

Windsor Police Service Workplace Census 2012-Document and Question Rationale

RATIONALE FOR THE CENSUS

This workplace census is designed to provide the Human Rights Project Committees with reliable data with which to provide an accurate snapshot of the demographic makeup of our organization both internally (Who are we?) and externally (How do we compare with our community?). Completion of the census is voluntary.

This data will be used to

- Verify, monitor, measure and address gaps, trends, progress and perceptions relating to staff diversity
- Proactively identify opportunities for improvement and growth
- Help inform strategies to attract, retain, and motivate diverse, well-qualified people
- Improve the quality of decision making, service delivery and programming
- Enhance perceptions of being progressive leaders committed to diversity and inclusion, and being representative of our community
- Achieve organizational goals and strategic objectives.

The questions in this census document are modelled after those found in the Census of Canada conducted in 1996, 2001, 2006 and 2011 and workplaces censuses done by other police services. This is done so that the data obtained can be compared to that of our communities and service at the local, provincial and national level.

The census is only as reliable as the data it contains. Please take your time and read each question carefully before filling in your response using a blue or black ballpoint pen. For those answers requiring a written response, please print using CAPITAL LETTERS.

The census forms are not connected together to ensure that the response sheets mix together so that no single census can be examined to make determinations about any one individual and *ensure your privacy*. With that in mind, the questions are ordered so that identifiable data clusters are not contained on any one sheet to *further ensure your privacy*.

The data being sought is being used to determine the overall make-up of our organization to make Service-wide conclusions NOT of any one individual. After data compilation, these census documents will be destroyed so that no individual comparison within individual census documents can be attempted or made. For that reason, no name, date of birth, rank, position, or work area identifiers have been asked for in this document. The only separator is between sworn (census printed on white paper) and civilian staffs (census printed on yellow paper) so that we can identify which component of our Service, if any, require measure to address gaps.

The following pages contain the census questions and the rationale for requesting the data.

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WORKFORCE DEMOGRAPHICS

1	What age group do you belong to?	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • This question allows us to understand the age spectrum we represent. • Understanding the ages in a clear way allows for detailed planning for future hiring, succession planning, meeting retirement needs. • This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to age. <p>Benefit to us;</p> <ul style="list-style-type: none"> • The more we can plan for staffing, the less likely we will have staff shortages in the near future. • The more we understand retirements coming, the more we will be able to focus on retirement issues facing us now and soon. • It may improve the opportunity to receive additional personal development.
2	Which best describes your marital status?	<p>Reason for asking these questions;</p> <ul style="list-style-type: none"> • This question allows us to understand workforce issues associated with members who are married or not or in common-law partnerships. • Marital status is an Ontario Human Rights Code grounds for protection against discrimination • This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to marital status. <p>Benefit to us;</p> <ul style="list-style-type: none"> • The more information we have about the effect of spouses/partners, the better prepared we can be to work towards a workplace that balances our professional and personal needs. • Over or under representations in certain categories compared to the population at large may provide insights beneficial to recruiting and for providing necessary internal supports.

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3	<p>What is your religion?</p> <p><i>Indicate a specific denomination or religion (e.g. Roman Catholic, Ukrainian Catholic, United Church, Anglican, Lutheran, Baptist, Greek Orthodox, Jewish, Islam, Buddhist, Hindu, Sikh, etc.) even you are not currently a practising member of that group</i></p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • This question will help us understand part of the composition of our workforce. • There are various laws and policies and processes that speak to the need to reflect the community we serve. This will allow us to assess our success in meeting these requirements. • This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to creed and religion. • This data may also assist the organization to assess the nature and scope of potential accommodation needs. • <p>Benefit to us;</p> <ul style="list-style-type: none"> • We take pride in our heritage. Having a representative workforce enables us to be a role model for all community members and contributes in various ways to the organization or community. • We can explore expanding our chaplaincy program to be more inclusive of the diverse religious background of our service and explore the benefits of affinity groups within the Service • Many people are identifying themselves in terms of their religion or culture. By knowing the religious diversity of our workforce, it will allow us to tap into internal knowledge about religious or cultural questions we may face during our operations.
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4	<p>What were the ethnic or cultural origins of your grandparents?</p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • This question will help us understand part of the composition of our workforce. • There are various laws and policies and processes that speak to the need to reflect the community we serve. This will allow us to assess our success in meeting these requirements. • This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to ethnic origin, ancestry, and potentially race of place of origin. • By broadening the question beyond our own personal background, we are able to identify the significant diversity that members of our organization are linked to. <p>Benefit to us;</p> <ul style="list-style-type: none"> • We take pride in our heritage. Having a representative workforce enables us to be a role model for all community members and contributes in various ways to the organization or community. • Begins the exploration of the benefits of affinity groups within the Service to provide support for individuals <p>Other possible benefits;</p> <ul style="list-style-type: none"> • We are regularly asked how much diversity our organization has, which we were not able to answer up to now. This question will allow us to have a much clearer understanding. • If we see that there is a gap in our connection to the community, we can address that by putting effort into recruiting qualified members in communities that are not fully addressed yet by our member constitution.
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5	<p>Where were you born?</p> <p><i>Specify one response only, according to present political boundaries.</i></p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • This question will help us understand part of the composition of our workforce. • By broadening the question beyond our own personal background, we are able to identify the significant diversity that members of our organization are linked to. <p>Benefit to us;</p> <ul style="list-style-type: none"> • This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to place of origin. <p>Other possible benefits;</p> <ul style="list-style-type: none"> • We are regularly asked how much diversity our organization has, which we were not able to answer up to now. This question will allow us to have a much clearer understanding. • If we see that there is a gap in our connection to the community, we can address that by putting effort into recruiting qualified members in communities that are not fully addressed yet by our member constitution.
6	<p>Can you speak English or French well enough to conduct a conversation?</p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • As one of our official languages, it is important that our organization is linguistically accessible to those who speak one of Canada’s two official languages. • Like others before it, responses to this question can be compared with responses from the Canada Census to help us understand how much alignment we are with these skills compared to the community we police. <p>Benefit to us;</p> <ul style="list-style-type: none"> • If we see that there is a gap in our connection to the language of our community, we can address that by putting effort into recruiting qualified members with language skills more aligned with the community we police.

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7	<p>What language(s), other than English or French can you speak well enough to conduct a conversation</p>	<p>Reason for asking these questions;</p> <ul style="list-style-type: none"> • The need to provide services in languages other than English and French is increasing in Windsor, the 4th most ethnically diverse community in all of Canada. It is essential that we understand the in-house capabilities to respond to such needs. • We want to develop an accurate inventory of the language skills within the Service to help us better serve the public by making our services more linguistically accessible. • Like others before it, responses to this question can be compared with responses from the Canada Census to help us understand how much alignment we are with these skills compared to the community we police. <p>Benefit to us;</p> <ul style="list-style-type: none"> • If we speak an additional language, we may be able to work on projects or investigations where we can use this competence. • If we can provide direct service in people’s language, we will be much more responsive to the needs of those we police.
8	<p>a) As of today, are you directly related to another member of the Windsor Police Service?</p> <p><i>Direct relationship includes spouse, parent, sibling, and child.</i></p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • It allows us to understand the scope, complications or challenges associated with having married or related persons on the job. • Family relationships have implications both within and outside of this service relating to shift scheduling, accommodations, care issues and the like. • This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to family status, marital status and/or other grounds potentially (such as race, ethnic origin). <p>Benefit to us;</p> <ul style="list-style-type: none"> • The more we understand the impact of family members or spouses on the job, the more likely we are to address these issues through new and progressive policies.

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	<p>b) At the time of your initial hiring, were you directly related to another member of the Windsor Police Service?</p> <p><i>Direct relationship includes spouse, parent, sibling, and child.</i></p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • Concerns of nepotism can not be addressed without knowledge of the level of familial relationships within the Service at the time of hiring. • It allows us to understand the scope, complications, benefits or challenges associated with having married or related persons apply to our Service. <p>Benefit to us;</p> <ul style="list-style-type: none"> • We are regularly tasked with answering allegations or concerns of nepotism within our organization, which we were not able to answer up to now. This question will allow us to have a much clearer understanding.
<p style="text-align: center;">9</p>	<p>Are you an Aboriginal person, that is, North American Indian, Métis or Inuit?</p>	<p>Reason for asking these questions;</p> <ul style="list-style-type: none"> • This question will help us understand part of the composition of our workforce. • There are various laws and policies and processes that speak to the need to reflect the community we serve. This will allow us to assess our success in meeting these requirements. • This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to race, ancestry and other race related grounds, as these impact persons of Aboriginal ancestry.
<p style="text-align: center;">10</p>	<p>Are you a member of an Indian Band/First Nation?</p>	<p>Benefit to us;</p> <ul style="list-style-type: none"> • If you are an Aboriginal person, the service recognizes the unique position you bring as a member of Canada’s Founding Nations. • We take pride in our heritage. Through our ethnic/cultural origins we are able to be a role model for our community and contribute in various ways to the organization or community. • Begins the exploration of the benefits of affinity groups within the Service to provide support for individuals <p>Other possible benefits;</p> <ul style="list-style-type: none"> • The future challenges faced in our community with a growing urban Aboriginal population will be made easier with access to in-house personnel who may be able to contribute to a better understanding and approach.

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11	<p>Do you identify your racial background as:</p> <p><i>Mark "⊗" more than one or specify, if applicable.</i></p>	<p>Reason for asking these questions;</p> <ul style="list-style-type: none"> • This question will help us understand part of the composition of our workforce. • There are various laws and policies and processes that speak to the need to reflect the community we serve. This will allow us to assess our success in meeting these requirements. • By broadening the question beyond our own personal background, we are able to identify the significant diversity that members of our organization are linked to. • This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to race and race related grounds. • <p>Benefit to us;</p> <ul style="list-style-type: none"> • We take pride in our heritage. Having a representative workforce enables us to be a role model for all community members and contributes in various ways to the organization or community. • Begins the exploration of the benefits of affinity groups within the Service to provide support for individuals <p>Other possible benefits;</p> <ul style="list-style-type: none"> • We are regularly asked how much diversity our organization has, which we were not able to answer up to now. This question will allow us to have a much clearer understanding. • If we see that there is a gap in our connection to the community, we can address that by putting effort into recruiting qualified members in communities that are not fully addressed yet by our member constitution.
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12	<p>Do you have a disability as defined by the Ontario Human Rights Code?</p> <p><i>Disability covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time. There are physical, mental and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, mental health disabilities and addictions, environmental sensitivities, and other conditions.</i></p>	<p>Reason for asking these questions;</p> <ul style="list-style-type: none"> • This question will help us understand part of the composition of our workforce. • There are various laws and policies and processes that speak to the need to reflect the community we serve. This will allow us to assess our success in meeting these requirements. • This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to disability. • The data will assist the organization in knowing the extent of and for dealing with accommodations <p>Benefit to us;</p> <ul style="list-style-type: none"> • Our organization wants to become the policing Employer of Choice for All. This includes understanding and respecting people who may have disabilities and can contribute fully to the organization.
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13	What is your sexual orientation?	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • We know we have members with different sexual orientations. We know that those who are of a minority sexual orientation at time face different challenges in the workplace. Understanding the scope of the diversity will allow us to create a work environment that is welcoming for all. • As an organization, we have a responsibility to consider all members of our workforce. • This will help to provide us with relevant demographic data to help identify, monitor, and assess any potential human rights concerns within the Service relating to sexual orientation. <p>Benefit to us;</p> <ul style="list-style-type: none"> • Heterosexual members may perhaps see little benefit in this question due to their majority status. Having an equal opportunity to identify our sexual orientation safely and anonymously will communicate a safe and welcoming workplace, which many studies have shown to be important to GLBTQ individuals. • Begins the exploration of the benefits of affinity groups within the Service to provide support for individuals <p>Other possible benefits;</p> <ul style="list-style-type: none"> • We are regularly asked how much diversity our organization has, which we were not able to answer up to now. This question will allow us to have a much clearer understanding. • Over or under representations in certain categories compared to the population at large may provide insights beneficial to recruiting and for providing necessary internal supports.
14	What is your gender?	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • We need to know the gender make-up of our organization to ensure that specific needs are met, such as the planning for deployments of men and women to meet operational needs. • We are asking about trans-gender status in order to ensure the workplace is aware of the support needed now or in the future for trans-gendered members. Many workplaces, including several Canadian police services, are dealing with an increased visibility of individuals who identify as being trans-gendered. • This will help to provide us with relevant demographic data to help identify, monitor, and assess any potential human rights concerns within the Service relating to gender.
15	What is your highest level of education achieved?	<p>Reason for asking these questions;</p> <ul style="list-style-type: none"> • This question helps us understand the resources that we have available in terms of skills, education and training.

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16	<p>What was the major field of study of the highest degree, certificate or diploma that you have completed?</p>	<ul style="list-style-type: none"> • Developing both a skills and knowledge inventory will improve our ability to ensure that members with specific skills are matches to jobs that best use these skills. <p>Benefit to us;</p> <ul style="list-style-type: none"> • Existing skills that can be used for the benefit of the organization will likely increase our job satisfaction. • Conversely, possible unused skills probably increase our levels of frustration.
17	<p>In what province, territory or country did you complete your highest degree, certificate or diploma?</p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • This question allows us to see where; from within Canada or abroad, we are drawing our employees. <p>Benefit to us;</p> <ul style="list-style-type: none"> • This question will assist in identifying whether our range of recruitment initiatives needs to be examined or modified.
18	<p>Other than OPC, CPC or police related training, have you attended a school, college CEGEP or university in the previous 9 months?</p> <p><i>Mark "⊗" as many circles as applicable.</i></p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> • This question allows us to gauge more accurately how many members are working to further our education and skill sets. • It allows us to determine if additional flexibility or support for members is needed. • It allows a comparison to the use of other organizational benefits such as tuition re-imbusement program. <p>Benefit to us;</p> <ul style="list-style-type: none"> • The more we know about the skill development and educational aspirations of our members, the greater ability we have to adopt programs or initiatives to support this.

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UNPAID WORK ACTIVITIES-PERSONAL AND VOLUNTEERING

19	<p>Last week, how many hours did you spend working for pay?</p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> This question allows us to examine the amount of time we spend on work activities on the job and involved in other work for pay <p>Benefit to us;</p> <ul style="list-style-type: none"> If we understand the amount of hours our members spend at work, it will give us a better understanding of work/life balance It will add to our understanding of changing working patterns
20	<p>How do you usually get to work?</p> <p><i>If you used more than one method of transportation, mark the one used for most of the travel distance.</i></p>	<p>Reason for asking this question;</p> <ul style="list-style-type: none"> Like others before it, responses to this question can be compared with responses from the Canada Census to help us understand how much alignment we are with this reality compared to the community we police. It allows us to get a more detailed look at we get to our workplace and where we might require additional support or consideration. <p>Benefit to us;</p> <ul style="list-style-type: none"> The more we know about the work/life and day to day realities of our members, the greater ability we have to adopt programs or initiatives to assist.

WORK ACTIVITIES

21	<p>Last week, how many hours did you spend doing the following activities:</p> <p>a) Doing unpaid housework, yard work or home maintenance for members of your household or others?</p> <p>b) Looking after one or more of your own children, or the children of others, without pay?</p> <p>c) Providing unpaid care or assistance to one or more seniors?</p> <p>d) Volunteering time to activities/services related to the WPS?</p> <p>e) Volunteering time to activities/services not related to the Windsor Police Service?</p>	<p>Reason for asking these questions;</p> <ul style="list-style-type: none"> This question allows us to examine the amount of time we spend on work activities and volunteer time outside of work. It allows us to get a more detailed look at the amount of time we spend on child and dependent care responsibilities, and other community support activities, where we might require additional support or consideration. This will help to provide us with relevant demographic data to help indentify, monitor, and assess any potential human rights concerns within the Service relating to family status and care-giving needs. The data may also assist the organization to assess the nature and scope of potential accommodation needs. <p>Benefit to us;</p> <ul style="list-style-type: none"> If child care or the helping of elderly parents is having an impact on us, it is something we may consider in creating a supportive workplace. This shows us the pressures facing officers and civilians and will encourage a positive response through policy or other initiatives.
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CHILDREN AND OTHER DEPENDENTS

22	<p>How many persons do you provide dependent care for?</p> <p><i>This refers to individuals who are not-self reliant and in need of support for Reason for asking this question; s such as medical, personal care, feeding, financial, etc.</i></p>	<p>Reason for asking these questions;</p> <ul style="list-style-type: none"> • This question allows us to examine the extent to which dependent care affects our employees and understand the type of dependent care being expected of our members. • It allows us to get a more detailed look at the amount of time we spend on child and dependent care responsibilities where we might require additional support or consideration. • Family status is a ground under the Ontario <i>Human Rights Code</i> that may require accommodation. • This will help to provide us with relevant demographic data to help identify, monitor, and assess any potential human rights concerns within the Service relating to family status and care-giving needs. The data may also assist the organization to assess the nature and scope of potential accommodation needs. <p>Benefit to us;</p> <ul style="list-style-type: none"> • If child care or the helping of elderly parents is having an impact on us, it is something we may consider in creating a supportive workplace. • The better we understand the impact of dependent care on us and our families, the more likely we are to address these issues through new and progressive policies.
a) Whom do you provide dependent care for?	<p><i>Mark "⊗" as many circles as applicable.</i></p>	
b) How old are the dependents living with you?	<p><i>Mark "⊗" as many circles as applicable.</i></p>	
c) In the past 12 months, how often did someone else provide dependent care while you were at work	<p><i>Mark "⊗" as many circles as applicable.</i></p>	
d) In the past 12 months, who provided care for your dependents while you were at work?	<p><i>Mark "⊗" as many circles as applicable.</i></p>	