

HALTON REGIONAL POLICE SERVICES BOARD



BY-LAW NO. 99-5

A BY-LAW TO ESTABLISH GOVERNANCE GUIDELINES RELATING TO THOSE ADMINISTRATIVE ISSUES MANDATED BY REGULATION UNDER THE POLICE SERVICES ACT AND THE POLICING STANDARDS MANUAL

WHEREAS the *Police Services Act*, R.S.O. 1990, Chapter P. 15, Section 31(1) states that a Board is responsible for the provisions of adequate and effective police services in the municipality;

AND WHEREAS a Police Services Board may, by by-law make rules for the effective management of the police service under Section 31(6) of the *Police Services Act*;

AND WHEREAS as it is the responsibility to the Chief of Police of the Halton Regional Police Service, in accordance with Section 41(1)(a) of the *Police Services Act*, in his or her capacity of chief law enforcement officer, to administrative the policing services of the Regional Municipality of Halton in accordance with the policies and priorities and objectives established by the Halton Regional Police Services Board;

AND WHEREAS as it is deemed expedient for the Board to establish guidelines for compliance with the Policing Standards Manual an the *Police Services Act*.

NOW THEREFORE THE HALTON REGIONAL POLICE SERVICES BOARD ENACTS AS FOLLOWS:

DEFINITIONS

In this By-law :

- (a) "Act" means the *Police Services Act*, R.S.O. 1990, c.P15.
- (b) "Board" means the Regional Municipality of Halton Police Services Board and composed of such members appointed under Part III of the *Act*.
- (c) "Chief" means the Chief of Police of the Halton Regional Police Service.
- (d) "Member" means a member of the Halton Regional Police Service.
- (e) "Ministry" means the Ministry of the Solicitor General.
- (f) "Policing Standards Manual" (Policing Standards Manual) refers to the manual published by the Ministry of the Solicitor General and Correctional Services detailing Ministry policy including standards, directives and guidelines.
- (g) "Service" means the Halton Regional Police Service.

1. BUILDING FACILITIES (PURSUANT TO PSM 0101.00 & 0102.00)

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- 1.1 The Board is responsible for providing adequate facilities for the Service pursuant to Section 38 of the *Act*, and Parts 0101.00 and 0102.00 of the Policing Standards Manual provides guidelines directing the Board as to building facilities of the Service.
 - 1.2 The Chief shall ensure that the building facilitates of the Service, including prisoner cells are adequate for the efficient operation of the Service in accordance with the said Policing Standards Manual guidelines, and that inadequacies are reported to the Board.

2. PATROL VEHICLES *(Pursuant to PSM 0225.00)*

Section 2 repealed
by By-law 2006-04

- 2.1 The Board is responsible for providing adequate equipment for the Service pursuant to Section 38 of the *Act*, and Part 0225.00 of the Policing Standards Manual provides guidelines directing the Board as to patrol vehicles for the Service.
- 2.2 The Chief shall ensure that the patrol vehicles for the Service are adequate for the efficient operation of the Service in accordance with said Policing Standards Manual guidelines 0225.00

3. ORGANIZATIONAL STRUCTURE *(PURSUANT TO PSM 0302.00)*

- 3.1 Part 0302.00 of the Policing Standards Manual provides guidelines directing the Board relative to the organizational structure of the Service.
- 3.2 The Chief shall develop for the approval of the Board :
 - 3.2.1 a statement of purpose/mission;
 - 3.2.2 an organizational structure which is effective and efficient, meets the needs of the community and operates in a manner which is consistent with the principles of community policing.
- 3.3 The Chief shall report to the Board for approval, any proposed changes to the organizational structure.

4. HARASSMENT *(PURSUANT TO PSM 0305.00)*

Section 4
repealed by
By-law
2002-01

- 4.1 Part 0305.00 of the Policing Standards Manual provides guidelines directing the Board as to harassment issues in the workplace.
- 4.2 Policy Statement :
 - 4.2.1 The Board is committed to providing a workplace for all members that is free from all forms of harassment.
 - 4.3 The Chief shall develop and implement a written procedure regarding harassment issues in the workplace, which shall include at a minimum, the provision of the said Policing Standards Manual guidelines, and the following :
 - 4.3.1 a procedure for the investigation and resolution of complaints of harassment;
 - 4.3.2 a procedure to monitor all responses to complaints of harassment to ensure compliance with the said procedure by all members and to

identify training for members;

- 4.3.3 a process to ensure that all members are aware of the Board's policy and HRPS procedure on harassment.

5. AUXILIARY MEMBERS (PURSUANT TO PSM 0307.00 & S. 52 OF THE ACT)

Section 5
repealed by
By-law 2006-
04

- 5.1 Pursuant to Section 52 of the *Act*, the Board may, with the Solicitor General's approval, appoint auxiliary members of the Police Service.
- 5.2 The Chief shall develop and implement an appointment process for the appointment of auxiliary members of the police service, in accordance with Section 52 of the *Act* and shall be consistent with the criteria for appointment as provided in Section 43(1) of the *Act*.
- 5.3 Upon receiving a written recommendation from the Chief relating to the suspension or termination of an auxiliary member, the Board shall consider the recommendation and promptly notify the Solicitor General of the Board's decision.
- 5.4 Pursuant to Section 52(3)(3.2) of the *Act*, prior to the Board's consideration of a termination of an auxiliary members, the chief shall provide reasonable information to the auxiliary member with respect to the reasons for termination along with an opportunity for the auxiliary member to reply in writing to the Board.
- 5.5 The Chief shall ensure that all auxiliary members receive training pursuant to the guidelines established by Part 0307.00 of the Policing Standards Manual and Regulation 926.
- 5.6 Pursuant to Regulation 926, the Chief shall ensure that auxiliary members comply with the provisions of regulation as it relates to training and reporting requirements.
- 5.7 Pursuant to Section 11(1) of Regulation 926, Auxiliary members will not carry firearms or oleoresin capsicum solution.

6. MEDIA RELATIONS (PURSUANT TO PSM 0402.00)

- 6.1 Part 0402.00 of the Policing Standards Manual provides guidelines directing the Board on the issue of media relations.
- 6.2 The Board recognizes the obligations of the Service to keep the public informed, while at the same time maintaining the security of information when it is appropriate.
- 6.3 The Chief shall develop and implement written procedures relative to media relations in accordance with the guidelines set out in Part 0402.00 of the Policing Standards Manual, the *Freedom of Information and Protection of Privacy* legislation, Regulation 265/98 and the Board's policy relating to Regulation 265/98.

7. COMMUNICABLE DISEASE (PURSUANT TO PSM 0703.00)

Section 7
repealed by
By-law
2002-01

- 7.1 *Part 0703.00 of the Policing Standards Manual provides guidelines directing the Board as to issues related to communicable disease.*

7.2 Policy Statement :

- 7.2.1 The Board recognizes that all members of the Police Service are at risk for exposure to communicable diseases in the workplace, and that the level of risk is related to the individual's role and responsibilities within the Police Service.
- 7.2.2 The Board is committed to addressing the issue in a responsible and humane way to enhance the safety of the members.
- 7.2.3 The Board and the members share responsibility for following established policy, procedures and protocols to safeguard themselves and others against occupational exposure to communicable diseases.
- 7.2.4 It is the policy of the Board that such strategy be monitored and evaluated on an ongoing basis to ensure its effectiveness.

7.3 The Chief shall develop and implement procedures to ensure compliance with the said Policing Standards Manual and in particular, shall :

- 7.3.1 provide ongoing training in the prevention of communicable disease;
- 7.3.2 provide necessary equipment and procedures to minimize the risk of occupational exposure.

8. REPEAL

- 8.1 That By-law 95-7 passed the 14th day of December, 1995, be repealed.

9. EFFECTIVE DATE

- 9.1 This By-law shall come into force and take effect immediately upon the passing thereof.

READ AND PASSED BY THE HALTON REGIONAL POLICE SERVICES BOARD

THIS *28th* DAY OF *January* , 1999

Chairman

Executive Director