehicles and all other types of motor vehicles.
Boats	
Aircraft	Includes airplanes and helicopters.
Bicycles	

Table 3

Police Vehicles as of June 15		Number	
Marked Automobiles			12
Unmarked Automobiles			3
Motorcycles			
Other Motor Vehicles			1
Boats			
Aircraft			
Bicycles			3

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, funding from external sources or cost-recovery dollars.**
5. With the exception of benefits, record only those costs that are paid from the police budget, not those paid from external agencies through cost-recovery agreements.
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 2002/2003 or calendar year 2002 for each of the following categories to the nearest dollar.

Note: Do not include any funding from external sources, or cost-recovery dollars.

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.

Item	Police Force Operational budget	Police Force Capital Budget	Other Government Source
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.
Emergency "911" Telephone Services	Includes salary and other costs for staff responsible for answering the emergency "911" telephone service (initial in-coming calls) and dispatching these calls to police, fire or ambulance services.

Table 4

Year End Operating Expenditures		Identify which budget the following items are included in by marking an "X" in the appropriate column(s). (See scoring rules.)			
<input checked="" type="checkbox"/> Calendar year 2002 <input type="checkbox"/> Fiscal Year 2002/2003 Actual Amount (Nearest dollar)		Item	Police Force Operational Budget	Police Force Capital Budget	Other Government Source
Salaries and Wages	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 2 <input type="text"/> 4 <input type="text"/> 3 <input type="text"/> 2 <input type="text"/> 5	Vehicle Purchases	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Benefits		Vehicle Leasing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid from Police Force Budget	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 2 <input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 2 <input type="text"/> 5 <input type="text"/> 5	Computer Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid from Other Government Source	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 7 <input type="text"/> 2 <input type="text"/> 0 <input type="text"/> 5 <input type="text"/> 9	Accommodations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Operating Expenditures	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 9 <input type="text"/> 8 <input type="text"/> 7 <input type="text"/> 9 <input type="text"/> 4 <input type="text"/> 7	Emergency "911" Services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Total – Operating Expenditures (exclude capital expenditures)	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 4 <input type="text"/> 6 <input type="text"/> 9 <input type="text"/> 6 <input type="text"/> 5 <input type="text"/> 8 <input type="text"/> 6				

Name and Signature of Contact	Telephone Number	Date
This should be someone who can answer inquiries concerning the information on the form.	Please provide the telephone number of the contact person for any follow-ups.	The date the form was completed.

Collected under the authority of the <i>Statistics Act</i> , Revised Statutes of Canada, 1985, Chapter S19.		
Authorization: This authorizes the Chief Statistician of Canada to disseminate information reported on this questionnaire to the public.		
Name and Signature of Contact		
Name <u>John Smith</u>	Date: Year <input type="text"/> 2 <input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 3	Month <input type="text"/> 0 <input type="text"/> 6
Signature <u>John Smith</u>	Telephone Number (<input type="text"/> 9 <input type="text"/> 0 <input type="text"/> 5)	<input type="text"/> 2 <input type="text"/> 2 <input type="text"/> 2 - <input type="text"/> 8 <input type="text"/> 3 <input type="text"/> 2 <input type="text"/> 3