



## THE CORPORATION OF THE CITY OF VERNON

### MEMORANDUM

**TO:** Patti Bridal, Chief Administrative Officer **FILE:** 7400-30  
**PC:** Kevin Poole, Director, Corporate Administration **DATE:** May 24, 2024  
**FROM:** Geoffrey Gaucher, General Manager, Municipal Support Services RCMP  
**SUBJECT:** **RCMP MUNICIPAL SUPPORT SERVICES - TEMPORARY EXHIBIT CUSTODIAN,  
COURT LIAISON OFFICER & CRIME ANALYST POSITIONS**

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In 2023, Council allocated one-time funding to enhance service levels for RCMP Municipal Support Services at the Vernon Detachment by hiring two temporary full-time employees.

Council at their regular meeting held November 14, 2022, passed the following resolution:

*THAT Council authorize \$85,000 to permit the hiring of a temporary Exhibit Custodian for RCMP Municipal Support Services for 12 months, with the source of funding being the RCMP Contingency Reserve as described in the memorandum titled "Municipal Support Services RCMP 2023 Budget Priorities" dated September 29, 2022, respectfully submitted by the General Manager, Municipal Support Services RCMP.*

Council at their regular meeting held March 13, 2023 passed the following resolution:

*THAT Council supports temporarily increasing service levels in 2023 for a 12-month term position at a cost of \$85,000 (fully loaded), to permit the hiring of a temporary Court Liaison Officer for RCMP Municipal Support Services, with the source of funding being the RCMP Contingency Reserve with an uncommitted remaining balance of \$1,901,293 as described in the memorandum titled "Municipal Support Services RCMP - Temporary Court Liaison Officer" dated January 18, 2023, respectfully submitted by the General Manager, Municipal Support Services RCMP.*

These positions were required to deal with a back log in adding dispositions to criminal records by the Court Liaison Officers and dealing with increased exhibit workload, evolved exhibit handling and new firearm processes in the Exhibit Custodian's area. These two additional temporary positions were effective in reducing the backlogs in both of these important support areas.

**Exhibit Custodian:** The temporary position was able to substantially complete the work in arrears of approximately 1600 files by the end of November 2023, with the position's funding ending December 2023. As of the date of this report, in the absence of

assistance, the Exhibit Custodian is again having to forego quality assurance work as there is no capacity to complete all of the required tasks. There is currently a backlog of 487 incomplete files in the queue. A 0.5 FTE would be sufficient to prevent the backlog of exhibit files and for the workflow to stay up to date.

**Court Liaison:** At the start of this temporary position the court disposition file queue contained 2420 outstanding files, which has been reduced to 1000 files at the time of this memo. The two permanent fulltime Court Liaison Officers are able to keep up with the day to day workload, however are anticipating seeing some backlog as they do not have the capacity to do all of the work once the temporary position ends. This temporary position is funded to the end of June, 2024 as the result of a delayed start date in 2023. With the backlog reduced, a 0.5 FTE would be sufficient to prevent future backlog of dispositions and for the workflow to stay up to date.

**Crime Analyst:** There is a requirement for an additional Crime Analyst to support the Vernon North Okanagan RCMP Municipal Detachment. The Crime Analyst collects, analyses and interprets investigative and intelligence data to support investigations, community policing and crime prevention strategies and operational plans. They liaise with external agencies and government departments such as the Corrections Service of Canada, Community Corrections as well as other Police Agencies. The Crime Analyst is critical in the support of law enforcement activities by gathering, reviewing and interpreting data in real time in order to provide the police with actionable information.

The Vernon Detachment's first Crime Analyst started in 2008 with the creation of a part time position. The full time Crime Analyst was hired in 2010 to primarily support Frontline Policing and the Crime Reduction Unit with some work also being done for the Major Crime Unit.

The requests for assistance by units within the Vernon Detachment significantly increased, which led to the creation of a temporary Crime Analyst position in November 2023, housed within the Plainclothes Unit. This position is being funded by vacancies in RCMP Municipal Support Services using wage slippage and was to end April 30, 2024. At the request of the Plain Clothes Commander, an extension has been made to July 31, 2024 to continue supporting several ongoing significant investigations. Administration is proposing the addition of a temporary 1.0 FTE Crime Analyst for a 12-month term period. The RCMP is working to staff a 1.0 FTE Crime Analyst for the Provincial Component of the Vernon North Okanagan Detachment with no confirmed start date.

By comparison, Kelowna Detachment currently has 6 employees (1 Crime Analyst Supervisor, 4 Crime Analysts, 1 Business Analyst) supporting a Detachment roughly four times the size of the Vernon Detachment. Their manager has prepared a business case to add an additional 2.5 Crime Analysts to the Kelowna Municipal Detachment and an additional 1.5 Crime Analysts for the Provincial component of the Kelowna Regional Detachment, to increase their complement to 10 FTE.

Administration requests that Council supports temporarily increasing service levels in 2024 for a 12-month term for a total amount of \$220,015 to permit the hiring of two 0.5 FTE temporary employees, consisting of a Court Liaison Officer and an Exhibit Custodian, as well as a 1.0 FTE Temporary Crime Analyst for Municipal Support Services RCMP, with the source of funding to be the RCMP Contingency Reserve with a balance of \$1,562,934 and no other approved draws. After fully assessing the effectiveness of these

three positions, there may be a need for these positions to come back to Council as a Service Level Adjustment in the 2026 budget process.

**Court Liaison Officer:** Band 8, Schedule A, \$44,624 0.5 FTE

The Court Liaison Officer (CLO) position supports the Vernon/North Okanagan Municipal RCMP Detachment as a bridge between Federal and Provincial Crown as well as defense counsel, providing disclosure in accordance with the provincial government Memorandum of Understand (MOU) for court prosecutions.

**Exhibit Custodian:** Band 8, Schedule A, \$44,624 0.5 FTE

The exhibit custodian is responsible for the safe keeping and storage of all seized property as well as to preserve continuity of evidence in order to support court prosecutions. The Exhibit Custodian controls the movement, storage, and disposition/destruction of all Detachment exhibits in order to protect the integrity of the exhibit system.

**Crime Analyst:** Exempt Band 4, \$130,767

The Crime Analyst collects, assembles, analyses and interprets a wide variety of investigative and intelligence data to support ongoing investigations, community policing and crime prevention strategies and operational plans. The Crime Analyst establishes and maintains liaisons with external agencies and government departments as well as other RCMP Detachments and Police Agencies.

Note: Salaries are fully loaded.

**RECOMMENDATION:**

THAT Council supports temporarily increasing service levels in 2024 for a 12-month term for a total amount of \$220,015, to permit the hiring of two 0.5 FTE temporary employees, consisting of a Court Liaison Officer and an Exhibit Custodian, as well as a 1.0 FTE Temporary Crime Analyst for Municipal Support Services RCMP, with the source of funding to be the RCMP Contingency Reserve, as described in the memorandum titled "RCMP Municipal Support Services Temporary Exhibit Custodian, Court Liaison Officer, & Crime Analyst Positions" dated May 24, 2024, respectfully submitted by the General Manager, Municipal Support Services RCMP.

Respectfully submitted:



Geoffrey Gaucher  
General Manager, RCMP Municipal Support Services

Approved for agenda by CAO 

