



POLICY MANUAL

Town of Petawawa

Police Services Board

Revised: June 2011

INTRODUCTION

The Ministry of Public Safety and Security holds general superintending authority for police services in Ontario and for administering the *Police Services Act* in Ontario. However, Ontario has historically recognized the importance of civilian governance in policing. Police services boards are intended to ensure that police services are separate from political influence, a fundamental component of our justice system.

Since the first Police Act in the 1940's, municipalities that maintain their own police service have been required to maintain police services boards to oversee those services. Municipal police services boards' responsibilities are found in Section 31 of the *Police Services Act*.

Amendments to the *Police Services Act*¹ created and authorized the establishment of police services boards when municipalities selected to be policed pursuant to Section 10 of the *Act*. The Ontario Provincial Police provides the police services to fulfill these contracts.

The Ministry continues to support all police services boards, including those formed as a result of a contract under Section 10 of the *Act*, to enable them to fulfill their responsibilities within the legal and regulatory framework that exists in the *Act* and its regulations. Board governance practices are routinely considered in the majority of inspections conducted by the Ministry.

The Ministry is prepared to initiate an inspection process that will review, assist, and report recommendations concerning Section 10 boards on matters related to:

- **Section 37, of Part III, which requires a board to create its own rules and procedures.** This section applies to all municipalities that are required to maintain a board. Section 10(10) of the *Act*, however, excludes a Section 10 boards from Sections 31, 38, and 39 of Part III.
- **Board policies and protocols.** Section 10(9) of the *Police Services Act* prescribes the responsibilities of a Section 10 board setting. Those responsibilities are generally documented in terms of protocols and policies.

RULES AND PROCEDURES:

Police services boards are expected to operate under established rules and procedures. The *Act* does not prescribe how these "rules and procedures" should be adopted, but they should be enacted either by "by-law" or resolution of the board adopting the rules and procedures prepared by/for the board. Generally, boards follow the practices of the municipality in which they are located making this part of an official record of the municipality. This document should only be amended or changed over time as new circumstances dictate the need to re-write the document.

The following list, though not exhaustive, represents the majority of “Rules and Procedures” document adopted by boards.

- Definitions
- Structure and composition of the Board
 - defined in Section 27(4) and (5) of the *Act*
- Remuneration of Board members
 - defined in Section 27(12) of the *Act*
- Election of Chair and Vice Chair
 - defined in Sections 28(1) and (2) of the *Act*
- Duties of members, including:
 - Chair
 - Vice Chair
 - Spokesperson
 - Secretary of the Board
- Rules of order for meetings (e.g. Parliamentary rules, Robert’s Rules of Order) including:
 - Introducing items for the agenda
 - Conflict of interest
 - Methods of voting
 - Delegations at board meetings
 - Resolutions and motions
 - Recording of public and in-camera minutes
 - Public notice of agenda
 - Notice to the public of meetings
 - Retention of Board records
 - Expenditures and budgets of the board
 - Creation of local policies
 - Development of protocols
 - By-laws and proceedings thereon
 - Conduct of members

Additional Policies/Protocols Required Under Section 10(9)

If one or more municipalities enters into an agreement under this section, the board or joint board shall advise the Ontario Provincial Police detachment commander assigned to the municipality or municipalities and shall,


- a) participate in the selection of the detachment commander of the detachment assigned to the municipality or municipalities;

- b) generally determine objectives and priorities for police services, after consultation with the detachment commander or his/her designate;
- c) establish, after consultation with the detachment commander or his/her designate, any local policies with respect to police services (but the board or joint board shall not establish provincial policies of the Ontario Provincial Police with respect to police services);
- d) monitor the performance of the detachment commander;
- e) receive regular reports from the detachment commander or his/her designate on disclosures and decisions made under Section 49 (secondary activities); and
- f) Review the detachment commander's administration of the complaints system under Part V and receive regular reports from the detachment commander or his/her designate on his/her administration of the complaints system.



POLICIES

1.1	A policy to govern the proceedings of the Police Services Board meetings
1.2	A policy regarding the preparation of a business plan in accordance with Section 30 of the Adequacy and Effectiveness of Police Services Regulations
1.3	A policy regarding the sharing of information between the Police Services Board and the Council of the Town of Petawawa
1.4	A protocol for the participation in the selection of the Detachment Commander
1.5	A policy for the review of the Detachment Commander's administration of the complaints system under Part V of the <i>Police Services Act</i>
1.6	A policy to set fees collected for reports by the Detachment Commander
1.7	A protocol for the reporting of information related to the occurrence of significant community safety threats or significant criminal activity
1.8	A policy regarding the use of the speed awareness monitor
1.9	A policy for the monitoring of the performance of the Detachment Commander
1.10	The reporting of disclosures and decisions made under Section 49 of the <i>Police Services Act</i> (secondary activities)

	NUMBER: 1.1	<i>Page 1 of 12</i>	REVIEWED: December 2009
	DATE: 2004 (original)		REVISED: April 2010
	APPROVED BY: Board of Directors		
	SUBJECT: A policy to govern the proceedings of the Police Services Board meetings.		

Legislative Authority:

A Police Services Board may, by policy, make rules for the effective management of the police service under Section 10 or Section 31(6) of the *Police Services Act* R.S.O. 1990, c.P.15 and amendments.

Policy:

1. DEFINITIONS

In this Policy,

- a) “Act” means the *Police Services Act*, R.S.O. 1990 c.P.15, as amended from time to time;
- b) “Board” means the Town of Petawawa Police Services Board;
- c) “Chair” means the Member elected as Chair of the Board by its members pursuant to Section 28 of the *Act*;
- d) “Committee” means a standing or ad hoc committee any or other similar entity composed of individuals of the Board pursuant to the *Act*;
- e) “Council” means the Council of the Corporation of the Town of Petawawa;
- f) “Days” means calendar days exclusive of Saturdays, Sundays and statutory holidays;
- g) “Detachment Commander” means an Ontario Provincial Police Detachment Commander reporting to the Town of Petawawa Police Services Board;
- h) “Member” means of a member of the Board;

- i) “Police Service” means policing provided by the Ontario Provincial Police under contract with the Town of Petawawa;
- j) “Secretary” means the Secretary of the Board;
- k) “Quorum” means a majority of the members in accordance with Section 35(2) of the *Act*;
- l) “Vice Chair” means the member elected as the Vice Chair of the Board by its members;
- m) “Local Policies” means written policies established for police services in accordance with Section 10(9)(c) of the *Act*.

2. APPLICATION

- 2.1 The rules or 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.
- 2.2 Except as provided elsewhere herein, the Board may temporarily suspend one or more of the rules contained in this paragraph by a vote of the majority of the members present:
 - Rules with respect to a change in agenda order of proceedings and content;
 - Rules respecting notice of delegation status;
 - Rules with respect to the increase or decrease of delegation and debate limitations.
- 2.3 All points of order or procedure for which rules have not been provided in this policy shall be decided by the Chair.

3. COMPOSITION OF THE BOARD

- 3.1 The Board shall be composed of members in accordance with Section 27(4) of the *Act*.

4. SELECTION OF CHAIR AND VICE-CHAIR

- 4.1 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.
- 4.2 The election of the Chair shall be conducted by the CAO of the Town.
- 4.3 The election of the Vice Chair shall be conducted by the Chair.
- 4.4 Any votes required under this section shall be taken as described by the provision of Section 61(1) and (2) of the *Municipal Act*, which requires that each member present indicate his/her vote openly and that no vote be taken by ballot or any other method of secret voting.

5. DUTIES AND RESPONSIBILITIES OF THE BOARD

- 5.1 The Board shall be responsible for those duties as set out in Section 10 of the *Act* as applicable, and shall at all times discharge those duties in accordance with the Board's Code of Conduct.

6. DUTIES AND RESPONSIBILITIES OF THE CHAIR

- 6.1 It shall be the duty and responsibility of the Chair to:
 - a) Report on the activities of the Town of Petawawa Police Service and those of its Board, to the Town of Petawawa Council at its regularly scheduled meetings, and as requested;
 - b) Act as the sole spokesperson for the policy decisions of the Board;
 - c) Represent and support the Board, declaring its will and implicitly obeying its decision in all things;
 - d) Set the agenda for all meetings;
 - e) Open the meetings of the Board by taking the Chair and call the members to order;
 - f) Receive and submit all motions presented by the members;
 - g) Put to vote all questions, which are duly moved and to announce the result thereof;
 - h) Decline to put to vote all motions, which infringe upon the rules of the procedure or which are beyond the jurisdiction of the Board;

- i) Enforce the observance of order and decorum at all meetings;
- j) Call by name, any member persisting in breach of the rules and procedure and to order him/her to vacate the room in which the meeting is held;
- k) Inform the Board on any point of order as deemed necessary;
- l) Adjourn the meeting upon a motion duly moved;
- m) Sign all documents for and on behalf of the Board including but not limited to policies, resolutions, orders and agreements which have been approved by the Board;
- n) Perform any and all other 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. COMMITTEES OF THE BOARD

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

9. REGULAR MEETINGS OF THE BOARD

- 9.1 The Board shall hold its regular meetings at the hour of 1:00 p.m. on the third Wednesday of each month.
- 9.2 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair or in the absence of the Vice Chair, the next senior member of the Board shall preside at the meeting in accordance with Section 7 of this policy.
- 9.3 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. SPECIAL MEETINGS OF THE BOARD

- 10.1 The Chair, or in his/her absence 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 members of the Board.
- 10.2 The Chair/Vice Chair shall give notice to the members of the Board of such special meetings by whatever means deemed expedient by the Chair/Vice Chair.
- 10.3 No special meeting of the Board may be held with less than 24 hours notice to the members.
- 10.4 Notification of the public will be deemed complete with notice to the print media 24 hours in advance of a meeting called under Section 10.1.
- 10.5 Notwithstanding Section 10.4, a meeting deemed to be “in camera” will not require notification of the public.
- 10.6 No business may be transacted at a Special Meeting of the Board other than that specified in the notice or agenda.

11. CALL OF THE MEETING TO ORDER

- 11.1 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.
- 11.2 If a quorum for either the regular or special Board meeting is not present within thirty 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 of the Board.

12. QUORUM

- 12.1 A quorum shall be a majority of the Members according to Section 35(2) of the *Act*.

13. BOARD AGENDA

13.1 The Chair 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
- Adoption of Agenda (Additions/Deletions)
- Disclosures of Pecuniary Interest
- Adoption of Minutes
- Detachment Commander's Report
- Correspondence – a) Information Items, b) Action Items
- Financial Report
- New Business
- Member's Report
- Closed Session (if required)
- Date of Next Meeting
- Adjournment

13.2 The Chair (or delegate) shall receive all reports and supporting materials for the agenda at least 3 days prior to the regular Board meeting. An item that is not included in the agenda may not be introduced at the meeting without the consent of a majority of members present.

13.3 Every letter, petition and other communication addressed to the Board shall be received by the Chair of the Board who shall:

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

13.4 The Chair (or delegate) shall arrange for the delivery of the agenda for each regular meeting to each member of the Board not less than three (3) days prior to the hour appointed for holding of the meeting.

14. CONFLICT OF INTEREST DISCLOSURE

14.1 The Chair and members shall be governed by the *Municipal Conflict of Interest Act*, 1990, and the agenda shall include a provision for members to declare a conflict or conflicts of interest or a pecuniary interest in a matter.

14.2 Where a member, either on his/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:

- Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- Not take part in any discussion of, or vote on, any question in respect of the matter;
- Not attempt in any way whether before, during or after the meeting to influence the voting on any such question; and
- Forthwith leave the meeting for that part of the meeting during which the matter is under consideration.

14.3 Where the conflict of interest has not been disclosed by reason of the member's absence from the meeting, the member shall disclose his/her interest and otherwise comply at the first meeting of the Board immediately following the meeting in which the matter was considered.

14.4 The Secretary shall record the particulars of any disclosure of interest in the minutes of the meeting.

15. HEARING OF DELEGATIONS

15.1 Delegations will only be heard at regular meetings of the Board provided that the person(s) representing the delegation have provided notice of their request at least five (5) days before the date of the Board meeting. The request shall also include a list of person(s) who will be appearing before the Board and information to the content of the presentation.

15.2 Unless approved by the Chair, delegations shall be restricted to presentations of no more than ten (10) minutes.

15.3 Upon receipt of the written notice requesting a hearing, the Secretary shall list the delegation on the next appropriate meeting agenda.

15.4 No delegation shall:

- Speak disrespectfully of any person;
- Use offensive words or unparliamentary language;
- Speak on any subject other than the subject of which they have received approval to address the Board; or
- Disobey the rules of procedure of a decision of the Chair.

15.5 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. CONDUCT OF MEMBERS:

- 16.1 a) Board members shall attend and actively participate in all Board meetings.
- b) Board members shall not interfere with the police force's operational decisions and the responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
- c) Board members shall undergo any training that may be provided or required of them by the Solicitor General.
- d) 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.
- e) No Board member shall purport to speak on behalf of the Board unless he/she is authorized by the Chair to do so.
- f) A Board member who expresses disagreement with a decision of the Board shall make it clear that he/she is expressing a personal opinion.
- g) 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 of affirmation of office.
- h) 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.
- i) 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)*.
- j) 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.
- k) Board members shall not use their office to obtain employment with the Board or the police force for themselves, their family members, or their same-sex partner.

- l) A Board member who applies for employment with the police force, including employment on contract or on fee for service, shall immediately resign from the Board.
- m) Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the Board or the police force.
- n) 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/her duties as a member of the Board for the duration of the investigation or inquiry and hearing.
- o) 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*.

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 and 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, or in reply, for more than ten (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 made until after the vote is taken and the result has been declared.

17.6 If a member considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, 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 Board Chair shall read a motion before a vote is taken if required to do so by a member.

18.3 After a motion has been moved, it may be withdrawn by the mover at any time before the vote is taken.

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

- To adjourn;
- To amend;
- To refer;
- To suspend the rules of procedure
- To table the question
- To vote on the question.

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

- When a member is speaking or during the taking of a vote;
- When the question has been called; or
- When a member has already indicated to the Chair that he/she desires to speak on the question.

18.6 A motion to amend:

- Shall be relevant to the question to be decided; and
- Shall not be received if it in essence constitutes a rejection of the main questions.
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18.7 A motion to refer the question shall include:

- The name of the Committee or other body or official to whom the question is referred; and
- The terms upon which the question is to defer.

18.8 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.

18.9 No question shall be reconsidered more than once at a meeting of the Board.

19. VOTING ON MOTIONS

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

19.2 When the Chair is satisfied that a question contains distinct proposals, he/she may divide the question or upon the request of a member, shall 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 a "yea" and opposed with "nay".

19.5 The Secretary will advise the Chair of the count of the vote, and the Chair 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 Section 20.2.

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 Board members, the Secretary, the Detachment Commander and other persons invited by the Chair, shall attend closed meetings of the Board and persons other than the Board members shall vacate the meetings if requested to do so by the Chair.

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 any policy.

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 shall be filed by the Secretary in secure and proper facilities.

Signature: _____
Board Chair

Date: _____

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	DATE: 2004 (original)		REVISED: April 2010
	APPROVED BY: Board of Directors		
	POLICY AREA: Organizational		
	SUBJECT: A policy regarding the preparation of a business plan in accordance with Section 30 of the Adequacy and Effectiveness of Police Services Regulations.		

Legislative Authority:

Pursuant to Section 30 of the Adequacy and Effectiveness of Police Services Regulations, the Police Services Board is required to prepare a business plan at least once every three years and will adopt the Business Plan as submitted by the Ontario Provincial Police Detachment Commander.

** The term “business plan” is defined here as the collection of goals created by the PPSB and the strategies to be implemented to meet them on an annual basis.

Policy:


1. The Petawawa Police Services Board shall, with the participation of the Ontario Provincial Police Detachment Commander, prepare a business plan for submission to the Board at least once every three years.
2. Planning and soliciting input will begin well in advance so that a draft document will be available for final approval by the PPSB before the beginning of the next new calendar year.
3. The development of the business plan should reflect the concerns of the Petawawa community including, but not limited to:
 - Municipal Council;
 - School Boards;
 - Community organizations and groups; and
 - Businesses and members of the public.

4. The business plan shall address:

- The objectives, core business and functions of the contracted OPP Police Services, including how it will provide adequate and effective police services; and
- Quantitative and qualitative performance objectives and indicators relating to:
 - i. The police force's provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
 - ii. Community satisfaction with police services;
 - iii. Emergency calls for service;
 - iv. Violent crime and clearance rates for violent crime;
 - v. Property crime and clearance rates for property crime;
 - vi. Youth crime and clearance rates for youth crime;
 - vii. Police assistance to victims of crime and re-victimization rates;
 - viii. Road safety;
 - ix. Information technology;
 - x. Resource planning; and
 - xi. Police facilities

Signature: _____
Board Chair

Date: _____

	NUMBER: 1.3	<i>Page 1 of 2</i>	REVIEWED: December 2009
	DATE: April 2007 (original)		REVISED: May 2010
	APPROVED BY: Board of Directors		
	POLICY AREA: Organizational		
	SUBJECT: A policy regarding the sharing of information between the Police Services Board and the Council of the Town of Petawawa.		

Legislative Authority:

The Petawawa 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 annual report shall be provided to Municipal Council; and
- c) The responsibility for making public the annual report, and the dates by which the report must be made public.


Policy:

1. The Petawawa Police Services Board shall provide the CAO/Clerk for the municipality of Petawawa:
 - a) In January of each year, with notices of the dates, times and locations of the Police Services Board regular meetings;
 - b) Copies of the public agenda on or before the Friday preceding the Board's scheduled meeting dates; and
 - c) Copies of the minutes not later than one week following the Board's approval of said minutes.
2. The CAO/Clerk shall provide the PPSB with Council's comments (if any) after the Board minutes are received by Council.

3. The Board and the Detachment Commander will provide its annual report on current policing issues at an open normally scheduled meeting of the Town's Council in the municipality not less than once annually.
4. The Petawawa Police Services Board shall:
 - a) Provide the CAO/Clerk with notice of any public meetings or other consultative processes scheduled by the Board for the development of the annual goals and objectives;
 - b) Provide the CAO/Clerk with a copy of the annual report no later than thirty (30) days following completion;
 - c) Make the annual report available to the public no later than thirty (30) days following release to the CAO/Clerk; and
 - d) The Petawawa Police Services Board will provide to the Town of Petawawa input for any new contract.
5. 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*.

Signature: _____
Board Chair

Date: _____

	NUMBER: 1.4	<i>Page 1 of 1</i>	REVIEWED: December 2009
	DATE: 2007 (original)		REVISED: May 2010
	APPROVED BY: Board of Directors		
	POLICY AREA: Organizational		
	SUBJECT: A protocol for the participation in the selection of the Detachment Commander.		

Legislative Authority:

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.

Policy:

1. The Ontario Provincial Police Regional Commander, East Region, hereinafter referred to as the Regional Commander, shall ensure that the Petawawa Police Services Board is advised, at the earliest opportunity, of the need to select a new Detachment Commander.
2. The Petawawa Police Services Board shall participate in the selection of the Detachment Commander by providing one member of the Board to sit on the selection committee.
3. The Regional Commander shall provide the names and supporting documentation of the candidates that are eligible for the position of Detachment Commander to the selection committee members.
4. The Regional Commander shall ensure that at least one (1) question to be posed to the candidates is unique to the Town of Petawawa. To that end, the members of the Petawawa Police Services Board may individually submit questions, through the Chair.


5. The Regional Commander shall jointly announce, with the Chair of the Petawawa Police Services Board, the name of the new Detachment Commander.

Signature: _____
Board Chair

Date: _____

Signature: _____
Regional Commander, East Region

Date: _____

	NUMBER: 1.5	<i>Page 1 of 2</i>	REVIEWED: December 2009
	DATE: April 2007 (original)		REVISED:
	APPROVED BY: Board of Directors		
	POLICY AREA: Organizational		
	SUBJECT: A policy for the review of the Detachment Commander's administration of the complaints system under Part V of the <i>Police Services Act</i> .		

Legislative Authority:

The Petawawa Police Services Board is required pursuant to Subsection 10(9)(f) of the *Act* to review the Detachment Commander's administration of the complaints system under Part V of the *Act*.

The Petawawa Police Services Board has a responsibility to ensure that complaints are properly administered.

The Petawawa Police Services Board acknowledges that:

- The Professional Standards Bureau of the Ontario Provincial Police administers the complaints under Part V of the *Act*, and
- The Detachment Commander is responsible under Section 62 of the *Act* for administering complaints made against local police established under Section 10(9)(c) of the *Act*.


Policy:

1. The Ontario Provincial Police Detachment Commander shall provide the Police Services Board with statistical reports (monthly) on complaint administration.
2. The report shall be restricted to complaints that occur within or are a result of events within the municipality of Petawawa.

3. The report shall include:
 - a) Whether the complaint was from a member of the public or generated internally;
 - b) The nature of the alleged misconduct or service complaint;
 - c) Whether the complaint is under investigation or complete;
 - d) Whether the complaint is substantiated or unsubstantiated; and
 - e) Any criminal or *Police Services Act* proceedings as a result of a complaint.
4. The name of a complainant and, if applicable, the officer complained about are not routinely reported to the Board. In the context of the *Act* and the administration of the complaint, a Board is only entitled to reports that originate in that Board's area of responsibility.
5. The Detachment Commander's report to the Board on the administration of complaints is a matter of public interest. Only in exceptional circumstances should the Board consider holding an in-camera meeting to accept this report from the Detachment Commander.

Signature: _____
Board Chair

Date: _____

	NUMBER: 1.6	<i>Page 1 of 1</i>	REVIEWED: December 2009
	DATE: April 2006 (original)		REVISED: June 2010
	APPROVED BY: Board of Directors		
	POLICY AREA: Organizational		
	SUBJECT: A policy to set fees collected for reports by the Detachment Commander.		

Legislative Authority:


The Petawawa 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 fees collected for reports.

Policy:

1. The policy regarding fees collected for reports shall be in accordance with the provincial policies and fee schedules established annually by the Ontario Provincial Police.

Signature: _____
Board Chair

Date: _____

	NUMBER: 1.7	<i>Page 1 of 1</i>	REVIEWED: December 2009
	DATE: May 2008 (original)		REVISED: June 2011
	APPROVED BY: Board of Directors		
	POLICY AREA: Organizational		
SUBJECT: A protocol for the reporting of information related to the occurrence of significant community safety threats or significant criminal activity.			

Policy:

In the event that a significant occurrence happens which, in the experienced opinion of the Detachment Commander, affects or could potentially affect the general safety of the community and/or one or more of its members or the sense of safety felt by Town of Petawawa residents; and

Where such occurrences, in the experienced opinion of the Detachment Commander, are of significant importance that they may require a public response by and/or from the Head of Municipal Council or the Chair of the Police Services Board, it is agreed that:

- The Detachment Commander will notify both the Chair of the Police Services Board and the Head of Council or his/her delegate of the event as soon as is possible after the event occurs.
- The method of notification will be pre-determined through a meeting with the Chair of the Police Services Board and the Head of Council or his/her delegate at the beginning of the Detachment Commander's appointment.


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*.

Signature: _____
Board Chair

Date: _____

Signature: _____
Detachment Commander

Date: _____

	NUMBER: 1. 8	<i>Page 1 of 2</i>	REVIEWED: December 2009
	DATE: November 2009 (original)		REVISED: June 2010
	APPROVED BY: Board of Directors		
	POLICY AREA: Organizational		
	SUBJECT: A policy regarding the use of the speed awareness monitor.		

Purpose of the Speed Awareness Monitor (SAM):

1. To gather data about the speeds and volumes of traffic on roads in the Town of Petawawa to determine areas of the Town where speeding is a problem; and
2. To respond as quickly as possible to public safety concerns regarding speeding vehicles on Town roads, by placing the SAM in the area to determine the extent of the problem.


Policy:

1. The CAO/Clerk shall be the main contact for requests to move the SAM.
2. Requests from the public to have the SAM placed at a particular location shall be forwarded to the CAO/Clerk.
3. The Supervisor of Public Works shall ensure that the SAM is moved to locations at the request of the CAO/Clerk or according to a supplied list of possible locations.
4. The PPSB shall ensure that Public Works has a list of potential locations.
5. In the absence of any public requests for the SAM to be placed on residential streets, Public Works shall place the SAM according to a list of potential sites.
6. Typically, the SAM shall be brought to a new location each Monday morning. This may vary according to the discretion of the CAO/Clerk and the Supervisor of Public Works.
7. A logbook shall be kept in the lockbox on the SAM, and will be updated every time the SAM is relocated with the new location and date and time of placement.

8. The CAO/Clerk and Supervisor of Public Works shall decide on the duration of each placement. The typical duration for a placement shall be one week.
9. A PSB member shall download the data from the SAM as required, typically at least once a month.
10. A PSB member shall format the data such that the percentage of vehicles speeding at given times of the day is easily determined.
11. A PSB member will provide the Detachment Commander with an executive summary detailing the results of the analyzed data.
12. Requests from other municipalities to borrow or rent the SAM shall be dealt with on a case-by-case basis.

Signature: _____
Board Chair

Date: _____

	NUMBER: 1.9	<i>Page 1 of 3</i>	REVIEWED: December 2009
	DATE: 2006 (original)		REVISED: June 2010
	APPROVED BY: Board of Directors		
	POLICY AREA: Organizational		
	SUBJECT: A policy for the monitoring of the performance of the Detachment Commander.		

Legislative Authority:

The Petawawa Police Services Board is required pursuant to Subsection 10(9)(d) of the *Police Services Act* to monitor the performance of the Detachment Commander.

Policy:

1. The Petawawa 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.
4. The form which follows will be used for this monitoring process.

Signature: _____
Board Chair

Date: _____

ANNUAL PERFORMANCE REPORT

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

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

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

Agree

Disagree

Comments:

2. a) **BOARD: Establishes, after consultation with the detachment commander or his or her designate, any local policies with respect to police services.**

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

Agree

Disagree

Comments:

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

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

Agree

Disagree

Comments:

4. a) **BOARD: 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.**

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

Agree

Disagree

Comments:

5. a) **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.**

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


Agree

Disagree

Comments:

Signature: _____
Board Chair

Date: _____

	NUMBER: 1.10	<i>Page 1 of 1</i>	REVIEWED: December 2009
	DATE: April 2007 (original)		REVISED: June 2010
	APPROVED BY: Board of Directors		
	POLICY AREA: Organizational		
	SUBJECT: The reporting of disclosures and decisions made under Section 49 of the <i>Police Services Act</i> (secondary activities)		

Legislative Authority:

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*; and

The Petawawa 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.

Policy:

1. The Ontario Provincial Police Detachment Commander shall provide the Petawawa Police Services Board with reports on disclosures and decisions under Section 49 of the *Police Services Act*, as they occur.
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.

Signature: _____

Board Chair

Date: _____