

**HALTON REGIONAL POLICE SERVICES BOARD
POLICY MANUAL**

Policy:	Administration of Human Resources	Date of Issue:	28 February 2019
Prepared by:	Strategic Advisor	Revision Date:	
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Policy Statement and Scope

With respect to the administration of the human resources of the Halton Regional Police Service, the Chief of Police will ensure that the Halton Regional Police Service provides a work environment in which all members are treated fairly with dignity and respect, and is free from discrimination, workplace harassment, workplace violence, and workplace sexual harassment.

Further, the Chief of Police shall:

1. Establish procedures that:
 - a. clarify employment rules for members;
 - b. address the promotion of sworn members, in compliance with the Halton Regional Police Services Board Bylaw 98-3;
 - c. guide evaluation of civilian jobs, consistent with collective agreements;
 - d. address the terms and conditions of job sharing;
 - e. guide the Service's response to every reported incident of workplace harassment, workplace sexual harassment and workplace violence.
2. Acquaint all members with procedures set out above in item 1 of this policy.
3. Present for Board approval, with supporting data where warranted, all member hires and terminations.
4. Establish job descriptions for all positions in the Service, and guidelines for the regular review and update of all jobs within the Service.
5. Establish an orientation and onboarding program for new employees to ensure they understand the vision and values of the Service and their role within the Service, which shall include, among other things, a review of the Service Code of Conduct and the Code of Conduct established under the Police Services Act for uniform members.
6. Ensure that all members receive training on bias-free policing, unconscious or implicit bias in the workplace, diversity, inclusion, workplace safety, and human rights.
7. Ensure members are prepared to perform their duties effectively and safely in accordance with Board policies, provincial Adequacy Standards, and the law.

8. Implement and maintain a performance appraisal system to define performance expectations, assess work performance and guide the development of all members of the police service.
9. Establish a Fit for Duty Assessment Program by which the Service can, in good faith, evaluate a member's/volunteer's fitness for duty and provide reasonable assurance that members/volunteers have the capacity and ability to competently and safely perform the duties of their position, and as such do not pose a safety or security risk.
10. Establish an organizational wellness program.
11. Establish a formal Return to Work Program to assist members who are temporarily or permanently disabled as a result of a bona fide injury/illness/disease and to accommodate members with disabilities in accordance with the Ontario Human Rights Code.
12. Comply with with the provisions of the Ontario *Human Rights Code*, the *Occupational Health and Safety Act*, the *Pay Equity Act*, and any other applicable employment legislation.
13. Ensure organizational compliance with all aspects of the Collective Agreements and Deputies' Contracts.
14. Report to the Board on a semi-annual basis regarding the disposition of public and internal complaints, and any subsequent remedial action where applicable.

The Chief shall notify the Chair and the Board at the earliest opportunity of any material deviation from this policy, or any substantive activities or trends worthy of immediate Board awareness.

Authorized by the Board – 28 February 2019