



A d m i n i s t r a t i o n

Goal: Build effective systems that support excellent police service delivery

Objective	Performance Measure	Action #	What
<p>Focus resources towards operational priorities while achieving/maintaining organizational consistency.</p>	<p>Regular review and analysis of organizational practices.</p>	A1.1	Organizational projects should follow established standards of project planning and management.
		A1.2	Review Business Plan to identify costs in the 2002 - 2004 budgets.
		A1.3	Provide budget overview, for both internal and public information, to identify where police resources are spent.
		A1.4	Benchmark and develop a Service-wide approach to auditing our systems, processes and the way business is conducted.
<p>Identify current and future Service requirements with respect to staffing, facilities, equipment and technology, and prepare plans to meet identified community safety resource needs.</p> <p><i>“The needs of officers need to be addressed so their health and well-being is maintained. We realize that they deal with a lot of pain, suffering and evil. They are so busy taking care of others: we need to ensure they are taking care of themselves.”</i></p> <p><i>– from a community group representative</i></p>	<p>Annual submission and Board approval of identified resourcing plans.</p>	A2.1	Benchmark and review current Staffing Plan, develop a Staffing Model that addresses current and future Service requirements.
		A2.2	Benchmark and review current Facilities Plan, develop a Facilities Model that addresses current and future Service requirements.
		A2.3	Benchmark and develop a Durham Regional Police Fleet Acquisition, Deployment and Maintenance Model that addresses current and future Service requirements.
		A2.4	Benchmark and develop a Service-wide Equipment Acquisition and Distribution Plan that addresses current and future Service requirements.
		A2.5	Benchmark and develop a Service-wide Technology Acquisition and Distribution Plan that addresses current and future Service requirements.
		A2.6	Modernize the Records Management (RMS) and Communications Computer Aided Dispatch (CAD) Systems.
		A2.7	Assess and implement an appropriate method to deliver ongoing computer software training for all members.
		A2.8	Establish the Business Plan Review Committee.
		A2.9	Develop and provide a wellness program for all members of the Durham Regional Police.



How	Who	When	Cost
<ul style="list-style-type: none"> • Ensure that Unit leaders have the necessary project management training • Ensure that all projects follow standard project management methodology 	Unit Leaders	Third Quarter 2002	\$2500 per course per participant
<ul style="list-style-type: none"> • Evaluate Business Plan to identify those items that will impact budgets 	Manager, Financial Services	Annually	No Additional Costs
<ul style="list-style-type: none"> • Review budgets to define major areas of expenditure • Develop written overview based on analysis and mandate of Units • Tie in with Business Plan objectives 	Manager, Financial Services	First Quarter 2002	No Additional Costs
<ul style="list-style-type: none"> • Review best practices and perform an annual review of each Unit to determine efficiencies and effectiveness of systems and processes • Report to the Police Services Board and implement approved recommendations 	Superintendent, Planning, Finance and Information Systems	Second Quarter 2002, Third Quarter 2003, 2004 Annual Review	\$5000
<ul style="list-style-type: none"> • Review best practices and perform an annual review of the Staffing Plan • Report to the Police Services Board and implement approved recommendations 	Inspector, Employee Services	Annually, starting Second Quarter 2002	No Additional Costs
<ul style="list-style-type: none"> • Review best practices and perform an annual review of the Facilities Plan • Report to the Police Services Board and implement approved recommendations 	Facilities Manager	Annually, starting Third Quarter 2002	No Additional Costs
<ul style="list-style-type: none"> • Review best practices and conduct a police fleet needs assessment and an audit of the vehicle maintenance process and the quality of service provided • Report to the Police Services Board and implement approved recommendations • Perform an annual review of the Fleet Plan 	Fleet Manager	June 2002 Report Second Quarter 2003, 2004 Annual Review	No Additional Costs
<ul style="list-style-type: none"> • Review best practices and conduct a police equipment needs assessment • Report to the Police Services Board and implement approved recommendations • Perform an annual review of the Equipment Plan 	Fleet Manager	June 2002 Report Second Quarter 2003, 2004 Annual Review	No Additional Costs
<ul style="list-style-type: none"> • Review best practices and conduct a technology needs assessment • Report to the Police Services Board and implement approved recommendations • Perform an annual review of the Technology Plan 	Manager, Information Technology	June 2002 Report Second Quarter 2003, 2004 Annual Review	Approximately \$2,300 per unit swapped out
<ul style="list-style-type: none"> • Installation of new systems 	Manager, Information Technology	Installation starting First Quarter 2002	\$500,000
<ul style="list-style-type: none"> • Review best practices and conduct a computer training needs assessment • Report to the Police Services Board and implement approved recommendations • Perform an annual review of computer software training mechanisms 	Manager, Information Technology and Learning Centre Leader	Second Quarter 2002	\$100-\$250/hr. Consulting Costs
<ul style="list-style-type: none"> • Submit an invitation to all members of the Durham Regional Police to participate on the Business Plan Review Committee • Review applicants to ensure committee makeup reflects broad representation from across the Service 	Manager, Corporate Planning and Development	January 31, 2002	\$300 (approx) Mailings, postings
<ul style="list-style-type: none"> • Review best practices and conduct a member wellness needs assessment • Report to the Police Services Board and implement approved recommendations • Perform an annual review of the member wellness program 	Inspector, Employee Services	October 2002 – March 2004	No Additional Costs for Review