

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

Policy No.:	HR-02
Policy Subject:	Chief of Police Performance Review
Date Approved:	Original: September 26, 2002 Revised: May 26, 2006 May 29, 2014
Reporting Requirement	Annually
Review Date:	

Legislative Authority:

Section 31(1) of the Police Services Act:

31. (1) A Board is responsible for the provision of adequate and effective police services in the municipality and shall:

- (d) 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;*
- (e) direct the chief of police and monitor his or her performance.*

Board Policy:

As provided for in the *Police Services Act*, the Halton Regional Police Services Board is obligated to monitor the performance of the Chief of Police. It is therefore the policy of the Halton Regional Police Services Board to monitor the Chief's performance on an annual basis. To assist in the monitoring of the Chief's performance, the Performance Measurement Form, attached as Appendix "A" shall be used.

It is the goal of this Performance Measurement Form to promote a co-operative effort between the Board and the Chief of Police in successfully managing the Police Service. Ideally, this review will ensure open communication is maintained and the well-being of the organization is fostered through mutual trust and planning.

In order to accomplish the task of monitoring, the following steps shall be undertaken:

- Step No. 1** A copy of the Performance Measurement Form (Appendix "A") (including the identified goals for the year) shall be circulated to all Board Members and the Chief of Police no later than November 15th of each year.

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Board Members will be asked to review the Chief's performance and to identify goals for the upcoming year. The completed forms are to be returned to the Executive Director no later than January 15th of the following year.

The Chief will be asked to complete the form as well with any comments he may have on the goals for the current year and upcoming year. The form will be forwarded to the Board Chairman.

Step No. 2 Upon receipt of all the Performance Measurement Forms from Board Members, they shall be consolidated.

Step No. 3 Once the Performance Measurement Form has been consolidated, it shall be discussed with the Board Members during the "Board Only" portion of a meeting. Following the meeting, the Chairman and Vice-Chairman shall meet with the Chief to discuss the results, and to confirm the goals for the upcoming year.

Approved by: Halton Regional Police Services Board
Date: May 29, 2014