

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

Policy No.:	ADM-06
Policy Subject:	Board Member Education and Training
Date Approved:	November 22, 2012
Reporting Requirement	
Review Date:	

The Halton Region Police Services Board recognizes the importance of pursuing excellence in governance through on-going training, education and development, and has adopted this policy to ensure its Members both understand and carry out their duties effectively and in accordance with the *Police Services Act* and any other appropriate legislation and regulations.

1. New Member Orientation/Training

- a) The Executive Director (ED) will develop and keep current an Orientation Binder that will include information on the roles and responsibilities of the Board and its Members. Other materials such as the Police Services Act, Board By-laws & Policies, and the Code of Conduct will be included and a copy of this binder will be provided to all new Board Members, for their review and information, at the time of their swearing in.
- b) Prior to a new Member's first Board meeting, the ED shall arrange a meeting with the Board Chairman to discuss current issues and expectations of the Member.
- c) Prior to a new Member's second Board meeting, the ED will also arrange orientation session(s) organized by and with the Chief of Police and his key staff relative to the organization, facilities and functions of the Halton Regional Police Service (HRPS).
- d) New Board Members will also be expected to attend any training sessions provided or required by the Solicitor General or the Ministry of Community Safety and Correctional Services, and to complete the on-line course for new Members offered by the Ontario Association of Police Services Boards (OAPSB).

The ED will keep all Members apprised of any new training materials and/or initiatives available from the OAPSB or the Canadian Association of Police Boards (CAPB).

2. Conferences and Seminars

- a) In their first two years, Board Members are expected to attend at least three of the various conferences, seminars and workshops offered by the OAPSB or the Canadian Association of Police Boards (CAPB), especially any 'new Member workshops', and to attend at least one every two years thereafter.

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- b) Board Members are encouraged to attend OAPSB Zone meetings as time permits, or as may be requested by the Chairman.
- c) If a Member wishes to attend any other conference or seminar, at the Board's expense, that he/she feels would benefit their effectiveness on the Board, they shall review the curriculum and cost with the Chair and obtain approval. If such a conference or seminar is held outside of Canada, the full Board's approval is required.

3. Service Provided

- a) To augment Board Members' and the public's understanding of the Service, the Chief shall make arrangements for no less than four 30-60 minute special presentations each year to the Board. These presentations will focus on the role and function of the Service's key units, bureaus, departments, programs, and divisions (and which could include select components from the Citizens Police Academy curriculum).
- b) The ED, on behalf of the Board, will also organize, with the Chief, to have Board meetings held periodically at the four divisional facilities so that Board Members are familiar with such facilities and to ensure, as well, that the Board is more visible to Service personnel. If such local meetings are not imminent, any Board Member desiring a facility tour can make such arrangements through the ED.
- c) The Board may choose, at appropriate times (although not in the year prior to contract talks), to have the Presidents of either or both of the Police Associations make presentations on the role, responsibilities and perspectives of their organizations.

4. Board Provided

- a) The ED, in consultation with the Chair and the Board, will also organize to have no less than two 30-60 minute special presentations made each year to the Board on various aspects of its governance mandate and its legislated role and related responsibilities. These sessions are to be conducted after a regular monthly Board meeting or at a Board Retreat.
- b) One or two times a year, the Chair shall organize an off-site Retreat to enable the Board to discuss and deliberate select major topics and priorities at greater length. While the Chief of Police, senior staff and appropriate support personnel may be involved in much of any given Retreat, a critical purpose for such will be to enable the Board, in a Members-only mode, to candidly review its functioning and effectiveness, and to identify any steps/changes felt beneficial to its on-going performance (as well as to identify any Board training interests/preferences for the months ahead).

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5. Individual Initiative

- a) Members are encouraged to participate in all or some of the classes of the annual Citizens Police Academy (for which the ED will provide copies of the course curriculum and schedule).
- b) Members are expected to do one or more ride-alongs each year (arranging such through the ED).
- c) Individual Members who, on a one-off basis, would like more information or training in any specific area or on any specific topic, should discuss this with either the Chair, or the ED, who will then attempt to provide such in a responsive, but cost-sensitive manner.

6. Other

- a) The ED, the Chair and, in fact, all Members of the Board are expected to circulate copies of any material, articles or press/media releases they come across that may be of interest or of value to the Board.
- b) The ED will include an appropriate amount for Board education and training in the annual budget recommendation proposed to the Chair.
- c) An annual report shall be presented to the Board listing the educational/developmental initiatives undertaken by Members and by the Board, collectively, over the prior year.