

RIDGE REGIONAL PUBLIC SAFETY SERVICES COMMISSION

Community Peace Officer Business Plan



2021

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Vision

Our vision is to have a successful Community Peace Officer Program, which has skilled professionals leading the community to voluntary compliance, through application of consistent education and enforcement, using positive and proactive methods to create a safe community.

Values

We value the highest standard of personal and professional ethics based upon honesty, integrity and trust. We strive for consistency, fairness and impartiality.

Mission Statement

The Ridge Regional Public Safety Services Commission (which includes the Towns of Raymond, and Milk River, the Villages of Stirling and Warner, and County of Warner) is committed to serving its residents by providing expert and professional enforcement services in various fields of bylaw enforcement and provincial legislation. These duties are to be performed with honesty, integrity and diligence.

Introduction

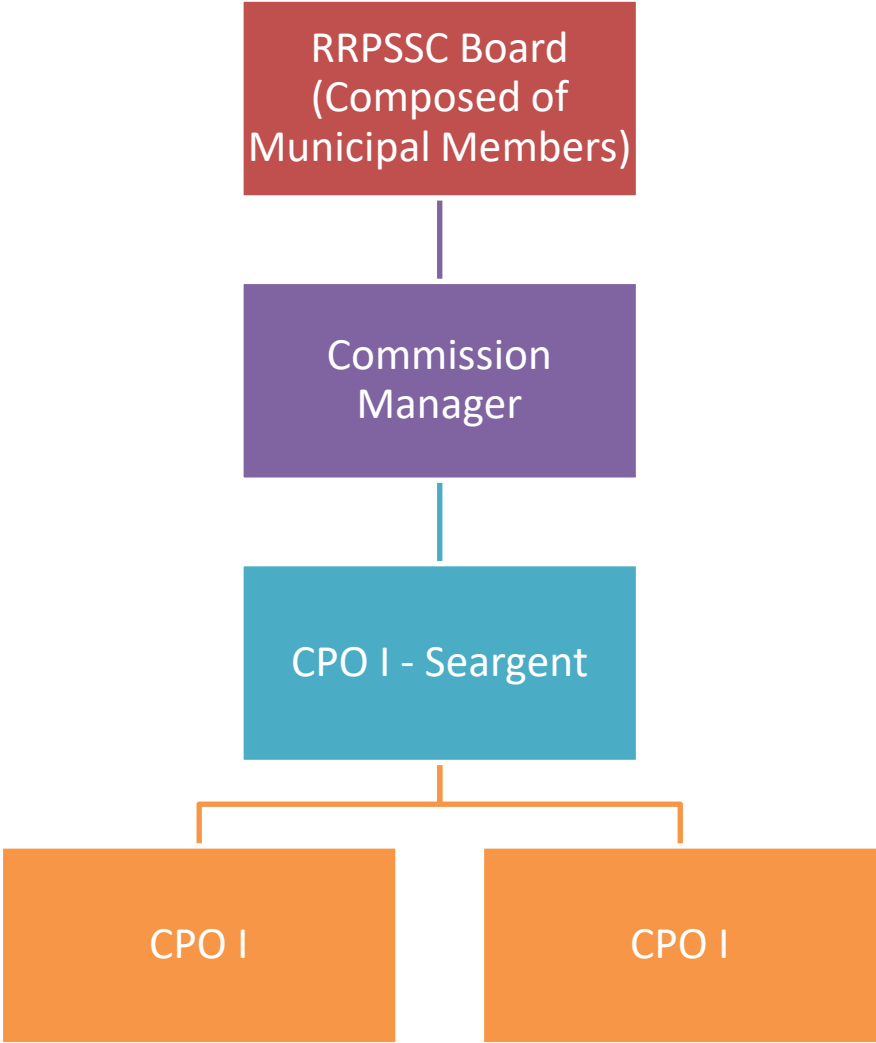
This Business Plan formalizes the service priorities for the Commission. The Plan provides a description of the Enforcement objectives, services, active priorities, and performance measures, and ties them to the mission and values of the Municipalities and the vision for the Ridge Regional Public Safety Services Commission. Together, these objectives will fulfill the Municipal Enforcement Mandate that the Councils and Provincial regulations set out for the Community Peace Officer Program.

The Ridge Regional Public Safety Services Commission, with direction from the participating Municipal Councils, has provided direction on the municipal enforcement vision; that being one of consistency, education, sustainability and enforcement. The Ridge Regional Public Safety Services Commission also establishes strategic initiatives to maintain the highest levels of security and personal safety for residents and visitors.

The Commission Manager oversees and directs the Community Peace Officers within the parameters of this Business Plan and under the direction of the Ridge Regional Public Safety Services Commission.

Our Community Peace Officers are committed to consistent, impartial, and professional community focused statute and bylaw enforcement. Their job is to watch over the community and ensure that all provincial statutes and municipal bylaws are followed, updated and explained. It is their sworn duty to make sure that their actions are based on the vision, values, and priorities determined by the Ridge Regional Public Safety Services Commission.

This document solidifies the relationship between the expectations of the Ridge Regional Public Safety Services Commission and the service delivery model for the Community Peace Officer Program.



Designation

The RRPSSC has received authorization to employ Community Peace Officers from the Solicitor General's Office of Alberta. Community Peace Officers are governed by the Province and are subject to the following Provincial Legislation:

1. Peace Officers Act
2. Peace Officer Policy Manual

These documents outline the specific requirements and standards to which the Community Peace Officers must adhere. Our Community Peace Officers will work closely with the local RCMP Detachment to ensure that quality law enforcement services are provided in a professional and seamless manner.

Future Considerations for this Plan

This Business Plan contains a number of initiatives, but cannot address every possibility or circumstance. The Program will continue to grow and change as community priorities and requirements change. In the future, this plan will serve as a guide for expansion of the service, a template for the justification of shift priorities, and a foundation for changes in direction and priorities.

Objectives and Operating Philosophy

The Community Peace Officer Program adopts the following Objectives in fulfilling their Mission Statement:

- **Municipal Bylaw Enforcement:** Community Peace Officers will enforce the municipal bylaws as required and endeavor to proactively address all bylaw concerns before they become problematic. Community Peace Officers will also be responsive to citizen complaints.
- **Agency Collaboration:** Community Peace Officers will endeavor to assist other law enforcement agencies where possible. They will also endeavor to establish formal and informal partnerships with other agencies, as required, to respond to issues of mutual concern based on the priorities of this plan and the Ridge Regional Public Safety Services Commission. Community Peace Officers play an important role in liaising with and assisting other municipal departments to fulfill their mandates.

➤ **Community Education:** The Community Peace Officers will develop and implement educational programs that enhance public safety. They will educate and inform community residents of their responsibilities in complying with municipal bylaws and provincial statutes. At all times they are to serve in a leadership role in enhancing community safety.

➤ **Provincial Statutes Enforcement:** Community Peace Officers will enforce authorized provincial statutes. The Community Peace Officers will provide a level of traffic safety on Municipal, County and Provincial roadways by enforcing traffic laws and regulations. The Community Peace Officers will endeavor to protect the road infrastructure by enforcing regulations of the Municipal Traffic Safety Plans, Traffic Safety Act and Public Highway Protection Act that are specific to commercial vehicles and roads. Community Peace Officers will comply with the requirements set out by the Community Peace Officer program and have a sound knowledge of their authorities and jurisdiction.

➤ **Ongoing Development and Accountability:** Community Peace Officers will endeavor to remain current in their field of expertise. Ongoing measurement of data and reporting to the Ridge Regional Public Safety Services Commission will ensure accountability.

➤ **Economic Sustainability:** Administration will work with the Community Peace Officers to monitor industry best practices aimed at affordable and sustainable public safety services. Findings will be presented to the RRPSSC board for consideration.

Objective: Municipal Bylaw Enforcement

Priorities:

- Provide excellent public service focused on community safety and well-being.
- Provide timely follow up to complaints and inquiries
- Provide fair and impartial enforcement of bylaws and policies
- Provide Animal Control services.
- Research, develop, review and update Municipal Bylaws in accordance with Provincial Legislation.

Strategies:

- The ongoing enforcement of existing Municipal Bylaws will be approached using discretion and professional judgment.
- Initial enforcement of new municipal bylaws will be handled with a three-stage approach:
 - 1) Public education and/or verbal warning
 - 2) Written warning
 - 3) Ticket
- Response to complaints with a step by step approach:
 - 1) Respond to complainant's call within 1 working day.
 - 2) Investigate complaint
 - 3) Create a file with a file number
 - 4) Take corrective action on the complaint and enforce laws where applicable
 - 5) Follow up with complainant about final action taken.
 - 6) Forward file to supervisor for review.
 - 7) Upon supervisor approval, close file and store on reporting system.
- Enforcement of Animal Control with the following approach:
 - 1) Containment of dogs and cats found running at large.
 - 2) Transportation of dogs and cats to the RRPSS pound facility.
 - 3) Issuance of violation tickets.
 - 4) Ensuring the humane treatment of animals.
 - 5) Encouraging responsible pet ownership.
 - 6) Following up on pet license warnings.
 - 7) Serving pet owners with provincial summons when necessary.
- Assist Planning Department in enforcing infractions against the participating Municipal Land Use Bylaws.
- Review, develop and update bylaws as directed by the Ridge Regional Public Safety Services Commission through the Commission Manager.
- Annual review of bylaws enforceable by the Community Peace Officers is to be carried out to ensure that they are meeting the needs of the changing communities.

Objective: Agency Collaboration

Priorities:

- Cooperative with other municipal departments and outside agencies in the enforcement of existing bylaws and the development of new bylaws.
- Work with other agencies on professional development, on developing awareness, and information sharing networks.
- Assist in joint operations with other agencies throughout Southern Alberta, including the RCMP, Sheriffs, Southwest Alberta Road Safety Society, and other Community Enforcement Services.

Strategies:

- Assistance to Municipal Departments:
 - 1) Provide traffic control when required for emergencies.
 - 2) Make recommendations regarding enforcement clauses of municipal bylaws created by other departments.
 - 3) Report unsafe road conditions to appropriate departments.
 - 4) Make recommendations for traffic control devices, signs, speed zones, etc.
 - 5) Active membership on assigned committees as approved by the Ridge Regional Public Safety Services Commission.

- Assistance to RCMP and Outside Agencies:
 - 1) Assist in joint operations such as inspections, school zone speed checks, commercial vehicle checks, seatbelt checks, off road vehicle checks and large community events.
 - 2) Attend interagency meetings with local enforcement agencies.
 - 3) Provide traffic control when required for emergencies, parades and funerals.
 - 4) Assist the RCMP.

Objective: Community Education

Priorities:

- Develop a community educational program that provides a wide variety of community educational programs focusing on the objectives, priorities, and strategies defined in this Plan and municipal Traffic Safety Plans.
- In addition to legislation education, the Community Peace Officer will strive to offer services to the communities to educate citizens on traffic safety and personal safety.
- Working cooperatively with the various schools to develop educational programs within the schools in the participating municipalities.

Strategies:

- Ongoing Public Education: It is commonly accepted that most residents will obey the law once they understand it. The following methods will be employed to improve public education:
 - 1) Personal one on one contact with the public.
 - 2) Newspaper ads and articles.
 - 3) Social Media
 - 4) Bicycle rodeo.
 - 5) Information on the municipal websites.
 - 5) Presentations and programs for schools and community groups such as Bike Rodeo, Off Highway Vehicle Safety, Student Crime Stoppers, Dog Handling, Dog bite prevention, etc.

- Personal Safety: To assist with the creation of a safe community, Community Peace Officers will be involved in the provision of various safety courses to the public, including but not limited to child seat safety checks, bicycle safety, and home and business security.

- Proactive Patrolling: Proactive patrols will be used to serve as a deterrent and as a useful method of observing behavior from different vantage points. This will provide an

opportunity to communicate with the public and receive feedback. Patrols should be done on community trails that are not readily accessible to a patrol vehicle.

- General Public Assistance: Community Peace Officers serve as goodwill ambassadors for citizens and visitors by assisting with directions, promoting local business, etc. as the need arises.

Objective: Provincial Statute Enforcement

Priorities:

- Traffic Safety Act
- Animal Protection Act
- Dangerous Dogs Act
- Environmental Protection and Enhancement Act
- Gaming Liquor & Cannabis Act
- Petty Trespass Act
- Prevention of Youth Tobacco Use Act
- Provincial Offenses Procedure Act
- Stray Animal Act
- Public Highway Development Act
- Education Act

Strategies:

Traffic Safety Act:

- Community Peace Officers must have a thorough working knowledge of the Traffic Safety Act including powers, authorities and violations.
- Portions of the shift will be spent conducting roving patrols of the respective areas in the marked patrol vehicle (when time/staffing permits such).
- Emphasis will be placed on having safe playground and school zones, therefore proactive patrolling will be done on a continuous basis in these areas. School zone patrols will be conducted throughout the school year during the three school zone times of 8:00am – 9:30am, 11:30am – 1:30pm and 3:00pm – 4:30pm. Priority of speed enforcement in school zones will be in September of every year to coincide with the start of the new school year. Playground zones will be patrolled and enforced on a continuous basis between the hours of 8:30am to one hour after sunset with a priority of enforcement during the spring and summer months when playground zones are most active.
- Vehicles traveling over the posted speed limit may be stopped and the driver issued a ticket if the Community Peace Officer deems justifiable.
- Speed enforcement will be conducted within the participating municipalities using Radar/Laser. This will reduce speeding, enhance traffic safety and will also create a visual deterrent for the community.

- Enforcement of all road bans through proactive patrols of affected roads, commercial vehicle enforcement and targeted commercial vehicle check stops shall be performed during road ban season between the months of March to July. (Subject to appropriate training & officer qualification)
- Animal Protection Act: Enforcement of this act shall be initiated through public complaints. This Act allows Community Peace Officers to seize an animal that is in dire circumstances and issue citations in relation to the seriousness of the offence. This Act reinforces the Animal Control Bylaw and provides another avenue of enforcement when needed.
- Dangerous Dog Act: Enforcement of this Act shall be initiated through a public complaint. This Act enables Community Peace Officers to deem a dog dangerous and allows for court ordered euthanasia to protect the community from that dog. This Act enhances the Animal Control Bylaw and provides another avenue of enforcement when needed.
- Environmental Protection and Enhancement Act: Investigations under this Act will be initiated through public complaint or proactive patrols. Community Peace Officers will be able to issue fines for infractions such as:
 - Illegal dumping of waste
 - Littering
 - Improper disposal of waste
 This Act will enable the Community Peace Officers to assist in maintaining the visual appearance of the community.
- Gaming Liquor & Cannabis Act/Regulations: Investigations under this Act shall be initiated through public complaint or proactive patrols. Community Peace Officers are limited to enforcement of specific sections of this Act/Regulation. Community Peace Officers will be able to issue fines or to arrest for infractions of this Act/Regs such as:
 - Intoxication in a public place
 - Consumption in a public place
 - Minors in possession
 - Transportation of liquor/cannabis within easy access of occupant
- Petty Trespass Act: Investigations under this Act will be initiated through public complaint or proactive patrols. When someone enters onto private property, Community Peace Officers have the authority to issue violation tickets and to remove the individual found in contravention of this Act.
- Prevention of Youth Tobacco Use Act: Investigations under this Act shall be initiated through public complaint or proactive patrols. Proactive efforts to ensure our youth are informed and aware of the damage and hazards of smoking are very important. The youth should know that it is an offence to possess and use cigarettes under the legal age of 18 years. This Act allows Community Peace Officers to create a one on one dialogue with the

youth in the participating municipalities and allows Community Peace Officers to act as a role model.

- Provincial Offences Procedure Act: This act defines all of the regulations and offences that Community Peace Officers use and lays out general offence punishment.
- Stray Animals Act: Investigations under this Act will be initiated through public complaint or proactive patrols. This Act allows Community Peace Officers to deal with livestock running at large.
- Public Highways Development Act: Investigations under this Act shall be initiated through public complaint or proactive patrols. Road bans and the large amount of commercial vehicle activity within the patrolled areas can be a concern. This Act allows Community Peace Officers to address any damage to Municipal roads and to ensure that the proper remedies are taken by the offender to repair the damage. (Subject to officer training & qualification)

Objective: Ongoing Development and Accountability

Priorities:

- Professional Development: Community Peace Officers will be involved with ongoing professional development. Community Peace Officers will continuously review and refresh themselves on Municipal Bylaws and Provincial Statutes. Community Peace Officers will ensure that the training required by the Province of Alberta Solicitor General's department is recertified as mandated.
- Performance Measurement and Reporting: It is important to compile and store a database of information for statistical purposes. With the use of the reporting software Community Peace Officers will be able to compile statistical data that will enable the participating municipalities to see where enforcement activities need to change, where enforcement activities are working and trends which develop over the reporting period.

Strategies:

- Professional Development: In order to maintain a progressive professional Community Peace Officer Program, the Ridge Regional Public Safety Services Commission may approve budget funding for training opportunities. Community Peace Officers can be involved in Continuing Education in the following ways:
 - 1) Membership in Peace Officer Associations/Law Enforcement type Associations and attendance at their annual conferences.
 - 2) Completion of the mandatory training and recertification as set out by the Government of Alberta Peace Officer Program such as use of force options (Officer Safety) which must be recertified every three years or annually (as directed by policy). If a Community Peace Officer becomes an instructor, they

must recertify every three years. OC/Baton training must be recertified every three years (or as directed by policy).

- 3) Certification on equipment used in enforcement for court purposes is required. Radar and Laser training on the equipment currently used must be recertified as required.
 - 4) Community Peace Officers will make every effort to keep informed of changes made to provincial legislation and will review and remain current on the Acts that are enforced. Community Peace Officers will review and be familiar with municipal Bylaws including all offences and authorities that the officers hold.
 - 5) Community Peace Officers will participate in Safety Training such as CPR, Fire Extinguisher and Personal Safety training.
- Performance Measurement and Reporting: The following priorities are identified:
 - 1) Monthly statistical reports will be generated and reported to the respective CAO's, RRPSSC Manager and the Ridge Regional Public Safety Services Commission pertaining to the number of bylaw and provincial violations issued specific to offences, the number of reports initiated and complaints received by the Community Peace Officers.
 - 2) Community Peace Officers will prepare files for each complaint received and record the follow-up activities. The supervisor, in compliance with the Community Peace Officer Program, will review these files.
 - 3) Community Peace Officers will measure success with generated reports containing the rate of compliance information as well as rate of violation information. These statistics will help to identify emerging trends and to determine any changes in public education, patrol or enforcement activities that should be undertaken.
 - 4) Community Peace Officers will assist in the preparation of the Municipalities' Traffic Safety Plan every four years.

Objective: Economic Sustainability

Priorities:

- Lower operating costs and/or increase revenue from sources other than requisitions, to ensure ratepayers are getting quality and affordable community peace officer services.

Strategies:

- Economic Sustainability

- 1) Yearly review of the business plans and best practices of other Community Peace Officer and Policing programs to find cost efficiencies in operating and capital budgets. The findings will be reported to the RRPSS board for consideration in the fall of each year, or as developed by administration. If approved by the board, the business plan will be amended to incorporate objectives, priorities and strategies necessary to achieve the desired goals.
- 2) RRPSSC will also seek cost savings and sustainability by increasing commission membership and/or contracts with neighbouring municipalities.

Conclusion

The emphasis of this plan is on safety, prevention and compliance. When violations do occur, the Peace Officers will use their professional judgment to determine the type of penalty to be imposed. They have a range of alternatives at their disposal (public education, verbal warning, written warning, violation ticket, vehicle impoundment, arrest and detention etc.) for dealing with violators. Peace Officers will impose the penalty that is consistent with the severity of the incident and most likely to achieve the desired behavior. This plan will be reviewed annually to facilitate changing needs within the communities.

Ridge Regional Public Safety Services Commission Budget

| Ridge Regional Public Safety Services Budget 2021 | | | | | | | | | | |
|---|--------------------------------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Presented and Approved on 2021-2-1 | | | | | | | | | | |
| GL# | Description | 2017 Actuals | 2018 Actuals | 2019 Actuals | 2020 Budget | 2021 Budget | 2022 Budget | 2023 Budget | 2024 Budget | 2025 Budget |
| 1-26-00-520 | Raymond Requisition | 137,747 | 141,309 | 165,673 | 183,278 | 174,265 | 185,000 | 194,000 | 202,000 | 209,000 |
| | County of Warner Requisition | 137,747 | 141,309 | 165,673 | 183,278 | 174,265 | 185,000 | 194,000 | 202,000 | 209,000 |
| | Magrath Requisition | 43,845 | 44,979 | 44,964 | - | - | - | - | - | - |
| | Stirling Requisition | 21,923 | 22,490 | 26,020 | 28,830 | 27,308 | 30,000 | 31,500 | 33,000 | 34,500 |
| | Milk River Requisition | 22,288 | 24,739 | 29,755 | 32,949 | 31,394 | 34,000 | 35,500 | 37,000 | 38,500 |
| | Village of Warner | | | 1,125 | | 17,706 | | 18,500 | 20,000 | 20,750 |
| Other Revenues | | | | | | | | | | |
| | Village of Warner | | | | 15,000 | - | - | - | - | - |
| | Fine Revenue | | | 66,226 | 70,000 | 78,000 | 103,000 | 106,000 | 109,000 | 111,000 |
| | Fines - Dogs | | | 940 | | | | | | |
| | Total Other Revenue | | | | 85,000 | 78,000 | 103,000 | 106,000 | 109,000 | 111,000 |
| 1-00-00-743 | Provincial Grants | | | | | | | | | |
| | Total Revenue | 363,550 | 374,826 | 500,375 | 513,335 | 502,938 | 555,500 | 580,250 | 603,000 | 622,750 |
| 2-26-40-110 | Wages | 243,068 | 195,708 | 261,656 | 249,862 | 310,000 | 336,500 | 343,500 | 350,500 | 357,500 |
| 2-26-40-130 | Employer Contributions | 45,629 | 35,768 | 37,859 | 56,686 | 56,000 | 67,300 | 68,700 | 70,250 | 71,500 |
| 2-26-40-211 | Travel & Training | 2,583 | 1,634 | 5,956 | 7,613 | 11,000 | 11,165 | 11,332 | 11,502 | 11,675 |
| 2-26-40-215 | Phone | 12,285 | 3,512 | 5,972 | 4,060 | 5,000 | 5,075 | 5,151 | 5,228 | 5,307 |
| 2-26-40-274 | Insurance | 4,139 | 3,203 | 2,467 | 4,314 | 5,362 | 5,442 | 5,524 | 5,607 | 5,691 |
| 2-26-40-510 | Goods | 24,676 | 18,317 | 12,608 | 9,500 | 11,000 | 11,165 | 11,332 | 11,502 | 11,675 |
| 2-26-40-520 | 2016 Dodge Durango | 1,246 | 609 | 5,709 | 3,600 | 4,000 | 4,060 | 4,121 | 4,183 | 4,245 |
| 2-26-40-521 | 2018 Dodge Ram | 2,513 | 1,759 | 1,743 | 3,600 | 4,000 | 4,060 | 4,121 | 4,183 | 4,245 |
| 2-26-40-522 | 2015 Dodge Durango | 2,279 | 1,813 | 1,812 | 3,600 | 4,000 | 4,060 | 4,121 | 4,183 | 4,245 |
| 2-26-40-530 | Fuel | 11,216 | 10,635 | 15,029 | 14,500 | 16,000 | 16,240 | 16,484 | 16,731 | 16,982 |
| 2-26-40-540 | Power | 804 | 1,973 | 3,748 | 1,800 | 1,825 | 1,852 | 1,880 | 1,908 | 1,937 |
| 2-26-40-541 | Heating Gas | 949 | 2,229 | 3,149 | 1,800 | 1,825 | 1,852 | 1,880 | 1,908 | 1,937 |
| 2-26-40-766 | Amortization | 20,420 | 26,916 | - | - | - | - | - | - | - |
| 2-26-50-200 | Contracted Services | 54,105 | 41,666 | 44,920 | 63,000 | - | - | - | - | - |
| | Reporting Software | | | | | 6,000 | 4,000 | 4,100 | 4,200 | 4,300 |
| | Radio License | | | | | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| | Dispatch Fees | | | | | 20,000 | 21,000 | 22,000 | 23,000 | 24,000 |
| | Legal | | | | | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| | Audit | | | | | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| | Commission Admin Fees | | | | | 17,000 | 17,500 | 18,000 | 18,000 | 18,000 |
| 2-26-50-251 | Bldg Maint | - | 828 | - | - | - | - | - | - | - |
| 2-26-50-510 | Goods | - | 1,206 | 1,512 | - | - | - | - | - | - |
| 2-31-00-912 | Safety Equip - Todd Nelson | 225 | 210 | 164 | 300 | | | | | |
| 2-31-00-905 | Safety Equip | - | 189 | - | 300 | | | | | |
| 2-31-00-931 | Safety Equip | 238 | - | 318 | 300 | | | | | |
| | Total Expenditures | 426,374 | 348,177 | 404,623 | 424,835 | 482,012 | 520,272 | 531,247 | 541,886 | 552,240 |
| 2-26-50-762 | Transfers to Capital | | 64,965 | | | | | | | |
| | Capital Reserve Fund | 20,420 | - | 20,000 | 38,500 | 40,000 | 61,000 | 45,000 | 63,000 | 65,000 |
| | NET INCOME (LOSS) | - 62,824 | - 38,315 | 95,752 | 88,500 | 20,926 | 35,228 | 49,003 | 61,114 | 70,510 |
| Accumulated Surplus Operating | | | | | | | | | | |
| | Opening Balance | - | - | 38,315 | 37,437 | 66,198 | 47,124 | 21,352 | 25,355 | 23,469 |
| | Current Years Net Income (Loss) | - 62,824 | - 38,315 | 95,752 | 88,500 | 20,926 | 35,228 | 49,003 | 61,114 | 70,510 |
| | Transfer to Capital Reserves | - 20,420 | - | 20,000 | 59,739 | 40,000 | 61,000 | 45,000 | 63,000 | 65,000 |
| | Accumulated Surplus (Deficit) | - 83,244 | - 38,315 | 37,437 | 66,198 | 47,124 | 21,352 | 25,355 | 23,469 | 28,979 |
| Capital Reserve Fund | | | | | | | | | | |
| | Opening Balance | - | 20,420 | 44,545 | 39,739 | 0 | 15,000 | 6,000 | 21,000 | 14,000 |
| | Additions | 20,420 | - | 20,000 | 59,739 | 40,000 | 61,000 | 45,000 | 63,000 | 65,000 |
| | Purchases | - | 64,965 | 15,194 | 20,000 | 25,000 | 70,000 | 30,000 | 70,000 | 70,000 |
| | Closing Balance | 20,420 | 44,545 | 39,739 | 0 | 15,000 | 6,000 | 21,000 | 14,000 | 9,000 |
| Capital Items/Projects | | | | | | | | | | |
| | PSS3 Video Replacement | | | 15,194 | | | | | | |
| | Kennel | | | | 20,000 | | | | | |
| | MDT/Computers (Vehicles) | | | | | 20,000 | | | | 30,000 |
| | Vehicle | | | | | | 70,000 | 70,000 | 70,000 | |
| | Total | | | 15,194 | 20,000 | 20,000 | 70,000 | 70,000 | 70,000 | 30,000 |