



HUMAN RESOURCES

2017 Annual Report

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Human Resources

Succession and Workforce Planning

In 2017, there were 6 members that retired from the Service, 3 sworn officers and 3 civilian staff. We also had 6 members that terminated employment with the Service in 2017, 2 sworn officers and 4 civilian members.

In 2017, the Service hired 4 experienced officers and 4 new probationary constables. There were 9 members that transferred from part-time to full-time in civilian positions.

We hired 8 part-time or casual civilian staff in various areas of the Service, including Court Services, 911 Communications and Data Entry/Records Management.

In total, there were 40 recruitment processes and transfers within the Service. There was a promotional process for the ranks of Inspector, Staff Sergeant and Sergeant, with 1 member promoted to Inspector, 2 members promoted to Staff Sergeant and 2 members promoted to Sergeant.

Due to the upcoming retirements in 2018 and 2019 for the Peterborough Police Service, there will be a number of recruitment processes expected for qualified police officers and civilian staff over the next few years. The Peterborough Police Service has a projected retirement of 21 members that are eligible to retire over the next two years. There is an expected high number of retiring officers across the country, including OPP, therefore our Service will be competing with these services to fill our vacancies.

In the next year 2018, there will be 12 sworn police officers of various levels of rank including the Chief, Deputy, Inspectors, Staff Sergeants and Sergeants that are eligible for retirement at the Peterborough Police Service, as well as a Civilian 911 Communications Supervisor. In 2019, it is projected that there will be 6 sworn police officers at various levels of rank and 2 civilians that will be eligible to retire. (See the charts below).

Along with the recruitment and hiring, staff will need training and development for each rank and position within the Service. The Service will need to dedicate more time and budget to training for sworn officers and civilians to ensure they have the mandated skills necessary to fulfill the positions.

2018 – 13 Members Retiring or Eligible to Retire	
1 - Chief of Police	Office of the Chief
1 - Deputy Chief of Police	Office of the Chief
3 - Inspector	Inspectors from Investigative Services Division, Support Services Division, and Operations Division
3 - Staff Sergeant	Staff Sergeants from Operations Division Frontline Platoon

2 - Sergeant	Sergeants from Investigative Services and Operations Division
2 - 1st Class Constable	Frontline Operations Division – 1 st Class Constables
1 - 911 Communications Supervisor	Supervisor of 911 Communications

2019 – 8 Members Retiring or Eligible to Retire	
1 - Staff Sergeant	Investigative Services Division
3 - Sergeant	Sergeants for Investigative Services Division, Support Services Division and Operations Division
2 - 1st Class Constable	Investigative Services, Frontline
1 - 911 Communications Supervisor	Supervisor of 911 Communications
1 - Investigative Services Clerk	Clerk from Investigative Services Division

During the 2017/2018, there were 4 sworn police constables on maternity and parental leaves. These positions remain vacant due to the fact that the Service is unable to fill the positions with temporary sworn police constables. In 2017, we had 5 sworn police constables on WSIB due to post-traumatic stress disorder. This also leaves the Service short on staff as we cannot replace sworn officers on a temporary basis. Once the prognosis of the illness/injury is determined for the employee, then the Service can make a decision on backfilling for the absence for a long term absence.

Attendance

The Service congratulates a total of 59 members with perfect attendance in 2017. The Police Service's absenteeism rate was slightly lower this year than previous years, with an average of 4.6 days sick days per person compared to 4.70 days in 2016; 5.63 days in 2015; 5.2 days in 2014. The Service continues to support members in modified duties and hours in order to reduce absenteeism costs and maintain productivity within the Police Service and encourage health and wellness for the members.

Employee Wellness

The Police Service continues to support and provide continued education to recognize mental health, and provide resources for staff to help cope with mental health issues before they become long term challenges that impact the Police Service and the member's quality of life. There are important reasons to ensure members are aware, trained and start talking about mental illness. Mental illness is one of the most widespread health issues in the country, with consequences for everyone. While 1 in 5 Canadians will experience a mental illness at some point in their life, most will be cautious about talking to a co-worker, friend or family member about the issue, let alone seek treatment. The loss of resources and the cost of health care related to mental health issues are significant for employers. Mental health issues can affect work performance, increase employee absenteeism and result in risk to our members and Service. Improved management of mental health in our workplace including prevention, early action to stress and identifying problems could decrease losses to productivity and costs to the Service significantly.

Our members and their immediate family members accessed an additional 138 Employee and Family Assistance Plan (EFAP) sessions from January 1, 2017 to December 31, 2017, over the benefit amounts covered through Industrial Alliance.

Members continue to have access to Shepell.fgi for additional EFAP services. The program costs are covered through benefits that are currently paid to the City of Peterborough and there is no extra cost to our members or the Service. The Shepell.fgi EFAP program includes options for text conversations with professionals, online information and a multitude of services for daily stressors. A total of 19 sessions were provided by Shepell.fgi. The annual utilization during this period was a total of 19 EFAP clients accessing the services. Counselling: 14 cases; Personal/Emotional: 7 cases; Couple/Relationship: 5 cases; Family: 2 cases. Work-life Services: 5 cases; Financial: 4 cases; Personal Health and Wellbeing: 1 case.

The Wellness Program for our members in high-risk positions, who are exposed to traumatic incidents on a more frequent basis, are continuing to meet with the psychologist on an annual basis to be assessed on any impacts their job is having on their mental health. These mandatory sessions help members identify problems early, providing strategies to improve health, and ensuring longevity and success for members. The positions that are included in the program are: Forensic Identification, E-Crime, Sexual Assault, Major Crime, Child Internet Exploitation and Victim Services.

In 2017, all new members in the Service were trained in the, "The Road to Mental Readiness" Program. This program is supported by the Ontario Association of Chiefs of Police (OACP) and the Ontario Police College (OPC). This is a proven mental health awareness program with coping strategies that has been used by the Canadian Military for a number of years. The program is based on awareness of stress, both personal and work, and the strategies that can be used to return to a state of good mental health. All members received a 4 hour training session and supervisors received an 8 hour training session. OPC is currently teaching this program to new recruits.

The EFAP Committee continued to meet as a committee throughout 2017 and issued quarterly newsletters as a resource for our members. The EFAP Committee plans to continue meeting throughout 2018 in order to keep up on the best practices and programs available to our members.

In 2017, the EFAP Committee developed a Peer Support Program. Volunteers that were interested in providing peer support to our members as well as a Coordinator to oversee the Peer Support Program were asked to submit applications. The Volunteer Peer Support Program would involve being available to peers both in and outside of the work environment. Additional training will be provided to the selected members to support them in their roles. It is anticipated that the training will take place in early 2018, with the hopes that the program can be fully functioning in the spring of 2018.

With the Supporting Ontario's First Responders Act, this legislation provides presumption for post-traumatic stress disorder (PTSD) for approved WSIB claims; as a result our member's claims have been approved in a timely manner and have had access to treatment sooner. The Act

is part of the province's strategy to prevent or mitigate the risk of PTSD and provide first responders with faster access to treatment and the information they need to stay healthy.

Supporting Ontario's First Responders Act (Post-traumatic Stress Disorder), Bill 163 of the Ministry of Labour Act provided the Ministry the ability to obtain information, on post-traumatic stress disorder from employers of first responders covered under this Act. The Human Resources Unit submitted a report to the Police Services Board, submitted for the Minister of Labour, on our Workplace Post-traumatic Stress Disorder Prevention Plan in April 2017. The PTSD Prevention Plan outlined our approach to managing Post-traumatic Stress Disorder at the Peterborough Police Service. The goal of this plan is to take a holistic approach regarding prevention, intervention and recovery, and return to work.

Performance Management and OSL Software

The Human Resources Unit worked with the Performance Management Committee to create a new performance management process and tool for the Service. The Committee developed a list of competencies for all positions within the Service and a tool for the members and supervisors to use for performance management. The Human Resources Unit worked with the Committee to develop and implement the OSL Performance Management Module as well as assisted in training members on the module. The new performance management process will be rolled out in early 2018 to all members.

Continuing Education

The Continuing Education Program provides financial assistance to employees who have a desire to pursue education, accreditation and skills building for their current role, or the roles they are aspiring to within the Service. In 2017, we provided financial support for 18 members for continuing education courses.

Recognition and Appreciation

Officers that received their Police Exemplary Service 30 Years of Service were:

30 Year Medal

Robert MacLean
Dan Hickey

Peace Officer Exemplary Service Medals for Special Constables for 20 Years of Service were:

Neil Curry
Beverley Enright
Dennis Fairbairn

In 2017, our new recruit Constable Dillon Wentworth received the Robert Lewis Bursary award.

Civilian Staff that received recognition for their Service in 2017 were:

Cindy Hoggarth - 25 years
Dennis Fairbairn - 25 years
Wendy Brown - 15 years
Mike Fillmore - 5 years
Lauren Gilchrist - 5 years
Katelyn Fitzgerald - 5 years
Alice Czitrom - 5 years