

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

Policy No.:	ADM-08
Policy Subject:	Board Member Conduct Policy
Date Approved:	March 26, 2015
Reporting Requirement	
Review Date:	

A. Legislative Authority:

1. Section 135 (1) states as follows:

The Lieutenant Governor in Council may make regulations,

6.3 prescribing a code of conduct for members of boards.

Ontario Regulation No. 421/97 was made under that authority to provide for "Members of Police Services Boards – Code of Conduct."

B. Definitions

1. In this policy,
 - (a) "Board" means the Regional Municipality of Halton Police Services Board,
 - (b) "Chief" means the Chief of Police appointed by the Police Services Board or any person fulfilling that position in an acting capacity;
 - (c) "Code of Conduct" means the Ontario Regulation for Police Services Board Members prescribed by the Lieutenant Governor in Council;
 - (d) "Member" means an individual appointed to the Regional Municipality of Halton Police Services Board pursuant to Section 27 of the Police Services Act;
 - (e) "Police Service" means the Halton Regional Police Service.

C. Board Policy:

1. It is the policy of the Police Services Board that all Board Members comply with the intent and spirit of the Code of Conduct, the Police Services Act, and any other law or policy related to the role of a Police Services Board member.

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2. To ensure compliance with this policy, Members shall:
 - (i) Familiarize themselves with the Code of Conduct, the Police Services Act, Municipal Conflict of Interest Act and any Board by-law or policy related to their role as a member of a Police Services Board.
 - (ii) Govern their conduct in accordance with any requirements or obligations of the Code of Conduct, Police Services Act and any Board by-law or policy.
 - (iii) Act in a manner that demonstrates accountability to the interests of the community. This action shall supersede any personal commitments in interest groups, employment or membership on any other Board.

D. Responsibilities:

1. Individual Board Members shall:
 - (i) uphold the intent and spirit of the Code of Conduct, this policy and any other Board by-law or policy,
 - (ii) conduct their interaction with members of the Police Service with integrity and impartiality,
 - (iii) prior to initiating contact with any member of the Service below the rank of District/Unit Commander, inform the Chief of Police or designate, or the Board Chairman of their intention and reason for the contact.
 - (iv) not accept fees, gifts or personal benefits that are connected directly or indirectly with the performance of their duties as a Member of the Police Services Board, except any compensation authorized by law. This section does not apply to tokens of appreciation that are received as an incident of protocol or social obligations that may accompany the responsibilities of their appointment to the Board.
 - (v) not become involved in any application for employment with the Police Service.
 - (vi) not access any non-public portion of a police facility or operations area, except by invitation of the Chief of Police or designate.
2. The Board Chairman:
 - (i) upon becoming aware of a possible breach of the Code of Conduct, the Police Services Act or any Board by-law or policy by any Board member, shall make inquiries of the Member, Chief of Police or legal counsel as may be appropriate.

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- (ii) bring to the attention of the Board any information which may be construed as being a breach of the Code of Conduct or this policy.

- 3. The Chief of Police:
 - (i) upon becoming aware of a possible breach of the Code of Conduct, the Police Services Act or any Board by-law or policy by any Board Member, shall inform the Board Chairman.
 - (ii) in support of Section C.1.(v), develop a directive regarding the handling of applications for employment where a Board Member has been involved.

- 4. The Executive Director shall:
 - (i) include a copy of the Code of Conduct and this policy in the Board's Orientation Binder,
 - (ii) Circulate a copy of the Code of Conduct and this policy every January to Board members for their review. A declaration shall be included for Board Members to sign certifying they have reviewed them. Such declaration shall be returned to the Executive Director to be deposited in the Board Member's file.
 - (iii) Provide to Board Members any relevant decisions from the Ontario Civilian Police Commission (OCPC) for information purposes.