



**ANNUAL SUMMARY OF ACTIVITIES AND  
FINANCIAL REPORT**

**KINGSTON POLICE COMMUNITY VOLUNTEERS**

**JANUARY 1, 2021, TO DECEMBER 31, 2021**

## Background

The Kingston Police Community Volunteers have been contributing to the safety and security of the Kingston community since 1996.

This organization maintains a complement of 50 to 60 volunteers directed by an elected executive consisting of a Coordinator, Assistant Coordinator, Secretary, Event Logistics Manager, Equipment Manager, and an Immediate Past Coordinator. Its operation is overseen by the Staff Sergeant in charge of the Community-Oriented Response and Engagement Unit and the sergeant assigned to Crime Prevention within that unit.

As required by Ministry Guideline AI-006, Use of Volunteers, policy and procedures for this organization are covered in section 4.7.6 of the Board Policy Manual and in a Kingston Police general order. New volunteers undergo training as outlined in the KPCV Orientation and Training Manual before embarking on KPCV activities. This manual and the general order were updated in 2019.

The purpose of the group is to assist the Kingston Police and the community with a pool of trained volunteers who could be available to participate in a variety of non-confrontational roles. These roles include:

- (a) “eyes and ears” patrols where volunteers walk, bicycle, or use certain marked and unmarked Kingston Police vehicles to patrol the city and watch for criminal activities or assist the public;
- (b) assisting at public events and parades;
- (c) assisting in area searches for missing persons; or
- (d) assisting the Kingston Police at public displays or exhibits.



## Summary of 2021 Activities

Following is a summary of KPCV activities for the calendar year 2021, as well as a collection of community events attended or assignments completed by volunteers in 2021.

<b>Category</b>	<b>Amount</b>
Volunteer Hours	851.5
Person Hours	2423
Administration Hours	384
Bicycle Pickup	17
Bicycles Retrieved	34
Radar Speed Survey	11
Emergency Fan-outs	0
Assist Police	2
Special Events	58
Hockey Games	11
Station Tours	0
Recovered Autos	0
Child Identification Clinics	0
Children Fingerprinted	0
Child Safety Car Seat Clinics	3
Parades	2
Foot Patrols	35
Bicycle Patrols	1

The KPCV have had their activities reduced over the past year due to Covid-19 and events that usually happen being cancelled until the case numbers improve. It's been a trying year for them and due to volunteers moving away for new jobs their strength was reduced to around 50 volunteers. Unfortunately, they were unable to do a recruitment drive due to the Covid restrictions.

The remaining volunteers pulled together to cover as many of the events which they could handle without burning out its members.

They are currently recruiting new members this year to bring they strength back up to a normal level.

May 2022 marks their 26<sup>th</sup> year of proudly serving our Community and the KPF.



As illustrated, the Community Volunteers provide an enhanced presence for the Kingston Police at innumerable community events. Since the inception of the KPCV program, we have received many compliments on the presence of our Community Volunteers at special events and the many activities in which they engage for the betterment of our community.

In accordance with Ministry Guideline AI-006, volunteers cannot be used to undertake functions or activities that must be performed by members of the police service or by police officers pursuant to legislation. Volunteers have a non-confrontational role, and while on patrol they are to observe and report only. Direct involvement by volunteers is prohibited, except when a Kingston Police officer or dispatcher tasks them otherwise. Nevertheless, volunteers are able to assist police in a variety of ways, and they are invaluable when additional resources are quickly needed. They also often help to resolve incidents through their “eyes and ears” patrols. Following are some highlights in that respect from 2021.

<b>Incidents/Events assisted at in 2021</b>
Funeral Service for Sgt. Steve Carter held at the KPF station. Assisted with parking and traffic control around the station to free up officers to attend service.
Murdock Mysteries Filming at Market Square. Provided eyes and ears security to the film crew at the request of the City of Kingston.
CPTED Audits were conducted in various locations at the request of residents.
Meals on Wheels frozen food deliveries. Volunteers assisted the VON with delivering frozen food meals to shut ins in the community. Twice per month deliveries are made.
Queens Homecoming weekend. Assisted with delivering water and food to officers involved with the events as well as providing security at Dupuis Hall for the officers to use for breaks etc.
Remembrance Day Services in City Park. Assisted with traffic control in the area.
Peace Officers Memorial Run. Assisted with traffic control
Annual Night Time Santa Claus Parade. Assisted with blocking streets for the parade to make for a safe event for the public to attend.
Covid Vaccination Clinics at St. Lawrence College parking lot. Volunteers were asked to assist with traffic control for the outdoor clinics over a few days in December.
Christmas Backpack program. Volunteers helped the KPF with packing bags with essential items to be distributed to the “in need” people throughout the city.
Shop With a Cop. Volunteers went shopping for gifts of school aged children who wished to purchase gift for family and friends.



## Financial Report

The main operating costs for the Community Volunteers are covered through an annual budget allocation.

In addition, the Board Policy Respecting the Disposition of Unclaimed Property provides that proceeds from the sale of unclaimed property at auction may be used to fund appreciation events and/or extraordinary equipment costs as approved during the annual budget process. The latter is partly to recognize their role in collecting abandoned bicycles, a task that had to be fulfilled by sworn officers in years past.

<b>Item</b>	<b>Cost</b>	<b>Budget</b>
<b>Operational Police Budget</b>		
Uniforms	\$4,506	\$8,500
Supplies	\$523	\$2,000
Staff meals	\$70	0.00
Repair & Maintenance	\$711	\$8,500
Training & Materials	0.00	\$1,000
Contracted Services (Website)	\$1,420	\$1,000
<b>Total</b>	<b>\$7,230</b>	<b>\$21,000</b>
<b>Favourable spending variance of \$13,770</b>		
<b>Bicycle Auction Proceeds</b>		
Appreciation Gift cards 2021		
	\$3,382	
Balance in Bicycle fund at December 31, 2021	\$32,876	

## Summary

The Kingston Police Community Volunteers provide invaluable support during all community events and have greatly contributed to not only an enhanced level of service to Kingstonians but also increased engagement with our community. They are also integral to the realization of our crime prevention programs.



Antje McNeely  
Chief of Police  
April 14, 2022

