Commissioned police officers, i.e., senior police officers: police officers 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.

Note: This definition pertains to questions 1, 2, 7, and 13.

Non-commissioned police officers, excluding Constables: police officers below the rank of Lieutenant and above the rank of Corporal, such as Corporal Sergeant Majors, Sergeant Majors, Staff Sergeant Majors, Detective Sergeants, Staff Sergeants, Sergeants, Corporals, and other equivalent ranks.

Exclude non-commissioned Constables from this category as they are counted in the Constables category.

Note: This definition pertains to questions 1, 2, 7, and 13.

Constables: 1st, 2nd, 3rd, and 4th class Constables.

Exclude recruits, i.e., police officers in training / 5th class constables and special constables.

Note: This definition pertains to questions 1, 2, 7, and 13.

Police officers: fully-sworn commissioned, non-commissioned, and Constable police officers.

Note: This definition pertains to questions 2, 7, 8, 9, 10, 13, 17, 18, 19, 21, 22, 23 and 25.

Permanent personnel: employed persons with no pre-determined termination date.

Note: This definition pertains to questions 2, 3, 5, 8, and 9.

Full-time personnel: the number of hours used to define full-time personnel varies depending on the individual police service. For the purposes of this survey, please include employed persons who usually work 35 hours or more per week.

Note: This definition pertains to questions 2, 3, 5, and 8.

Part-time personnel: the number of hours used to define part-time personnel varies depending on the individual police service. For the purposes of this survey, please include employed persons who usually work less than 35 per week.

Exclude non-commissioned Constables from this category as they are counted in the Constables category.

Note: This definition pertains to questions 2, 3, 5, and 9.

Job-share agreements: an arrangement where typically two people are retained on a part-time or reduced-time basis to perform a job normally fulfilled by one person working full-time.

Note: This definition pertains to questions 2, 3, 5, and 9.

Full-time equivalent (FTE): the number of hours used to calculate an FTE varies depending on the individual police service. Please convert part-time personnel (include personnel in job-share arrangements) to an FTE based on the number of hours your police service uses to define full-time personnel.

Examples for converting part-time personnel to an FTE:

a) if your police service defines full-time employment as working 40 hours per week
   • 2 part-time employees who each work 25 hours per week would be calculated as 2 x (25/40) = 1.25 FTEs

b) if your police service defines full-time employment as working 37.5 hours per week
   • 2 full-time employees, and 3 part-time employees who each work 15 hours per week, would be calculated as 2 + 3 x (15/37.5) = 3.2 FTEs

Note: This definition pertains to questions 2, 3, and 5.

Civilian personnel, excluding special constables: employees of the police service paid from the police service budget who are not police officers, special constables, or recruits.

Note: This definition pertains to questions 3, 7, 8, 9, 10, 14, 17, 18, 19, 21, 22, 23, and 25.

Reception and front desk services: responsible for processing various complaints and inquiries from the public, as well as responding to inquiries, monitoring and responding to Canadian Police Information Centre (CPIC) messages and assisting in the preparation of varied documents, such as missing person, occurrence, or suspect description reports.

Note: This definition pertains to question 3.
### Financial services
Civilians who are responsible for budget-related activities such as, accounts payable and receivable, auditing, payroll services.

**Note:** This definition pertains to question 3.

### Human resources and training
Civilians who are responsible for supporting operating units by implementing human resource programs, solving performance problems, developing and administering training programs and standards, and supporting the mental and physical wellbeing of all service and civilian personnel.

**Note:** This definition pertains to question 3.

### Public and media relations
Civilians who are responsible for planning, developing, implementing, and evaluating internal and external communication strategies and advising on matters such as, media, community, public, and government relations, and policy and strategy relating to public affairs and marketing, and monitoring public attitude as it relates to the organization and its’ members.

**Note:** This definition pertains to question 3.

### Court services, excluding special constables
Civilians who are responsible for court security and court liaisons such as, safe transportation of prisoners, overall security, serve subpoenas, summons to witnesses, and charged persons.

**Note:** This definition pertains to question 3.

### Legal services
Civilians who are responsible for identifying and managing legal risk for service members, providing legal advice, drafting legal documents, responding to court orders, managing all civil actions and claims brought against the police service or its’ members, and assisting in the prosecution of Police Services Act matters.

**Note:** This definition pertains to question 3.

### Custody and detention services, excluding special constables
Responsible for registering, fingerprinting, and photographing prisoners in custody, ensuring the safety and security of all prisoners, as well as conducting prisoner searches, controlling the receipt and return of property seized, and completing other necessary forms and documentation.

**Note:** This definition pertains to question 3.

### Information technology services
Civilians who are responsible for information technology needs of the police service including desktop support, software development, and administration.

**For example,** evaluating new software, application development, and management of police records and data.

**Note:** This definition pertains to question 3.

### Vehicle and facility services
Civilians who are responsible for maintaining, inspecting, and servicing police service vehicles and building facilities, such as, mechanics, engineers, custodians, mail or courier services, trash disposal, and other logistical support.

**Note:** This definition pertains to question 3.

### Research and analysis
Civilians who are responsible for establishing facts, collecting data, and interpreting and analysing findings to determine their relationship or value for the betterment of the organization, to report on workload and performance or to respond to request for information.

**Note:** This definition pertains to question 3.

### Forensics and identification
Civilians who are responsible for activities related to the examination and documentation of crime scenes including identification, collection, and preservation.

**Note:** This definition pertains to question 3.

### Clerical support
Civilians who are responsible for performing clerical support, secretarial, or reception duties.

**Note:** This definition pertains to question 3.

### Operational communications
Civilians who are responsible for being the first point of contact for public requesting police assistance (emergency and non-emergency), evaluating what services are required, sending information to officers, and entering information in computer systems, such as, dispatch, telecommunications officer, radio shop, front office staff, wiretap and intercept monitors.

**Note:** This definition pertains to question 3.

### All other civilian services
Other civilian personnel who have not been reported in any of the above categories.

**Note:** This definition pertains to question 3.
Management or professional civilian personnel: include personnel who usually have a specialized skill set acquired from professional training or a specialized degree.

For example, managers, lawyers, computer scientists, accountants, analysts, technicians, and other specialized civilian personnel.

Note: This definition pertains to question 4.

All other civilian personnel: include all other civilian personnel who are not management or professionals.

For example, clerks, 911 operators, mechanics, building maintenance personnel, and support workers.

Note: This definition pertains to question 4.

Special constable: an appointed civilian who has been conferred the powers of a police officer, to the extent and for the specific purpose set out in the appointment.

For example, traffic control duties, court security, prisoner transport by-law, parking enforcement.

Note: only report special constables who are employed by the police service.

Note: This definition pertains to questions 5, 7, 8, 9, 10, 15, 17, 18, 19, 21, 22, 23, and 25.

Court services: civilians who are responsible for court security and court liaisons, e.g., safe transportation of prisoners, overall security, serve subpoenas and summons to witnesses and charged persons.

Note: This definition pertains to question 5.

Reception services: responsible for processing various complaints and inquiries from the public, as well as responding to inquiries, monitoring and responding to Canadian Police Information Centre (CPIC) messages and assisting in the preparation of varied documents, such as missing person, occurrence, or suspect description reports.

Note: This definition pertains to question 5.

Custody and detention services: responsible for registering, fingerprinting, and photographing prisoners in custody, ensuring the safety and security of all prisoners, as well as conducting prisoner searches, controlling the receipt and return of property seized and completing other necessary forms and documentation.

Note: This definition pertains to question 5.

Transit services: responsible for protecting transit users, employees, and property, providing a visible security presence, preserving the peace and preventing crime and offences, as well as providing quick response to incidents. Transit special constables may also be tasked with promoting public safety and awareness within the community they serve.

Note: This definition pertains to question 5.

All other special constable services: any other services special constables are responsible for that are not included in the above categories.

Note: This definition pertains to question 5.

Recruits, i.e., police officers in training: the definition and terminology used to describe a recruit varies depending on the police service type and geographic location. For the purposes of this survey, recruits are personnel engaged in police officer training programs intended to enable them to achieve the status of a fully-sworn police officer.

Note: This definition pertains to questions 6, 7, 16, 18, 19, 22, 23, and 25.

Non-permanent personnel: include all contract, casual, or temporary personnel or any other non-permanent personnel being paid from your police service budget.

For example, who are on an “on-call list” to replace permanent personnel when needed, or have a pre-determined end date.

Note: This definition pertains to question 10.

Auxiliary or reserve constables: are uniformed, unarmed members whose main function is to supplement the police service with additional resources. Duties vary by appointment, geographical location, and the needs of the specific police service.

Include paid personnel only.

Note: This definition pertains to question 10.

Students: persons enrolled at a secondary or post-secondary institute who are employed by a police service.

Include paid personnel only.

Note: This definition pertains to question 10.

Other non-permanent paid personnel: any other non-permanent paid personnel who have not yet been reported.

Note: This definition pertains to question 10.
**Police service volunteers:** persons who volunteer their time and skills to a police service that are not referred to as auxiliary constables.

*Note:* This definition pertains to question 11.

**Auxiliary or reserve constables:** unpaid citizens who volunteer their time and skills to a police service. They are uniformed, unarmed members whose main function is to supplement the police service with additional resources. Duties vary by appointment, geographical location, and the needs of the specific police service.

*Include* unpaid personnel only.

*Note:* This definition pertains to question 11.

**Students:** persons enrolled at a secondary or post-secondary institute who volunteer their time and skills to a police service.

*Include* unpaid personnel only.

*Note:* This definition pertains to question 11.

**Other unpaid personnel:** any other unpaid personnel who have not yet been reported.

*Note:* This definition pertains to question 11.

**Medical leave:** is a type of leave when an employee is medically unable to perform his or her regular work duties due to personal illness, injury or medical emergency, or death, illness, injury, medical emergency or urgent matter relating to close family members. Medical is usually covered by the employer or insurance.

*For example,* long-term disability, accommodation leave, Work Place Safety Insurance Board.

*Note:* This definition pertains to question 17.

**Parental leave:** is leave granted to an employee (male or female) to care for their newborn or adopted child for a specified amount of time.

*Note:* This definition pertains to question 17.

**Other types of leave: include** any other long-term leave type not reported in any of the above categories, *e.g.*, education leave, military leave, discretionary leave, compassionate leave.

*Note:* This definition pertains to question 17.

**Aboriginal person:** refers to First Nations (North American Indian), Métis, or Inuk (Inuit) and/or persons who reported Registered or Treaty Indian status, that is registered under the *Indian Act of Canada*, and/or persons who reported membership in a First Nation or Indian band.

*Note:* This definition pertains to question 18.

**Non-Aboriginal person:** includes persons who are not First Nations (North American Indian), Métis, or Inuk (Inuit), or who did not have Registered or Treaty Indian status or Membership in a First Nation or Indian band, *e.g.*, persons who are Caucasian in race or white in colour or who are visible minority, regardless of place of birth.

*Note:* This definition pertains to question 18.

**Aboriginal identity unknown:** refers to where the police service collects or has the ability to collect Aboriginal identity of personnel, but the information is not known at the time of collection.

*Note:* This definition pertains to question 18.

**Information not collected by police service:** refers to where the police service does not collect or track information regarding Aboriginal identity of personnel.

*Note:* This definition pertains to question 18.

**Visible minority:** includes persons who are non-Caucasian in race or non-white in colour. The visible minority population consists of many groups, *including* Chinese, South Asian, Black, Arab, West Asian, Filipino, Southeast Asian, Latin American, Japanese, and Korean.

*Include* persons with both single and multiple visible minority status.

*Note:* This definition pertains to question 19.

**Non-visible minority person:** includes Aboriginal persons as well as persons not considered to be members of a visible minority group, regardless of place of birth, *e.g.*, persons who are Caucasian in race or white in colour.

*Note:* This definition pertains to question 19.
Do not know if they are a visible minority: refers to where the police service collects or has the ability to collect visible minority information for personnel, but the information is not known at the time of collection.

Note: This definition pertains to question 19.

Information not collected by police service: refers to where the police service does not collect or track visible minority information of personnel.

Note: This definition pertains to question 19.

Eligible to retire: include personnel who were eligible to retire with an unrestricted pension based on age or years of service. In some cases, the date of eligibility to retire may have come into effect before this period.

Note: This definition pertains to question 21.

Regular pay, including retroactive pay: wages other than overtime pay, public holiday pay, premium pay, vacation pay, termination pay, severance pay, and entitlements under a provision of an employee's contract of employment. Include retroactive and back pay.

Note: This definition pertains to question 25.

Overtime pay: wages for the hours eligible employees work in excess of their standard work week.

Note: This definition pertains to question 25.

Other pay: any other type of pay not reported in the previous categories, e.g., shift premiums, court pay, specialist pay, statutory holiday pay, clothing allowance.

Note: This definition pertains to question 25.

Benefits: a payment made by an employer, an insurance company, or a public agency to help pay for health or insurance services not covered by the government, e.g., employers contributions to Canada Pension Plan (CPP), Employment insurance (EI), dental plan, pension plan.

Note: This definition pertains to question 25.

Fully or partially paid (non-salary operational expenditures): any operational expenditure item that was either fully or partially paid for by your police service.

Note: Fully or partially paid by your police service may also mean paid by the municipal administration out of funds allocated to your police service.

Note: This definition pertains to questions 26.

Not paid (non-salary operational expenditures): any operational expenditure item that was not paid for by your police service.

Note: This definition pertains to questions 26.

Information not available: where information about whether an expenditure category is either not known or not collected by the police service.

Note: This definition pertains to questions 26 and 28.

Non-salary operating expenditures: includes all non-capital costs associated with the operation of a police service and that are paid from the police service budget. Non-salary operating expenditures may include 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, or contracts.

Exclude salaries, wages, and benefits.

Note: This definition pertains to questions 26 and 27.

Vehicle operating and maintenance costs: expenditures related to purchases, support of operations management, preventive maintenance, and unscheduled repair work on all vehicles owned by the police service. The types of vehicles requiring maintenance support can range from general fleet, i.e., cruisers, to special purpose, such as support vehicles, watercraft, or aircraft.

Note: This definition pertains to questions 26 and 27.

Building operating and maintenance costs: expenditures related to the day-to-day running of the detachment’s buildings.

Note: This definition pertains to questions 26 and 27.

Training and professional development: all expenditures related to the process of improving and increasing capabilities of police personnel through access to education and training opportunities in the workplace, through outside organizations, or through watching others perform the job.

Include travel and transportation costs, and any other costs associated with training and professional development.

Note: This definition pertains to questions 26 and 27.
### Information technology (IT) operations

Expenditures related to the development, maintenance, and operations of all IT equipment that is used by police service personnel, i.e., non-capital costs.

**Note:** This definition pertains to questions 26 and 27.

### Contracts for professional services

A formal agreement between a business and a self-employment individual. It differs between an employment contract – known as a contract of service – which is between an employer and an individual who then becomes employed by the company.

**Note:** This definition pertains to questions 26 and 27.

### Capital expenditures

Include capitalized expenditures made on machinery, equipment, buildings, and other goods that have useful lives of at least one year.

**Note:** This definition pertains to questions 28 and 29.

### Fully or partially paid (capital expenditures)

Any capital expenditure item that was either fully or partially paid for by your police service.

**Note:** Fully or partially paid by your police service may also mean paid by the municipal administration out of funds allocated to your police service.

**Note:** This definition pertains to question 28.

### Not paid (capital expenditures)

Any capital expenditure item that was not paid for at all by your police service.

**Note:** This definition pertains to question 28.

### Information technology (IT)

Involves both technology infrastructure and IT applications. Technology infrastructure includes any equipment or system that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. IT applications include all matters concerned with the design, development, installation, and implementation of information systems and applications to meet business requirements.

**Note:** This definition pertains to question 30.

### Radios

A specific type of telecommunication device that is commonly used to exchange information between static and dynamic locations using radio waves.

**Note:** This definition pertains to question 30.

### Other telecommunication devices

Includes any device that is used for the exchange of information over significant distances by electronic means and refers to all types of voice, data, and video transmission, e.g., smartphones, GPS.

Exclude radios.

**Note:** This definition pertains to question 30.

### Computers and other hardware, exclude telecommunication hardware

The physical components of a computer system that contains a circuit board, or other electronics, e.g., printer, processor, modem, projector.

**Note:** This definition pertains to question 30.

### Software, applications, and systems

A collection of instructions that enable the user to interact with a computer, its hardware, or perform tasks, e.g., antivirus, database, operating system.

**Note:** This definition pertains to question 30.

### Storage fees

User fees pertaining to the use of storage or Cloud services.

**Note:** This definition pertains to question 30.

### Cloud and other storage

Models of data storage in which the digital data is stored, maintained, managed, backed up remotely, and made available to users over a network.

**Note:** This definition pertains to question 30.

### Body-worn cameras

Is a video recording system that is typically utilized by law enforcement to record their interactions with the public or gather video evidence at crime scenes, and has been known to increase both officer and citizen accountability.

**Note:** This definition pertains to question 30.

### In-car cameras, i.e., dash-cams

A closed-circuit television (CCTV) system designed specifically for the use in motor vehicles. The system may be made up of one individual camera placed to surveil through the front windshield, or multiple cameras set up to cover the entirety of the police vehicle.

**Note:** This definition pertains to question 30.

### Other cameras & surveillance units

Computer surveillance processing programs, facial recognition programs, e.g., CCTV.

**Note:** This definition pertains to question 30.

### Drug-impaired driving test equipment

Any equipment used to test for dangerous alcohol use by the driver of a vehicle. Includes breathalyzers, urine, or blood test equipment.

**Note:** This definition pertains to question 30.
Alcohol-impaired driving test equipment: any equipment used to test for dangerous alcohol use by the driver of a vehicle. Includes breathalyzers, urine, or blood test equipment.

Note: This definition pertains to question 30.

Unmanned aircraft systems (UAS): include an unmanned aerial vehicle (UAV), a ground-based controller, and a system of communications between the two. The flight of UAVs may operate with various degrees of autonomy, either under remote control by a human operator, or fully or intermittently autonomously by onboard computers.

Note: This definition pertains to question 30.

Cost-recovery: refers to recovering a cost of any given expense.

Note: This definition pertains to question 31.

Fees for service: refers to a fee, charge, or levy for a service.

Examples include policing special events, transport escorts, background checks, and motor vehicle records checks.

Note: This definition pertains to question 31.

Calls for service: include the tasking of policing resources in reaction to occurrences that come to the attention of a police service. Such occurrences may come to the attention of police in a variety of ways including emergency lines, non-emergency lines, internet reporting, alarms, contact with the public, or may even be initiated by police officers themselves. Generally, calls for service are dispatched to the appropriate policing resources via Computer Aided Dispatch (CAD) systems and would result in the creation and recording of an occurrence number. Calls for service may consist of calls that did not require the dispatch of a police officer, e.g., calls that were addressed by police or civilian personnel at the police station. Calls for service may be in response to non-criminal matters and do not necessarily lead to the reporting of a criminal incident.

If your police service is unable to differentiate between citizen-generated and police officer initiated calls for service, please give the total number of calls for service, adhering to the inclusions and exclusions specified. If your police service's definition of calls for service does not conform to the specified inclusions or exclusions, please explain in the comments section at the end of the survey.

Note: This definition pertains to question 32.

Bill C-45: Cannabis Act: is a bill tabled by the federal government on April 13, 2017. This Act would provide legal access to cannabis and to control and regulate its production, distribution, and sale. Passing of this bill will also enact amendments to the Controlled Drugs and Substances Act, the Criminal Code, and other acts.

Note: This definition pertains to questions 33 and 34.

S.C. 2015, c. 13, s. 2: an Act for the Recognition of Victims Rights: The Canadian Victims Bill of Rights (CBVR) was passed on February 23, 2015 as a way to create a standard federal bill of rights for victims of crime and was designed to create greater opportunities for victims to interact with the criminal justice system.

Note: This definition pertains to question 35.