



WATERLOO REGIONAL POLICE SERVICES BOARD POLICY

Policy Number: 079

Relationship with the Chief of Police

Effective Date: October 6, 2010

Revision Date: June 8, 2011

Legislative Reference/Authority

Section 31 of the *Police Services Act* sets out the following responsibilities for police services boards in connection to its relationship with the chief of police:

- 31(1) A board is responsible for the provision of adequate and effective police services in the municipality and shall,
 - c) establish policies for the effective management of the police force;
 - e) direct the chief of police and monitor his or her performance;
- 31(3) The board may give orders and directions to the chief of police, but not to other members of the police force, and no individual member of the board shall give orders or directions to any member of the police force.
- 31(4) The board shall not direct the chief of police with respect to specific operational decisions or with respect to the day-to-day operation of the police force.

Section 35 of the *Adequacy and Effectiveness of Police Services Regulation* requires that every board implement a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the Act and its regulations.

Policy of the Board

This policy sets out general rules regarding the relationship between the board and the chief of police, and general expectations that the board has of the chief of police.

The Board has adopted this policy to establish the way in which it will monitor the Chief's performance. Monitoring of the Chief's job performance will be against the expected job outputs for the Chief through the organizational accomplishment of the WRPS Strategic Business Plan and the WRPS Annual Report, adherence to the *Police Services Act* Mandated Reports to the Board and expectations outlined in the Chief of Police Role Description.

1. The Chief of Police is accountable to the Board acting as a body. The Board will instruct the Chief primarily, but not solely, through written policies. Implementation and detailed operational procedure development are the purview of the Chief.

2. The Chief of Police shall ensure that all practices, activities, decisions and organizational circumstances are consistent with the *Police Services Act* of Ontario, the *Adequacy and Effectiveness of Police Services Regulation*, Ministry Standards, other relevant statutes, contractual agreements the Board has made with its bargaining units, and Board policies.
3. Only decisions of the Board acting as a body are binding upon the Chief. Decisions or instructions of individual Board members, officers, or committees are not binding on the Chief except in those instances when the Board has specifically authorized such exercise of authority and has advised the Chief of such authority.
4. As the Board's single official link to the organization, the Chief's performance will be considered to be synonymous with organizational performance as a whole. Consequently, the Chief's job contributions are based on performance in the following areas:
 - WRPS Annual Report;
 - WRPS Strategic Business Plan; and
 - *Police Services Act* Mandated Reports to the Board
 - Chief of Police Job Description
5. The Board has the authority and the responsibility to meet with the Chief of Police to discuss his/her performance in the above-mentioned areas outside of the regular reporting that occurs.

Performance Review Process

The Board will use the following process to review the performance of the Chief of Police.

1. *At a regularly scheduled closed session of Board the Chief of Police will be requested to provide a written Performance Report to the Board, outlining his/her accomplishments, work in progress and related issues in the four areas designated in the Board Policy.*
2. *The Board will provide notice of this request at least four weeks prior to the date the report is expected for presentation.*
3. *The Board will receive the Chief's Performance Report at a closed session of the Board and will discuss the report and prepare a response and feedback, without the Chief in attendance.*
4. *The Board will convene a Special Closed Session with the Chief to discuss the Chief's Performance Report and to provide feedback on the Chief's performance within two weeks of receiving the Chief's Report.*

5. *A “Discussion Summary” of the Special Board Session will be prepared and signed by the Chair and the Chief acknowledging it as a true representation of the pertinent points discussed at the meeting.*
6. *A Chief’s Performance Review Report, which will include the Chief’s Performance Report, the Discussion Summary and any recommendations, will be presented to the next closed session of the Board for approval.*
7. *The entire review process is intended to take no more than eight weeks, over the course of three board meetings, unless agreed to by the Board and the Chief of Police, due to extenuating circumstances.*