

Table 1 – Policy Number: BC-3 – Chief of Police Performance Evaluation System

<b>BC-3 CHIEF OF POLICE PERFORMANCE EVALUATION SYSTEM</b>	
LEGISLATIVE REFERENCE / AUTHORITY	<i>Police Services Act</i> sections 31(1)(d) & (e)
DATE APPROVED	22 September 2008
DATE REVIEWED	2009, 2010, 2013, 2017
DATE AMENDED	22 June 2009
DATE TO BE REVIEWED	2021
REPORTING REQUIREMENT	N/A

#### LEGISLATIVE REFERENCE / AUTHORITY

Under Sections 31(1) of the *Police Services Act* the Board is responsible for the provision of adequate and effective police services in the municipality and shall:

- (d) Recruit and appoint the chief of police and any deputy chief of police, and annually determine their remuneration and working conditions taking their submissions into account;
- (e) Direct the chief of police and monitor his or her performance.

#### BOARD POLICY

##### 1. INTRODUCTION

The Ottawa Police Services Board recognizes that reviewing the performance of its Chief of Police is an important governance responsibility legislated by the *Police Services Act*, and that it is integral to the Board's business planning process and good governance of the Police Service.

Consequently the Board is committed to establishing and participating in a Performance Evaluation System for its Chief of Police that promotes individual excellence and increases mutual understanding between the Board and the Chief of Police. Ideally, the formal assessment will ensure open communication is maintained and the well being of the Police Service is fostered through mutual trust and planning. Furthermore, the Board expects the Chief to achieve significant results each year, and in so doing, to improve the quality of policing services to the citizens of Ottawa.

The goal of the Performance Evaluation System is to provide the Police Services Board with a formal opportunity to assess the results achieved by the Chief of Police

in implementing the Board's business plan and specific objectives set at the beginning of each annual review period.

## **2. GENERAL PRINCIPLES**

- 2.1 A performance evaluation system is an annual requirement intended to support and reinforce the achievement of the strategic priorities, goals and objectives outlined in the Board's Business Plan.
- 2.2 The performance evaluation system will consist of four components:
  - a) The Position Description for the Chief of Police.
  - b) A Performance Plan that sets out the objectives and expected accomplishments for the year under review.
  - c) A Performance Evaluation Rationale and Instructions document.
  - d) A Performance Evaluation Questionnaire.
- 2.3 The performance evaluation system adopted by the Board is based on the system developed by the Ontario Association of Police Services Boards, but has been modified to reflect the duties and responsibilities for the Chief of Police in Ottawa, and is compatible with the competencies outlined in the Chief's Position Description.
- 2.4 There are several sources the Board may refer to when completing the performance evaluation such as: audits conducted by the Ministry of Community Safety and Correctional Services or the City Auditor General; monitoring reports submitted to the Board such as public complaints or financial quarterly reports; community feedback received by the Board; '360 degree' reviews from individuals working closely with the Chief; and environmental scans including public surveys of community satisfaction.
- 2.5 In assessing the Chief's performance, the requirements contained in Board policy CR-5: Communication and Counsel to the Board, shall also be taken into consideration.

## **3. PROCESS**

- 3.1 At the start of each annual evaluation period the Chief and the Board will jointly complete a Performance Plan, determining the objectives and expected accomplishments for the year.
- 3.2 A month before the end of the annual evaluation period, a copy of the Performance Evaluation questionnaire and rationale/instructions for

completing it will be circulated to all Board members. Each Board member shall complete the form and return it in a sealed envelope to the Executive Director within a prescribed timeframe.

- 3.3 The completed questionnaires shall be delivered to the Board Chair, who shall review and compile one Performance Evaluation for the Chief, including any comments received from Board members. The Chair shall also compile a draft Performance Plan for the coming year based on input from the questionnaires. The Chief will be asked to prepare a draft Performance Plan at this time as well.
- 3.4 Once the Performance Evaluation has been compiled, it shall be discussed with the Board members at a “Board only” meeting. Board members’ shall also discuss the Performance Plan for the coming year.
- 3.5 Following the meeting, the Chair and Vice Chair shall meet with the Chief to discuss the Evaluation, and will also discuss the Performance Plan for the next evaluation period with a view to finalizing it.
- 3.6 The Chair shall report back to the Board on the meeting with the Chief of Police and seek final approval for the Performance Evaluation and the Performance Plan.
- 3.7 As a result of changing circumstances, the Board or Chief of Police may wish to revisit the Performance Plan during the year.
- 3.8 The Board reserves the right to meet with the Deputy Chiefs of Police or others with whom the Board has individual employment agreements with respect to their performance evaluations by the Chief of Police.