

ITEM 6
MANAGER'S REPORT NO. 33
COUNCIL MEETING 1984 05 07

RE: CRIMINAL DOCUMENT SERVICE - BURNABY DETACHMENT RCMP
(ITEM 9, SUPPLEMENTARY REPORT NO. 21, 1984 MARCH 19)

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation of the Director Administrative & Community Services be adopted.

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TO: MUNICIPAL MANAGER 1984-04-27

FROM: DIRECTOR ADMINISTRATIVE AND COMMUNITY SERVICES

SUBJECT: CRIMINAL DOCUMENT SERVICE
BURNABY DETACHMENT R.C.M.P.

RECOMMENDATION:

1. THAT a copy of this report be sent to the UBCM and Mayor J.E. Loucks, Chairman of the GVRD Executive Committee.

REPORT:

A report was prepared by Director Administrative and Community Services which appeared as Item 9, Manager's Report No. 21, Council Meeting 1984-03-19. In that report page 2 and 3 made reference to serving of the documents by the R.C.M.P., the anticipated volume and the projected manpower.

This report includes hereunder, the Officer in Charge, Burnaby Detachment's Report on criminal document service for the detachment for the period April 1st to 27th 1984, i.e.,

"REPORT ON CRIMINAL DOCUMENT SERVICING

Municipality Burnaby Detachment R.C.M.P. for the month of
April 1-27, 1984 .

1. Number of documents delivered to the Police Department for serving. (84-04-01) 313
2. Number of documents accepted for service by the Department. (84-04-01 to 84-04-27) 326
3. Number actually served during the month. 563
4. Number of individual visits necessary to complete or attempt service. (average) 1
5. Number of documents unserved at month end. 50
6. Car mileage incurred during attempted or successful service. (no stats kept) _____
7. Police manhours spent on document service calls. 352
(2 members, 5 days per week)
8. Time spent in office-related record keeping of document handling.

by Police Officers 5 hrs.per day
by Clerical Staff 1 hr. per day

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Two members have been assigned full time to service criminal court documents, one from our Traffic Section and another from our General Duty area, which represents a reduction of service in those areas of one member each. The first month included time setting up a system and analysing the magnitude of the additional workload. It is anticipated that we will become more proficient with practice and familiarity. Car stats will be kept in the future."

Members of Council will note that in the first month, very nearly three (3) full time equivalents (two (2) police in the field, and a total of six (6) hours per day in the office of police and civilian manpower) are being used. It is expected that this figure will drop considerably over the next 1 - 2 months. It should be noted that the 1984 contract cost per RCMP member is \$56,000. (April 01 - December 31), cost shared at 84%.

A more precise costing will be carried out once we have the experience of a more "settled in" period. A further report to Council will be submitted within 4 - 6 weeks or as the situation develops.



S
N.L. FUCHS
Officer in Charge
Burnaby Detachment



John E. FLEMING
Director Administrative
and Community Services