

## **Guidelines for Police Service Board Applicants**

### **GUIDELINES AND EXPRESSION OF COMMITMENT FOR POLICE SERVICES BOARD APPLICANTS**

Police Services Boards must be teams of competent, committed, and accountable community leaders. As a potential candidate to your local Police Services Board, it is important that you understand and acknowledge the responsibilities of the position before accepting the appointment. The appointing body (Municipal Council) considering your candidacy for an appointment to your local Police Services Board seeks to ensure you are aware of, and commit yourself to, discharging your responsibilities in a professional manner. After reviewing and signing this document, indicating acceptance of the duties contained herein, please return it to the person indicated on the last page.

From a legal standpoint, under Section 31 (1) of the Police Services Act, 1990, Police Services Board members are required to:

- appoint the members of the municipal police force;
- generally determine, after consultation with the chief of police, objectives and priorities with respect to police services in the municipality;
- establish policies for the effective management of the police force;
- recruit and appoint the chief of police and any deputy chief of police, and annually determine their remuneration and working conditions, taking their submissions into account;
- direct the chief of police and monitor his or her performance;
- establish policies respecting the disclosure by chiefs of police of personal information about individuals;
- receive regular reports from the chief of police on disclosures and decisions made under section 49 (secondary activities);
- establish guidelines with respect to the indemnification of members of the police force for legal costs under section 50;
- establish guidelines for dealing with complaints made under Part V;
- review the chief of police's administration of the complaints system under Part V and receive regular reports from the chief of police on his or her administration of the complaints system.

Police services boards are responsible for determining and monitoring the annual police services budget to ensure cost-efficiency. Each Board must also participate in collective bargaining with representatives from the police association, and civilian and senior officers associations if they exist.

In short, Boards are highly significant bodies with immense legal responsibilities. Police services boards are among the most important elements of municipal management. In their pursuit of excellence in police governance, Boards must function as a team. As such, Board members must work together to balance the interests of the local community with the standards set by the province.

Hence, **THE CAREFUL SELECTION AND TRAINING OF BOARD MEMBERS IS CRUCIAL.**

Candidates should understand that appointments are made on the basis of competencies and interest. That means selecting representatives who demonstrate:

- an interest in and commitment to participating in public safety and responsible police governance;
- an understanding of the police community, its values and its needs;
- superior skills in leadership and management;
- administrative and budgetary experience;
- dedication to public service and the community;
- an ability to deal sensibly and rationally with issues within a group setting;

- skills in conflict management, negotiation and mediation;
- an ability to set organizational goals and priorities;
- an ability to meet time commitments of the position.

### **What are the time and energy requirements?**

All board members must be prepared to attend regular board meetings, special meetings, hearings, training workshops and conferences. Past board members have reported that they spend anywhere between 10 to 50 hours per month on Police Board business. This amount of time can increase dramatically if members are required to be on the Human Resources Committee. In addition, training and conferences occur periodically throughout the year.

It is important that all board members attend training workshops and conferences so that all members are on an equal footing in terms of the sharing of information. The workshops and conferences of the Ontario Association of Police Services Boards and the Canadian Association of Police Boards are customized to educate members on important current issues which inevitably arise as boards perform their functions.

### **Candidate Commitment:**

I have read and accept the terms and conditions of an appointment to the Police Services Board. If appointed, I will do my best to meet these criteria in a professional manner, working towards a high standard of governance in the police community.

Printed Name:

Signature:

Date:

Address:

Residential Tel. No.:

Business Tel. No.:

E-mail address:

Return this information to:

**Pierre Pagé, Director of Secretariat Services**

c/o Wendy Fedec, Executive Director

Ottawa Police Services Board

110 Laurier Avenue West

Ottawa, ON K1P 1J1

Fax: (613) 580-2728

E-mail: [Wendy.Fedec@ottawa.ca](mailto:Wendy.Fedec@ottawa.ca)