

Role of Police Services Boards

Police Services Boards are the primary governor of police service and are provided specific legislated powers enabling them to fulfill their role as an instrument of public oversight of the police. Civilian governance ensures to the degree possible that the police remain sufficiently independent in their responsibility for operational matters, while being suitably accountable to representative civilian authorities.

Police Services Boards are responsible for the provision of adequate and effective police services within the municipality and as such their role in the provision of that service requires that they:

- Have a thorough and comprehensive understanding of their legislated responsibilities and ministry expectations in fulfilling those responsibilities;
- Have appropriate policies and processes in place to fulfill those responsibilities;
- Have a quality assurance process in place relating to the delivery of adequate and effective police services;
- Have ministry support mechanisms/tools in place that provide direction and advice in fulfilling their responsibilities; and
- Are part of the regular ministry inspection process to ensure compliance with prescribed standards of service;

The roles and responsibilities for municipal police services boards are set out in section 31 (1) of the PSA, and specific roles and responsibilities for police services boards for OPP contract locations are set out in section 10 (9) of the PSA

Core Police Services

Adequate and effective police services must include, at a minimum, all of the following police services:

- 1. Crime prevention.*
- 2. Law enforcement.*
- 3. Assistance to victims of crime.*

Rules and Procedures

The **Township of Norwich** Police Services Board

WHEREAS the Municipality of the **Township of Norwich** is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of the **Township of Norwich** has entered into a contract with the Ministry of Community Safety and Correctional Services pursuant to Section 10(1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS the Police Services Board is required pursuant to Section 37 of the Police Services Act to establish its own rules and procedures in performing its duties under the Act

THEREFORE the **Township of Norwich** Police Services Board enacts the following Rules and Procedures:

DEFINITIONS

- (a) "Act" means the Police Services Act, R.S.O. cP.15;
- (b) "Board" means the **Township of Norwich** Police Services Board;
- (c) "Chair" means the Chair of the Board;
- (d) "Acting Chair" means a member of the Board required to act from time to time in the place and stead of the Chair or Vice Chair;
- (e) "Detachment Commander" means the member of the Ontario Provincial Police assigned as Detachment Commander reporting to the **Township of Norwich** Police Services Board either permanently or in an acting capacity;
- (f) "Council" means the Council of the municipality of the **Township of Norwich**;
- (g) "Days" means calendar days exclusive of Saturdays, Sundays, and Statutory holidays;
- (h) "Member" means a member of the **Township of Norwich** Police Services Board;
- (i) "Police Service" means policing provided under contract by the Ontario Provincial Police to the municipality of the **Township of Norwich**;
- (j) "Quorum" means a majority of the Members of Board in accordance with section 35(2) of the Act;
- (k) "Secretary" means the secretary of the **Township of Norwich** Police Services Board

- (l) “local policies” means written policies established for police services in accordance with section 10(9)(c) of the Act
- (m) “provincial policies” means the written policies contained within OPP Police Orders or directives established by the Ontario Provincial Police for the delivery of police services;

2. APPLICATION

2.1.1 The rules and procedures contained herein shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board and with necessary modifications in a committee of the Board.

The Chair shall decide all points of order or procedure for which rules have not been provided for.

3. BOARD COMPOSITION

3.1 In accordance with Section 27(4) of the Act shall consist of:

- (a) the head of the municipal council or, if the head chooses not to be a member of the board, another member of the council appointed by resolution of the council;
- (b) one person appointed by resolution of the council, who is neither a member of the council nor an employee of the municipality; and
- (c) one person appointed by the Lieutenant Governor in Council.

4. DUTIES AND RESPONSIBILITIES OF THE BOARD

4.1 The Board shall be responsible for those duties as set out in Section 10 of the Act and Section 30 and 32 of the Adequacy and Effectiveness of Police Services Regulation.

5. DUTIES AND RESPONSIBILITIES OF THE CHAIR

It shall be the duty and responsibility of the Chair to:

- (a) Report on the activities of the Board and of the OPP to Council as required;
- (b) Act as the spokesperson for the policy decisions of the Board;
- (c) Set the agenda for all Board meetings;
- (d) Open meetings of the Board by taking the chair and calling the Members to order;
- (e) Receive and submit all motions presented by the Members;
- (f) Put to vote all resolutions presented by the Members and announce the results;
- (g) Decline to put to vote all motions, which infringe upon the rules and procedures or are beyond the jurisdiction of the Board;

- (h) Enforce the observance of order and decorum at all meetings;
- (i) Adjourn the meeting upon motion duly moved;
- (j) If deemed necessary adjourn, suspend, or recess the meeting;
- (k) Sign all documents for and on behalf of the Board including but not limited to:
 - Policies;
 - Resolutions;
 - Agreements; and
 - protocols,which the Board has approved.
- (l) Perform any other additional duties when directed to do so by motion of the Board

7. DUTIES OF THE VICE CHAIR

- 7.1 In the event that the Chair is absent or vacant, the Vice Chair shall act in place of the Chair and shall have the same authority, rights, and powers of the Chair.

8. SELECTION OF THE CHAIR AND VICE CHAIR

- 8.1 In accordance with Section 28(1) and (2) of the Act, the members of the Board shall, at the first meeting held in January of each year, select from amongst its members, a chair and vice-chair for a term of one year.
- 8.2 The election of the Chair shall be conducted by the Secretary;
- 8.3 The election of the Vice Chair shall be conducted by the Chair;
- 8.4 Any votes required under this section shall be taken as described by the provision of Section 61(1) and (2) of the Municipal Act, R.S.O. which requires that each member of the Board present shall indicate his or her vote openly, and that no vote be taken by ballot or any other method of secret balloting

9. COMMITTEES OF THE BOARD

- 9.1 The Board may at any time appoint one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 9.2 The Committee shall report upon its work to the Board at the meeting of the Board immediately following the date of the Committee meeting or at a specified time agreed to by the Board

10. REGULAR MEETINGS OF THE BOARD

- 10.1 The Board shall hold at least four regular meetings each year at such place and time as may be determined by the Board
- 10.2 The Chair shall preside at all meetings or in the absence of the Chair, the Vice Chair
- 10.3 The Chair or in the absence of the Chair, the Vice Chair may cancel a regular meeting of the Board where the Chair or Vice Chair deems such meeting not warranted however such cancellation shall not permit the Board to hold less than four regular meetings each year.
- 10.4 If any member of the board is absent for three (3) consecutive meetings without the permission of the board, they shall be removed from the board and the Council of the **Township of Norwich** shall be requested to replace the delinquent member. The Provincial Appointee is the responsibility of the Province of Ontario and if necessary would have to be removed by the Province upon the request of the board.

11. SPECIAL MEETINGS OF THE BOARD

- 11.1 The Chair, or in the absence of the Chair, the Vice Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by the majority of the Board.
- 11.2 The Secretary shall give notice to all Members of such special meetings by whatever means deemed expedient by the Secretary.
- 11.3 No special meeting of the Board shall be held with less than 24 hours notice to the Members.
- 11.4 Notification to the public of a special meeting will be deemed complete with notification to the print media (or other means as determined by the Board) 24 hours in advance of the meeting.
- 11.5 A meeting deemed to be In-Camera, will not require public notification.
- 11.6 No business may be transacted at a special meeting other than that specified in the notice or agenda.

12. CALLING THE MEETING TO ORDER

- 12.1 The Chair shall call the meeting to order as soon as possible after the time announced for the commencement of the meeting and a quorum is present.
- 12.2 If a quorum for either a regular or special meeting of the Board is not present within 30 minutes of the time fixed for the commencement of the meeting, the secretary shall indicate that no quorum was present and the meeting shall stand adjourned until the next regular meeting or such time as determined by the Chair.

13. BOARD AGENDA

13.1 The secretary shall cause an agenda to be prepared for the use of the Members at the regular meetings of the Board in the following order:

- Call to order
- Attendance
- Declaration of Pecuniary interest
- Approval of Agenda
- Approval of Minutes
- Issues arising from the Minutes
- Presentations/Delegations
- Correspondence
- Financial
- Detachment Commander's Report
- Committee Reports
- Other Business
- Public Discussion
- Date of Next Meeting
- Adjournment

13.2 The Secretary shall receive all reports and supporting materials for the agenda at least 2 days prior to the regular Board Meeting and shall consult with the Chair prior to the completion of the agenda. An item that is not included in the agenda may not be introduced at the meeting without the consent of a majority of the Members present.

13.3 The Secretary shall receive every letter, petition and other communication addressed to the Board and shall:

- (a) If in the opinion of the Secretary the subject matter is properly within the jurisdiction of the Board, place it upon the agenda to be dealt with; or
- (b) If in the opinion of the Secretary, and confirmed by the Chair, the subject matter is properly within the jurisdiction of the OPP Detachment Commander, shall refer the matter to him or her for necessary action and subsequent report to the Board.

13.4 The Secretary shall provide the agenda for each regular meeting to each Member of the Board not less than two days prior to the meeting.

14. CONDUCT OF MEMBERS

- 14.1 Board members shall make themselves fully familiar with the policies and procedures of the Board as contained in this manual.
- 14.2 Board members shall attend and actively participate in all board meetings
- 14.3 Board members shall not interfere with the police force's operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
- 14.4 Board members shall undergo any training that may be provided or required for them by the Solicitor General.
- 14.5 Board members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.
- 14.6 No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
- 14.7 A board member who expresses disagreement with a decision of the board shall make it clear that he or she is expressing a personal opinion.
- 14.8 Board members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office.
- 14.9 Board members shall uphold the letter and spirit of this Code of Conduct and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board.
- 14.10 Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the *Human Rights Code* and the *Charter of Rights and Freedoms* (Canada).
- 14.11 Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.
- 14.12 Board members shall not use their office to obtain employment with the board or the police force for themselves, their family member,¹ or their same-sex partner.

- 14.13 A board member, who applies for employment with the police service, including employment on contract or on fee for service, shall immediately resign from the board.
- 14.14 Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police service.
- 14.15 A board member whose conduct or performance is being investigated or inquired into by the Ontario Civilian Commission On Police Services (OCCPS) under section 25 of the Act or is the subject of a hearing before the Commission under that section shall decline to exercise his or her duties as a member of the board for the duration of the investigation or inquiry and hearing.

If the board determines that a board member has breached the Code of Conduct set out in this Regulation, the board shall record that determination in its minutes and may,

- require the member to appear before the board and be reprimanded;
- request that the Ministry of the Solicitor General conduct an investigation into the member's conduct; or
- request that the Commission conduct an investigation into the member's conduct under section 25 of the Act.

15. CONFLICT OF INTEREST

- 15.1 Where a Member, either on his or her own behalf or while acting for another, has any pecuniary interest, either direct or indirect, in any matter which is the subject of consideration at a meeting of the Board shall:
- (a) prior to any consideration of the matter at the meeting, disclose the conflict of interest and general nature thereof;
 - (b) not take part in any discussion of, or vote on any question in respect of the matter; and
 - (c) not attempt in any way to influence the voting on any such matter either before, during or after the meeting
 - (d) forthwith leave the meeting for that part of the meeting during which the matter is under consideration
- 15.2 Where the conflict of interest has not been disclosed by reason of the Member's absence from the meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board immediately following the meeting in which the matter was considered.
- 15.3 The Secretary shall record the particulars of any disclosure of interest in the minutes of the meeting.

16. HEARING OF DELEGATIONS

- 16.1 Delegations will only be heard at regular meetings of the Board provided that the person(s) representing the delegation has provided at least 5 days written notice of the request.
- 16.2 A request for a delegation shall include a list of the person(s) who will be appearing before the Board and provide a detailed written outline as to the content of the presentation.
- 16.3 Unless approved by the Chair delegations shall be restricted to presentations of no more than 10 minutes.
- 16.4 Upon receipt of the written notice the Secretary shall list the delegation on the appropriate meeting agenda.
- 16.5 The Chair may curtail any delegation, any questions, or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the person(s) appearing shall immediately withdraw.
- 16.6 Presentations by a delegation to the Norwich Township Police Services Board shall be for information purposes only and the Board reserves the right to provide a decision or action at a future Board meeting.

17. RULES OF DEBATE

- 17.1 Every Member, before speaking to a question or motion, shall first receive recognition from the Chair.
- 17.2 When a Member wishes to speak on any question, motion, or item, they shall in an orderly manner obtain the Chair's attention and the Chair shall keep a list of those Members who wish to speak. The Chair then shall recognize the Members in the order in which they came to the Chair's attention.
- 17.3 When a member is speaking, no other Member shall pass information between any Member or the Chair, or interrupt that Member except to raise a point of order.
- 17.4 No member shall speak to the same question or motion for more than 10 minutes, without leave of the Chair.
- 17.5 After a question is put by the Chair, no Member shall speak to the question, nor shall any other motion be put forward until after the vote has been taken and the results declared.

17.6 If a Member considers that a ruling by the Chair is not in order, an appeal may be made. In the event of an appeal, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this section is final.

18. MOTIONS

18.1 All motions shall be duly moved and seconded before being discussed or put to a vote.

18.2 The Chair shall read a motion before a vote is taken.

18.2 After a motion has been moved, the mover may withdraw it at any time prior to a vote being taken.

18.3 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions to:

- (a) adjourn;
- (b) amend;
- (c) refer;
- (d) suspend the rules of procedure;
- (e) vote on the question.

18.4 A motion to adjourn the meeting may be made at any time except when:

- (a) a Member is speaking;
- (b) the question has been called;
- (c) a Member has indicated to the Chair his or her desire to speak on the question;

18.5 A motion to amend shall:

- (a) be relevant to the question to be decided;
- (b) not be received if it in essence constitutes a rejection of the main questions;

18.6 A motion to refer the question shall include:

- (a) the name of the Committee or other body or official to whom the question is referred; and
- (b) the terms upon which the question is to be deferred

18.7 Debate upon a motion to refer shall only be permitted on the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be permitted until dealt with.

18.8 No question shall be considered more than once at a meeting of the Board.

19. VOTING ON MOTIONS

19.1 A motion shall be deemed to be carried when a majority of the Members present and voting have expressed their agreement.

19.2 When, in the opinion of the Chair or upon the request of a Member, a question contains distinct proposals, the Chair may divide the question, and the vote upon each proposal shall be taken separately.

19.3 Every Member present at a meeting of the Board when a question is put shall vote unless prohibited by statute, and the secretary shall record the name of the Member and the reason for prohibition.

19.4 The secretary shall conduct the vote in a counter-clockwise direction starting on the Chair's right hand, asking the Members to indicate in favor with "yea" and opposed with "nay."

19.5 The secretary will advise the Chair of the count of the vote who in turn will announce the results.

19.6 Where on any question there is a tie vote, the motion shall be deemed to have been lost.

20. PUBLIC AND IN-CAMERA MEETINGS

20.1 Meetings and hearings conducted by the board shall be open to the public, subject to subsection (2), and notice of them shall be published in the manner that the board determines.

20.2 The Board may exclude the public from all or part of a meeting or hearing if it is of the opinion that,

- (a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
- (b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public

interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

- 20.3 No person other than the Members, Secretary, Detachment Commander, and other persons invited by the Chair shall attend in-camera meetings of the Board.

21. POLICIES

21.1 Every policy shall be introduced upon written motion by a Member, and any number of policies may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with each.

21.2 Every policy when introduced shall be in typewritten form and shall be complete with the exception of the number and the date of the policy.

21.3 Every policy which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the secretary in a secure and proper facilities.

21.4 Board attendance at Conferences and Zone Meetings.
Attendance at all paid functions must be approved by the board.
Conference/Meeting budgeted total to reflect the combined attendance expenses of board members.

Includes:

- A maximum of two members attending a PSB conference (maximum three days per diem plus accommodation and mileage)
- Up to two members attending zone meetings (maximum one meeting Per diem plus mileage).
- Carpooling is encouraged for all members attending the above.

Excludes:

- The necessary Police Service Board duties as outlined in the Police Services Act.

(motioned and approved –June 20, 2012).

21.5 Remuneration, Mileage

(a) Remuneration – General

The following remuneration shall be provided to Board members:

- Chair - \$175 per Board meeting
- Members - \$150 per Board meeting

(b) Mileage

All members shall be reimbursed for mileage at the rate per km equal to that received by the Township of Norwich Council.

- Mileage shall apply to attendance at Board meetings and travel directly related to approved PSB business.

(c) Conferences, Zone Meetings, Seminars

- Members attending Conferences, Zone meetings, and seminars (approved as per Section 21.4) shall receive a per diem equal to that received by Township of Norwich Council, for each full day attendance, plus reimbursement for accommodation to a maximum of the rate at the host hotel, and travel/mileage/parking reimbursement.

(motioned and approved –April 13, 2015).

21.6 Funding Requests

All requests for funding shall be submitted in writing to the Chair, Vice Chair and Board Secretary with supporting documents a minimum of seven working days prior to a scheduled Norwich Township Police Services Board meeting.

(motioned and approved – May 21, 2104).

Protocol for the Participation in the Selection of the Detachment Commander

Between

The **Township of Norwich** Police Services Board

And the Ontario Provincial Police Regional Commander

WHEREAS the Municipality of the **Township of Norwich** is required pursuant to Section 4(1) of the *Police Services Act* to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of the **Township of Norwich** has entered into a contract with the Ministry of Community Safety and Correctional Services, pursuant to Section 10(1) of the *Police Services Act*, for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the *Police Services Act* to have a Police Services Board;

AND WHEREAS, the Police Services Board is required, pursuant to Section 10(9)(a) of the *Police Services Act*, to participate in the selection of the Detachment Commander;

THEREFORE THE PARTIES HEREBY AGREE THAT:

1. The Ontario Provincial Police Regional Commander shall ensure that the .. **Township of Norwich** Police Services Board is advised, at the earliest opportunity, of the need to select a new Detachment Commander;
2. The **Township of Norwich** Police Services Board shall participate in the selection of the Detachment Commander by providing at least one member of the Board to sit on the review committee charged with the selection of the Detachment Commander.
3. In the event that participating municipalities receive policing services under section 10 from the same Detachment the **Township of Norwich** Police Services Board shall work with all other involved Boards to address and satisfy the conditions of the current contract with the Ontario Provincial Police in the selection of the Detachment Commander (See contract Pg 8 - #27).

**Protocol for the Monitoring of the Performance of the Detachment
Commander**

Between

The **Township of Norwich** Police Services Board

And the Ontario Provincial Police Regional Commander

WHEREAS the Municipality of the **Township of Norwich** is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of the **Township of Norwich** has entered into a contract with the Ministry of Community Safety and Correctional Services pursuant to Section 10(1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the **Township of Norwich** Police Services Board is required pursuant to Subsection 10(9)(d) of the Police Services Act to monitor the performance of the Detachment Commander

THEREFORE THE PARTIES HEREBY AGREE THAT:

1. The **Township of Norwich** Police Services Board shall provide the Ontario Provincial Police Regional Commander In January of each year with a report on the performance of the Detachment Commander;
2. The report shall indicate the Detachment Commander's performance as it directly relates to the responsibilities of the Board;
3. The Board shall include specific examples of unsatisfactory performance.

Annual Performance Report

In accordance with Board responsibilities as per Section 10(9) of the Police Services Act the Board shall:

1. *Generally determine objectives and priorities for police services, after consultation with the detachment commander or his or her designate;*

The Detachment Commander consistently provides the Board with the necessary information, support, and personal access to meet this requirement.

Strongly agree

Agree

Somewhat Agree

Disagree

Strongly Disagree

Comments: _____

2. *Establish, after consultation with the detachment commander or his or her designate, any local policies with respect to police services*

The Detachment Commander consistently provides the Board with the necessary information, support, advice, and personal access to meet this requirement.

Strongly agree

Agree

Somewhat Agree

Disagree

Strongly Disagree

Comments: _____

3. *Receive regular reports from the detachment commander or his or her designate on disclosures and decisions made under section 49 (secondary activities);*

The Detachment Commander regularly provides the Board with the required information.

Strongly agree

Agree

Somewhat Agree

Disagree

Strongly Disagree

Comments: _____

4. *Review the detachment commander's administration of the complaints system under Part V and receive regular reports from the detachment commander or his or her designate on his or her administration of the complaints system.*

The Detachment Commander regularly provides the Board with the required information and administers the complaints system in an appropriate manner.

Strongly agree

Agree

Somewhat Agree

Disagree

Strongly Disagree

Comments: _____

5. *Under Section 4(1) of the Police Services Act each municipality is responsible for the provision of adequate and effective police services in accordance with its needs.*

The Detachment Commander consistently strives to ensure the delivery of adequate and effective policing services consistent with local objectives, priorities, and policies.

Strongly agree

Agree

Somewhat Agree

Disagree

Strongly Disagree

Comments: _____

**Protocol for the Reporting of Disclosures and Decisions made
 under Section 49 of the Police Services Act (secondary activities)**

Between

The **Township of Norwich** Police Services Board

And the Ontario Provincial Police Detachment Commander

WHEREAS the Municipality of the **Township of Norwich** is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of the **Township of Norwich** has entered into a contract with the Ministry of Community Safety and Correctional Services pursuant to Section 10(1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the Detachment Commander is required to provide to the Police Services Board regular reports on disclosures and decisions made under section 49 of the Police Services Act (PSA);

AND WHEREAS, the **Township of Norwich** Police Services Board acknowledges that disclosures and decisions made under section 49 of the Police Services Act are the responsibility of the Director, Professional Standards Branch;

THEREFORE THE PARTIES HEREBY AGREE THAT:

1. The Ontario Provincial Police Detachment Commander shall provide the **Township of Norwich** Police Services Board with reports (semi-annual, annual), on disclosures and decisions under section 49 PSA;
2. The report shall be restricted to disclosures and decisions for those officers under the command of the Detachment Commander who are assigned full-time or regular policing responsibilities within the municipality.

**Protocol for the Review of the Detachment Commander's
Administration of The Complaints System under Part V of the
Police Services Act**

Between

The **Township of Norwich** Police Services Board

And the Ontario Provincial Police Detachment Commander

WHEREAS the Municipality of the **Township of Norwich** is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of the **Township of Norwich** has entered into a contract with the Ministry of Community Safety and Correctional Services pursuant to Section 10(1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the **Township of Norwich** Police Services Board is required pursuant to Subsection 10(9)(f) of the Police Services Act to review the Detachment Commander's administration of the complaints system under Part V of the Police Services Act;

AND WHEREAS, the **Township of Norwich** Police Services Board has a responsibility to ensure that complaints are properly administered;

AND WHEREAS, the **Township of Norwich** acknowledges that the Professional Standards Bureau of the Ontario Provincial Police administers the complaints system under Part V of the Police Services Act;

AND WHEREAS, the **Township of Norwich** Police Services Board acknowledges that the Detachment Commander is responsible under section 62 of the Police Services Act for administering complaints made against local polices established under section 10(9)(c) of the Police Services Act

THEREFORE THE PARTIES HEREBY AGREE THAT

1. The Ontario Provincial Police Detachment Commander shall provide the **Township of Norwich** Police Services Board with statistical reports (semi-annual, quarterly, monthly) on complaint administration;
2. The report shall be restricted to complaints that occur within or are a result of activity within the municipality of the **Township of Norwich**.
3. The report shall include:
 - Whether the complaint was from a member of the public or generated internally;
 - The nature of the alleged misconduct or service complaint;
 - Whether the complaint is under investigation or complete;
 - Whether the complaint is substantiated or unsubstantiated; and
 - Any Criminal or *Police Services Act* proceedings as a result of a complaint

**Protocol for the preparation of a business plan in accordance with
Section 30 of the Adequacy and Effectiveness of Police Services
Regulation**

Between

The **Township of Norwich** Police Services Board

And the Ontario Provincial Police Detachment Commander

WHEREAS the Municipality of the **Township of Norwich** is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of the **Township of Norwich** has entered into a contract with the Ministry of Community Safety and Correctional Services pursuant to Section 10(1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the Police Services Board is required, pursuant to Section 30 of the Adequacy and Effectiveness of Police Services Regulations, to prepare a business plan at least once every three years;

THEREFORE THE PARTIES HEREBY AGREE THAT:

1. The Ontario Provincial Police Detachment Commander shall, with the support and direct participation of the Board, prepare a business plan for submission to the Board at least once every three years;
2. The development of the business plan shall include a consultation process that involves and includes :
 - The municipal council;
 - The school boards;
 - Community organizations and groups;
 - Business and members of the public
3. The business plan shall address:
 - the objectives, core business and functions of the contracted OPP Police Service, including how it will provide adequate and effective police services;
 - quantitative and qualitative performance objectives and indicators relating to,
 - the police force's provision of community-based crime prevention initiatives, community patrol and criminal investigation services,

- community satisfaction with police services,
- emergency calls for service,
- violent crime and clearance rates for violent crime,
- property crime and clearance rates for property crime,
- youth crime and clearance rates for youth crime,
- police assistance to victims of crime and re-victimization rates,
- road safety;
- information technology
- resource planning;
- police facilities

Sample Board Policy

Boards that wish to prepare their own business plan may wish to consider the following policy.

Board Policy # _____

It is the policy of the **Township of Norwich** Police Services Board with respect to business planning that:

This Board, in partnership with the Detachment Commander, will prepare a strategy for the development of the business plan, consistent with the requirements of the Adequacy Standards Regulation (including the protocol with municipal council), that will include consultation on:

- (a) an environmental scan of the community that highlights crime, calls for service and public disorder trends within the community;
- (b) the results achieved by the police service in relation to the business plan currently in effect;
- (c) a summary of the workload assessments and service delivery evaluations undertaken during the existing business plan cycle;

PERFORMANCE OBJECTIVES

This Board, in partnership with the Detachment Commander, will consider when developing the performance objectives, factors such as:

- (a) the police service's existing and/or previous performance;
- (b) crime, calls for service and public disorder analysis and trends, and other social, demographic and economic factors that may impact on the community;
- (c) the type of performance objectives, indicators and results being used/achieved in other similar/comparable jurisdictions;
- (d) the availability of measurements for assessing the success in achieving the performance objectives; and
- (e) community expectations, derived from the consultation process, community satisfaction surveys, and victimization surveys.

COMMUNICATION

This Board, in partnership with the Detachment Commander, will establish a process, with municipal council if required, for the communication of the business plan to:

- (a) members of the police service; and
- (b) members of the public.

Protocol for the Sharing of Information

Between

The **Township of Norwich** Police Services Board and

The Municipality of the **Township of Norwich**

WHEREAS the Municipality of the **Township of Norwich** is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of the **Township of Norwich** has entered into a contract with the Ministry of Community Safety and Correctional Services pursuant to Section 10(1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the **Township of Norwich** Police Services Board is required by Section 32(1) of Ontario Regulation 3/99 (The Adequacy and Effectiveness of Police Services Regulation) to enter into a protocol with the Council of the municipality that addresses:

- (a) the sharing of information with municipal council, including the type of information to be shared and the frequency for sharing such information;
- (b) the dates by which the business plan and annual report shall be provided to municipal council;
- (c) (c) the responsibility for making public the business plan and annual report, and the dates by which the business plan and report must be made public; and
- (d) (d) if the municipal council chooses, jointly determining, and participating in, the consultation processes for the development of the business plan.

THEREFORE THE PARTIES HEREGY AGREE THAT:

1. The **Township of Norwich** Police Services Board shall provide the Clerk/CO for the municipality of the **Township of Norwich**:
 - (a) In January of each year, with notices of the dates, times, and locations of the Police Services Boards regular meetings;
 - (b) Copies of the public agenda on the Friday preceding the Board's scheduled meeting dates; and
 - (c) Copies of the minutes two weeks following the Board's said meetings

2. The Board and the Detachment Commander will host a public information session on current policing issues in the municipality not less than once annually.
3. The **Township of Norwich** Police Services Board shall:
 - (a) Provide the Clerk/CAO with notice of any public meetings, or other consultation processes scheduled by the board for the development of the business plan;
 - (b) Provide the Clerk/CAO with a copy of the business plan no later than 30 days following completion;
 - (c) Make the business plan available to the public no later than 30 days following release to the Clerk/CAO; and
 - (d) Provide copies of the police service's annual report to the Clerk/CAO and make it available to the public on or before June 30th annually.
4. This protocol is subject to the provisions of Section 41(1.1) of the Police Services Act, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

The following resolution was passed during _____ at the Police Services Board Meeting.

MOTION: Moved by :
Seconded by:
In accordance with Section 37 of the Police Services Act the following Rules and Procedures shall be adopted by the **Township of Norwich** Police Services Board.

- (a) Composition of the Board shall be in accordance with Section 27 (4) of the Act.
- (b) Duties and responsibility of the board including all board members particularly officers of the board.
- (c) Conduct of the meetings of the Board.
- (d) Protocol on local policies Re: Section 10(9) P.S.A.
- (e) Protocol Re: Selection of Detachment Commander.
- (f) Protocol Re: Monitoring of performance of the Detachment Commander.
- (g) Protocol Re: Preparation of a Business Plan in compliance with Section 30 (2) of the Adequacy Regulations.
- (h) Protocol Re: Secondary activities as required under Section 49 of the P.S.A.
- (i) Protocol Re: Detachment Commander administration of the Complaints Procedure, under Part V of the P.S.A.
- (j) Protocol Re: Sharing of information with the municipal council.

This document may be replaced or amended by the **Township of Norwich Police Services Board** only by motion at an official board meeting.

These rules and procedure and protocols shall be adopted by the **Township of Norwich** Police Services board on the _____

Chair, _____

Secretary, _____