

**HALTON REGIONAL POLICE SERVICES BOARD
POLICY MANUAL**

Policy:	Chief of Police Expenses	Date of Issue:	September 27 th , 2001
Prepared by:	Executive Director	Revision Date:	
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Policy Statement and Scope

Any Board has a fiduciary responsibility to ensure that their assets are safeguarded. In exercising this fiduciary role, the Board adopts a budget and reviews financial statements.

Section 31 of the *Police Services Act* provides that a Police Services Board is responsible for the provisions of adequate and effective police services in the municipality. The *Act* further provides that the Board shall establish policies for the effective management of the police force.

Good accounting principles require that expense claims be reviewed by a person other than the employee submitting the claim. The Halton Regional Police Service has established procedures for the submission of expense claims for all staff other than the Chief of Police.

Since the Chief of Police reports directly to the Board, expense claims for the Chief shall be forwarded to the Board Chairman for review and approval.

Procedure

1. The Chief of Police shall submit his expense claims to the Chairman of the Halton Regional Police Services Board for review and approval.
2. The Chairman shall review the claim and seek clarification where necessary. If satisfied with the claim and the explanation, the Chairman shall approve the claim.
3. If the Chairman has any concerns with the expense claim and is not satisfied with the explanation provided by the Chief, the Chairman shall bring the claim to the attention of the Board for their review and approval.
4. On an annual basis, the Board's Executive Director shall prepare a summary report for the Board's information. This report is to be submitted to the Board in the first quarter of each year.

Authorized by the Board – September 27th, 2001
(Refer to Item No. 6.1 of Confidential Minutes)