

OPERATIONAL REVIEW

Statement of Work – Methodology and Outcome

1. **Statement of Work**

Proposed Outcome of the Operational Review

The operational review will provide objective evidence of the Police Service’s commitment to excellence in leadership, resource management and service delivery, through verifying compliance with standards, by checking its proof’s and interviewing operations and management personnel. Further, the operational review will provide the Police Service with an assessment that provides input that can assist with the documentation management system of written directives, policies and procedures, training, clearly-defined lines of authority, facilities and equipment, and reports that support decision-making and resource allocation. As a final point, this operational review encourages administrative improvements, greater accountability from supervisors, as well as increased community support.

2. **Keycare’s Operational Review Template**

| Item |
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| Law Enforcement Role & Authority: Jurisdiction, role, responsibility and authority of Treaty Three Police Service |
| Goals and objectives: Annual performance planning and policing priorities |
| Goals and objectives: Operational readiness |
| Organization and Direction: Description, structure, allocation and distribution of personnel |
| Organization and Direction: Classification and delineation of duties and responsibilities; task analysis (workload analysis and shift scheduling); conditions of work |
| Organization and Direction: Command protocol and direction with various levels of supervision and |
| Organization and Direction: Crime analysis |
| Patrol |
| Young Persons |
| Criminal Investigations |
| Crime Prevention and Community Involvement |
| Victim Services |

| Item |
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| Prisoner Detention and Holding Procedures |
| Communications |
| Administrative: Reporting |
| Administrative: Personnel administration and performance evaluation |
| Administrative: Recruitment, selection, training, career development and promotion |
| Administrative: Grievance and discipline procedures – Policing |
| Administrative: Grievance and discipline procedures |
| Internal Investigation |
| Public Information |
| Records and Evidence Management |
| Fiscal Management and Property: Budget process |
| Fiscal Management and Property: Inventory control |
| Identification of the high risk areas (i.e. critical incident management, liability) |