



Kingston Police

Public Agenda Information Report

To: Kingston Police Services Board

From: Scott Fraser, Acting Chief of Police

Subject: Kingston Police Community Volunteers Annual Summary of Activities & Financial Report 2022

Date: April 12, 2023

Recommendation:

That the Kingston Police Community Volunteers Annual Summary of Activities & Financial Report 2022, Report Number 23-16 is for information only.

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 Kingston but also increased engagement with our community. They are also integral to the realization of our crime prevention programs.

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+ 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 KPCV 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 evidence from crime scenes; and
- (d) Assisting the Kingston Police at public displays or exhibits.

Summary of 2022 Activities

Following is a summary of KPCV activities for the calendar year 2022, as well as a collection of community events attended or assignments completed by volunteers in 2022:

Category	Amount
Volunteer Hours	1301
Person Hours	3900.5
Administration Hours	531
Bicycle Pickup	14
Bicycles Retrieved	41
Radar Speed Survey	10
Emergency Fan-outs	0
Assist Police	0
Special Events	104
Hockey Games	18
Station Tours	1
Recovered Autos	0
Child Identification Clinics	0
Children Fingerprinted	0
Child Safety Car Seat Clinics	6
Parades	7
Foot Patrols	42
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 40+- volunteers. Fortunately, they were unable to do a recruitment drive in late September and have now taken on 10 more volunteers which started in February of 2023.

With the lower numbers of remaining volunteers, we were able to pull together to cover as many of the events which they could handle without burning out its members.

We will be recruiting new members this year to bring the strength back up to a normal level.

May 2022 marked their 26th year of proudly serving our Community and the KPF. A commemorative Challenge Coin was produced for the previous year to celebrate our 25th anniversary and issued to all of the KPCV members.

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.

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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 2022:

	Incidents/Events assisted at in 2022
	New 3rd crossing Bridge Grand opening, provided eyes and ears during the opening
	Cram the Cruiser as well as other Food Bank food collections throughout the year
	Assisted bike rallies and road races throughout the year
	Princess Street Promenade (x2)
	Lock It or Lose It campaign at various mall parking lots around the city
	CPTED Audits were conducted in various locations at the request of residents and businesses
	Meals on Wheels frozen food deliveries. Volunteers assisted the VON with delivering frozen food meals to shut-ins in the community; deliveries are made twice per month
	Queens St. Patrick’s Day street parties. Assisted with delivering water and food to officers involved with the events as well as providing security at KCVI for the officers to use for breaks
	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
	Salvation Army Kettle Campaign. (Volunteers requested to assist Salvation Army due to them not being able to find volunteers)
	Salvation Army Christmas Food Hamper deliverers
	Shop With a Cop. Volunteers went shopping for gifts of school aged children who wished to purchase gift for family and friends
	New Year’s Eve events at two locations, Invista Centre and Confederation Basin

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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.

Item	Cost	Budget
Operational Police Budget		
Uniforms	\$431.46	\$8,500
Supplies	\$1,238.05	\$2,000
Staff meals	\$80.11	0.00
Repair & Maintenance	\$652.21	\$8,500
Training & Materials	\$259.40	\$1,000
Contracted Services (Website)	\$858.93	\$1,000
Total	\$3,520.16	\$21,000
Favourable spending variance of \$17,479.84		
Bicycle Auction Proceeds		
Awards Night / Christmas Party	\$5,885.70	
Balance in Bicycle fund at December 31, 2022	\$25,610.16	



Scott Fraser
Acting Chief of Police