



Policy A02

Administration of Human Resources

Approved 18 December 2025

Purpose

1. The Board is committed to maintaining a healthy, safe and fulfilling workplace for all members.
2. With respect to the administration of the human resources of the Halton Regional Police Service, the Chief of Police will ensure that the Halton Regional Police Service provides a work environment that maximizes employee engagement, in which all members are treated fairly with dignity and respect, and is free from discrimination, workplace harassment, workplace violence, and workplace sexual harassment.

Requirements

3. Regarding the management of human resources, the Chief of Police shall:
 - a. establish procedures that:
 - i. clarify employment rules for members,
 - ii. address the promotion of sworn members, in compliance with the Halton Regional Police Services Board Bylaw 98-3,
 - iii. guide evaluation of civilian jobs, consistent with collective agreements;
 - iv. address the terms and conditions of job sharing,
 - v. guide the Service's response to every reported incident of workplace harassment, workplace sexual harassment and workplace violence;
 - b. acquaint all members with procedures set out above;
 - c. present for Board approval, with supporting data where warranted, all member hires, appointments and terminations;



- d. establish job descriptions for all positions in the Service, and guidelines for the regular review and update of all jobs within the Service;
- e. establish an orientation and onboarding program for all new employees to ensure they understand the vision and values of the Service and their role within the Service, which shall include, among other things, a review of the applicable Service Code of Conduct and the Code of Conduct established under the Community Safety and Policing Act (CSPA) for uniform members;
- f. ensure that all members receive training on bias-free policing, unconscious or implicit bias in the workplace, diversity, inclusion, workplace safety, and human rights, as required by the CSPA and HRPS Directives;
- g. ensure members are prepared to perform their duties effectively and safely in accordance with the CSPA, Board policies, and HRPS Directives;
- h. implement and maintain a performance appraisal system to define performance expectations, assess work performance and guide the development of all members of the police service;
- i. establish a Fit for Duty Assessment Program by which the Service can, in good faith, evaluate a member's/volunteer's fitness for duty and provide reasonable assurance that members/volunteers have the capacity and ability to competently and safely perform the duties of their position, and as such do not pose a safety or security risk;
- j. establish an organizational wellness program;
- k. establish a formal Return to Work Program to assist members who are temporarily or permanently disabled as a result of a bona fide injury/illness/disease and to accommodate members with disabilities in accordance with the Ontario Human Rights Code;
- l. comply with the provisions of the Ontario Human Rights Code, the Occupational Health and Safety Act, the Pay Equity Act, and any other applicable employment legislation;
- m. ensure organizational compliance with all aspects of the Collective Agreements and executives' contracts;
- n. establish pandemic vaccination and related procedures to safeguard all members, in consideration of current public health guidelines and directives.;
- o. establish directives regarding the "Disconnecting from work" for civilian members when not on duty or on-call, clearly articulating the right not to engage in work-related communications, including



emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work outside working hours; and

- p. report to the Board on a semi-annual basis regarding the disposition of public and internal complaints, and any subsequent remedial action where applicable.
4. Regarding police officer, special constable and auxiliary member appointments:
- a. the Chief of Police shall:
 - i. recommend each **new non-experienced constable** for Board appointment as an HRPS constable, in advance of their stated deployment date,
 - ii. recommend each **new experienced officer** for Board appointment as an HRPS officer, in advance of their stated deployment date;
 - iii. recommend each **new special constable** for Board appointment as an HRPS special constable, in advance of their stated deployment date; and
 - iv. recommend each **auxiliary member** for Board appointment as an HRPS auxiliary member, in advance of their stated deployment date;
 - b. the Board shall duly consider all proposed appointments of new non-experienced constables, experienced officers and special constables, and approve those appointments it deems appropriate; and
 - c. the Chair or designate shall sign the appointment certificate for each new non-experienced constable, experienced officer and special constable, on behalf of the Board.
5. No new non-experienced constables, experienced officers, special constables, or auxiliary members shall be deployed to active duty prior to their appointment by the Board.

Monitoring and Reporting Requirements

- 6. The Chief of Police shall notify the Chair and the Board in writing at the earliest Board meeting of any material deviation from this policy, or any substantive activities or trends worthy of immediate Board awareness.



References:

- Community Safety and Policing Act 2019
- Ontario Human Rights Code Police Services Act
- General Adequacy Standard Regulation
- Employment Standards Act 2000
- Pay Equity Act Occupational Health and Safety Act
- Working for Workers Act 2021
- Current Collective Agreements and Employment Contracts