

**COURT SECURITY AND PRISONER TRANSPORTATION (CSPT) PROGRAM
2024 ANNUAL FINANCIAL AND PERFORMANCE MEASUREMENT REPORT
January 1, 2024 to December 31, 2024**

QUESTIONS & ANSWERS

CONTEXT

- In September 2020, the Ministry of the Solicitor General (ministry) hired an independent consultant to conduct a review of court security and prisoner transportation in Ontario, including the design of the CSPT Program. Municipalities, police services and other justice sector partners were engaged during the review process.
- The review has been completed and a phased approach is being taken in response to the program review to ensure a pathway for future planning and continuous improvement founded on evidence that addresses gaps in the program review.
- As a first step in this phased approach, and based on one of the vendor's recommendations, the ministry is enhancing reporting requirements for the CSPT TP Program through the introduction of a Performance Measurement Framework (PMF). This will help create a foundation for continuous quality improvement and program efficiencies that is evidence-based.
- Beginning in 2022, as part of the CSPT TP program, a report-back on provincially identified performance measures and indicators will be required as outlined in the Transfer Payment Agreement. Reporting will be on an annual basis and aligned with the timelines for financial reporting.

CSPT PROGRAM PERFORMANCE MEASUREMENT FRAMEWORK (PMF)

The CSPT Program PMF is a framework for measuring, monitoring, and reporting of results achieved by the program. This PMF is a "living document" that may evolve and improve over time as current data being collected is analyzed, more data points become available, and the program's ability to collect results expands.

PERFORMANCE INDICATOR	PERFORMANCE MEASURE	HELPFUL TIPS
Number of court appearances	Number of in-person court appearances conducted	If you have hybrid court appearances, please try to track that separately and clearly specify that number. This helps differentiate between hybrid, in-person and virtual appearances when analyzing data.
	Number of virtual court appearances conducted (if unavailable, please indicate "N/A")	Virtual court appearances are considered court appearances in which the inmate/prisoner did not have to be transported out of the institution to attend court.
Number of full-time equivalent sworn police officers and special constables that are supporting prisoner transportation and/or court security	Total number of full-time equivalent sworn police officers and special constables assigned to prisoner transportation and court security duties	Please specify and include the breakdown by the number of sworn police officers and the number of special constables.
	Total number of full-time equivalent sworn police officers and special constables that support prisoner transportation duties	Please specify and include the breakdown by the number of sworn police officers and the number of special constables.
	Total number of full-time equivalent sworn police officers and special constables that support court security duties	Please specify and include the breakdown by the number of sworn police officers and the number of special constables.
Number of prisoner transportation trips	Number of prisoner transportation trips conducted by full-time equivalent sworn police officers and special constables.	When counting the number of prisoner transportation trips, consider them as individual one-way trips.

KEY PERFORMANCE MEASUREMENT TECHNOLOGY

- **Indicator:** A qualitative or quantitative means of measuring an output or outcome with the intention of gauging the performance of a program
- **Objective:** An achievable and realistic expression of a desired result
- **Output-based indicator:** A measure of the tangible items, direct products, or services produced from the activities of a program or initiative or project. Because outputs are tangible, they can be recorded and counted. Output indicators are essential to program and project management. For example, they may tell if a program or initiative or project is progressing on time and on budget.
- **Outcome-based indicator:** A measure that demonstrate the extent to which each program or initiative or project's activities contribute to the achievement of the program or initiative or project's objectives and priorities. Outcome-based indicator can be short-term, intermediate-term or long-term. Outcome-based indicator provides information needed for planning, setting policy or program direction, highlighting success, and to help manage risks that may affect the ability to meet program or project objectives.
- **Performance measure:** Quantifiable information that provides a reliable basis for directly assessing achievement, change or performance over time.
- **Performance measurement:** The process of assessing results, e.g. the degree to which objectives are being achieved.
- **Performance measurement framework:** A tool that provides a consistent approach for systematically collecting, analyzing, utilizing, and reporting on the performance of a program or initiative or project. A PMF includes the expected outcomes of a program or initiative or project, indicators and associated targets, data sources and data collection frequency, and actual data collected for each indicator.

FREQUENTLY ASKED QUESTIONS

- When reporting on the required performance measures, how should reporting be captured for those who are in-custody versus out-of-custody?**
Reporting on the performance measures/indicators is only required for in-custody appearances. Out-of-custody court appearances are not required to be tracked/reported as those individuals are responsible for their own transportation to court.
- Is reporting on the number of virtual court appearances required?**
Yes, this performance measure is required. This measure provides helpful information in determining efficiencies and cost effectiveness related to prisoner transport. If the data is considered in-person, virtual or another category of hearings?
- For individuals who are in-custody and need to be transported to the courthouse for virtual hearings (and also require court security), are those numbers considered in-person, virtual or another category of hearings?**
Those numbers would be considered "hybrid" hearings. If possible, please include in-person, virtual and hybrid separately. It would also be helpful for the Ministry to be aware of why and how the hybrid situation would and/or could occur. If you are unable to track hybrid separately, please consider those numbers where individuals in-custody are transported for virtual hearings as "in-person hearings."
- If an individual in-custody has multiple charges that they are appearing in court for (either in-person or virtually) in a single day, should this be reported as one court appearance or multiple court appearances?**
It should be counted as one court appearance, as the focus is on the security and transportation of the prisoner to appear in court on a given day, not the number of charges.
- What services and activities are eligible for funding under the CSPT Program and relevant to the new reporting requirements?**
The court security and prisoner transportation services and activities that are eligible for funding are outlined in Schedule "F" of the 2024 CSPT funding contract. This includes:

COURT SECURITY includes:

- Facility Perimeter Security**
Costs associated with external and/or internal presence of police or other security personnel during regular or non-regular hours to secure the perimeter of the facility, to respond to a specific threat or for high-profile matters.
- Courtroom Security**
Costs associated with the presence of police or other security personnel in the courtroom to ensure the safety and security of the proceedings and attendees.
- General Courthouse Security Presence**
Costs associated with the use of screening stations to screen all public visitors to the courthouse, including the use of magnetometers and x-ray machines, and police or other security personnel assigned to perform roving patrols of the court facility.
- Prisoner Movement in Courthouse**
Costs associated with monitoring the movement of prisoners between holding cells and other areas within the courthouse.
- Prisoner Guarding in Holding Cells**
Costs associated with guarding and monitoring of prisoners brought to court and held in courthouse holding cells (where applicable).
- Prisoner Feeding**
Costs associated with the provision of meals to prisoners required while in the custody of local police services for the purpose of attending court.
- Virtual Court Proceedings**
Costs associated with the guarding, monitoring and transportation of prisoners when court proceedings are held remotely outside of court locations will be eligible for consideration for funding. This excludes virtual court appearances that take place within a correctional institution.

PRISONER TRANSPORTATION includes:

PRISONER includes: Persons being held in custody as a result of provincial or federal offence proceedings, including persons under immigration detention.

- Prisoner Transport**
Costs associated with the movement of prisoners between correctional institutions and court locations for the purposes of attending court.
- Prisoner Transport - Youth**
Costs associated with the movement of youth in custody between correctional and/or custodial facilities and court locations for the purposes of attending court.

TRAINING, EQUIPMENT AND RECRUITING includes:

- Costs associated with training that is relevant to court security and prisoner transportation only.
- Costs associated with equipment that is unique to the provision of court security and prisoner transportation and does not include equipment that would be utilized for other purposes.
- Costs associated with recruiting that is relevant to the staffing of court security and prisoner transportation only. Costs may include advertising for applicants, physical fitness and/or psychological testing, applicant screening, interviews, or any other related human resources expense.

In addition, costs associated with the guarding, monitoring and transportation of prisoners when court proceedings are held remotely outside of court locations are eligible for consideration for funding. Reasonable costs associated with transporting prisoners from custodial facilities to court locations would qualify. This could include fuel and general maintenance of vehicles used specifically to transport the prisoners between custodial facilities and court locations. These costs may be expensed under the "Other" category under the Prisoner Transport Expenses.

6. What expenses are ineligible for funding?

Ineligible funding include costs associated with performing court administration and related duties including the scheduling of staff for daily deployment, the service of legal documents, the preparation/maintenance of Crown Brief materials, the entry of data into court information systems, preparing or swearing/affirming legal documentation, scheduling of court appearances or other duties of a related nature.

7. What is required for "Proof of Expenses" in the "Court Security Expenses" and "Prisoner Transport Expenses" tabs?

This requirement is new for the 2024 reporting and is important to help the ministry reconcile reported costs. Please provide an itemized list of supporting documentation to demonstrate proof of expense including invoices, receipts, and spreadsheets/reports (i.e. spreadsheet demonstrating hours and salaries for personnel related costs.) The grand total of the "Court Security Expenses" tab should match the total in line "a" of the Financial Report and the grand total of the "Prisoner Transport Expenses" tab should match the total in line "f". Please clearly indicate how your supporting documents correspond to each line item by numbering each receipt/invoice and indicating the receipt/invoice number(s) (Column E) for each line item.

For any other questions related to the CSPT Program and completing the Annual Financial and Performance Measurement Report, please contact
Rosanna.Tamburro@ontario.ca and Emily.Jefferson@ontario.ca.

SCHEDULE "G": 2024 Annual Financial and Performance Measurement Report

REPORTING MUNICIPALITY: (please select from drop down list)	
City of Owen Sound	
CONTACT INFORMATION:	
Salutation:	First Name:
Mr.	Craig
Last Name:	Title:
Ambrose	Chief of Police
Tel:	Ext:
519-376-1234	1224
Fax:	Email:
519-376-2456	cambrose@owensoundpolice.com
Address:	
922 2nd Avenue West	
City:	Postal Code:
Owen Sound	N4K 4M7
LOCAL POLICE SERVICE:	
Name of Police Service:	
Owen Sound Police Service	
2024 FINANCIAL REPORT	
INSTRUCTIONS: Please complete the following section in relation to Schedule F – Court Security and Prisoner Transportation Services and Activities Eligible For Funding.	
If applicable, please provide a breakdown for lines b, c, d, g, h, and i.	
Please also complete the expense pages/TABS for eligible court security expenses and eligible prisoner transportation expenses.	
2024 Allocation:	\$393,099.00
COURT SECURITY COSTS	
a) Total gross annual court security costs	\$754,291.05
b) Total annual payments provided to other municipalities for court security (please specify municipalities below):	
1	
2	
3	
Sub-total:	\$0.00
c) Total annual payments received from other municipalities for court security (please specify municipalities):	
1	
2	
3	
Sub-total:	\$0.00
d) Total annual payments received by the municipality and police service, from other funding sources for court security (i.e. MAG, MCCSS, SOLGEN-IS, OPP) (please specify sources):	
1 OPP-meal costs recovered	1,426.80
2	
3	
Sub-total:	\$1,426.80
e) Total net annual court security costs (a + b - c - d):	\$752,864.25
PRISONER TRANSPORTATION COSTS	
f) Total gross annual prisoner transportation costs:	\$13,822.37
g) Total annual payments provided to other municipalities for prisoner transportation (please specify municipalities):	
1	
2	
3	
Sub-total:	\$0.00
h) Total annual payments received from other municipalities for prisoner transportation (please specify municipalities):	
1	
2	
3	
Sub-total:	\$0.00
i) Total annual payments received by the municipality and police service, from other funding sources (i.e. MAG, MCCSS, SOLGEN-IS, OPP) for prisoner transportation (please specify sources):	
1 MAG-prisoner escort cost recovery	3,619.48
2	
3	
Sub-total:	\$3,619.48
j) Total net annual prisoner transportation costs (f + g - h - i):	\$10,202.89
Total Net Court Security and Prisoner Transportation Costs for 2024 (e + j):	\$763,067.14
Variance (Allocation - Total Net Costs for 2024):	-\$369,968.14
SIGNATURE OF AUTHORIZED OFFICIAL:	
<i>I, hereby certify that the information provided in the Expenditure Summary for 2024 is correct and is in agreement with the books and records of the municipality and its consolidated entities.</i>	
Title:	Print Name:
Chief of Police	Craig Ambrose
Signature:	Date:
	27-Apr-25

2024 PERFORMANCE MEASURES

Please complete the following section in relation to Schedule D – Performance Measurement Framework

REPORTING MUNICIPALITY:

NAME OF LOCAL POLICE SERVICE:

PERFORMANCE MEASURE	PERFORMANCE INDICATOR	REPORTING PERIOD: JANUARY 1, 2024 to DECEMBER 31, 2024	COMMENTS
Number of court appearances	Number of in-person court appearances conducted	953	Includes both OPP and Owen Sound Police Service Custodies
	Number of virtual court appearances conducted <i>(if unavailable, please indicate "N/A")</i>	1561	ONLY Owen Sound Police Service virtual custody appearances
Number of full-time equivalent sworn police officers and special constables that are supporting prisoner transportation and/or court security	Total number of full-time equivalent sworn police officers and special constables assigned to prisoner transportation and court security duties	17	3 Full Time Police Officers 3 Full Time Special Constables 11 Part Time Special Constables
	Total number of full-time equivalent sworn police officers and special constables assigned to prisoner transportation duties	17	3 Full Time Police Officers 3 Full Time Special Constables 11 Part Time Special Constables
	Total number of full-time equivalent sworn police officers and special constables assigned to court security duties	17	3 Full Time Police Officers 3 Full Time Special Constables 11 Part Time Special Constables
Number of prisoner transportation trips	Number of prisoner transportation trips between correctional institutions and court locations for the purpose of transporting persons in-custody to attend court	15	

SCHEDULE "G": Annual 2024 Financial and Performance Measurement Report

COURT SECURITY EXPENSES

INSTRUCTIONS: Please refer to **Schedule F** of the Court Security and Prisoner Transportation Transfer Payment Agreement for services and activities eligible for funding.

Please complete the form below by providing:

1. **Expense Item:** Briefly describe the expense item (e.g., salaries). Add additional expense lines as needed.
2. **Eligible Activity:** Select the eligible activity associated with the expense item.
3. **Expense Amount:** Provide the total amount for the reporting calendar year.
4. **Proof of Expenses:** Provide an itemized list of invoices/receipts to demonstrate proof of expense. Please clearly indicate how your supporting documents correspond to each line item by numbering each receipt/invoice and indicating the receipt/invoice number(s) (Column E) for each line item.

Note: Ineligible funding includes costs associated with performing court administration duties including the scheduling of staff for daily deployment, the service of legal documents, the preparation/maintenance of Crown Brief materials, the entry of data into court information systems, preparing or swearing/affirming legal documentation,

Invoice #	Expense Item	Eligible Activity (please select from the dropdown menu)	Expense Amount (\$)	Proof of Expenses	Comments
Personnel (e.g., Uniform, Civilian)					
1	Civilian	Courtroom Security	\$160,405.01	Calc. Worksheet	
2	Civilian	General Courthouse Security Presence	\$320,810.02	Calc. Worksheet	
3	Civilian, Uniform	Prisoner Movement in Courthouse	\$165,465.00	Calc. Worksheet	
4	Civilian	Prisoner Guarding in Holding Cells	\$82,254.35	Calc. Worksheet	
5	Uniform	General Courthouse Security Presence	\$5,493.70	Calc. Worksheet	
Personnel Sub-total:			\$734,428.08		
Equipment (please specify)					
1	KLE Canada-Uniforms	All of the Above	\$2,878.90	PDF #1 Invoices	
2	MDC-Handcuffs, Leg Irons	All of the Above	\$1,764.94	PDF #1 Invoices	
3	CarryAll-Security Wands	All of the Above	\$453.85	PDF #1 Invoices	
4	Univesel, Under Armour-Boots	All of the Above	\$819.10	PDF #1 Invoices	
5	Clothing Allowance-Special Constables	All of the Above	\$1,458.54	PDF #1 Invoices	
Equipment Sub-total:			\$7,375.33		
Recruitment (please specify)					
1					
2					
3					
4					
5					
Recruitment Sub-total:			\$0.00		
Training (please specify)					
1	OACPM Conference		\$254.40	PDF #2 Invoices	
2					
3					
4					
5					
Training Sub-total:			\$254.40		
Other (e.g., Prisoner Meals)					
1	Prisoner Meals	Prisoner Feeding	\$11,010.72	PDF #3 Invoices	
2	Costs Recovered-OPP	Prisoner Feeding	-\$1,426.80	PDF #4 Invoices	
3	Ackland Grainger	Prisoner Guarding in Holding Cells	\$185.00	PDF #5 Invoices	
4	Ministry of Solicitor General-Security Gowns, Quilts	Prisoner Guarding in Holding Cells	\$1,037.54	PDF #6 Invoices	
5					
Other Sub-total:			\$10,806.46		
			\$752,864.27		

SCHEDULE "G": 2024 Annual Financial and Performance Measurement Report

PRISONER TRANSPORT EXPENSES

INSTRUCTIONS: Please refer to **Schedule F** of the Court Security and Prisoner Transportation Transfer Payment Agreement for services and activities eligible for funding. Please complete the form below by providing:

- 1. Expense Item:** Briefly describe the expense item (e.g., salaries). Add additional expense lines as needed.
- 2. Eligible Activity:** Select the eligible activity associated with the expense item.
- 3. Expense Amount:** Provide the total amount for the reporting calendar year.
- 4. Proof of Expenses:** Provide an itemized list of invoices/receipts to demonstrate proof of expense. Please clearly indicate how your supporting documents correspond to each line item by numbering each receipt/invoice and indicating the receipt/invoice number(s) (Column E) for each line item.

Invoice #	Expense Item	Eligible Activity (please select from the dropdown menu)	Expense Amount (\$)	Proof of Expenses	Comments
Personnel (e.g., Uniform, Civilian)					
1	Civilian (Vehicles, Mileage)	Adult Prisoner Transfer	\$12,467.89	Calc. Worksheet	
2	Civilian (Vehicles, Mileage)	Youth Prisoner Transfer	\$1,354.48	Calc. Worksheet	
3					
4					
5					
Personnel Sub-total:			\$13,822.37		
Equipment (please specify)					
1					
2					
3					
4					
5					
Equipment Sub-total:			\$0.00		
Recruitment (please specify)					
1					
2					
3					
4					
5					
Recruitment Sub-total:			\$0.00		
Training (please specify)					
1					
2					
3					
4					
5					
Training Sub-total:			\$0.00		
Other					
1	Prisoner Escort Costs Recovered-MAG Crown Approved	Adult Prisoner Transfer	-\$3,619.48	PDF #7 Invoices	
2					
3					
4					
5					
Other Sub-total:			-\$3,619.48		
			\$10,202.89		