

London Police Services Board Policy Title:**Board Administration****Approved: November 14, 2002****Orientation Program for New Board Members Policy**

1. Policy Statement:

In recognition that the governance of a Police Service is a significant public responsibility requiring a substantial investment of time, and acknowledging that Members bring a variety of competencies to their position, and Member contribution can be enhanced through ongoing professional development, it is the policy of the Board to provide a comprehensive Orientation Program to new Members within two months of the appointment date of the new Member of the Board.

Policy:

It is the policy of the London Police Services Board that:

- a) New Board Members shall participate in the attached orientation program within two months of the date they are appointed to the Board.
- b) Information provided in the orientation program shall be accurate, current and relevant to the position.
- c) Resource materials shall be consistent with applicable legislation, guidelines and policies issued by the Ministry of the Solicitor General, policies of the Board, and the Corporation of the City of London.
- d) New Board Members shall also participate in any training for new Board Members that the Ministry of the Solicitor General may require, and are encouraged to participate in training offered by the Ontario Association of Police Services Boards (OAPSB), Canadian Association of Police Boards (CAPB), or any other Board training opportunities.

2. Responsibilities of the Chair:

The Chair shall meet with new Board Members within one month of their respective appointment dates to the Board. In the absence of the Chair, the Vice Chair, as per Board Policy #LPSB: 100 Part VIII, Duties of the Vice Chair, shall meet with new Board Members.

3. Responsibilities of the Secretary to the Board:

The Secretary is responsible for ensuring that the orientation program is kept current and relevant to new Board Members. Specifically, the Secretary shall:

- i) within two weeks of the appointment of a New Member, contact the Board Members and all participants involved in the orientation program to arrange dates/location and confirm syllabus;
- ii) ensure the new Members receive all required orientation materials one week in advance of the commencement of the program, i.e. New Board Members Binder (contents attached), OAPSB Handbook, *Police Services Act* Handbook;
- iii) notify the Board Members of the next training sessions sponsored by the Ministry of the Solicitor General, and register the Member accordingly;
- iv) in consultation with the Chair and the Chief of Police, facilitate other learning opportunities;
- v) ensure Payroll is advised of new Member's name, address, social insurance, date of birth and appointment date; and
- vi) order Business Cards for new Member.

4. Reference(s): New Policy.