

# OTTAWA POLICE SERVICES BOARD

## **MEMBER JOB DESCRIPTION**

**TITLE:** MEMBER, OTTAWA POLICE SERVICES BOARD

### **SCOPE/ACCOUNTABILITIES**

The Ottawa Police Services Board is legally responsible for the provision of adequate and effective police services in the City of Ottawa. The Board represents the “public ownership” in determining appropriate organizational performance of the Ottawa Police Service, and in providing civilian oversight and governance of the activities of the Police Service.

### **TIME COMMITMENT**

A significant time commitment is required from each member of the Board. In addition to regular monthly Board meetings held on the fourth Monday of the month at 5:00 p.m. and regular meetings of the Board’s four committees, there are up to four community meetings a year and numerous other events that Board members are invited to attend, such as recruit swearing-in ceremonies, police-community award ceremonies, media conferences, police association functions, meetings with representatives from other police services boards, and other special police events. Many of the committee meetings occur during the day. While the time commitment required will vary for each Board member depending on individual level of participation, what committees they serve on, and how busy those committees are, a Board member can expect to attend between 6 and 23 meetings or events per month, with an average of 11 meetings/events per month. This translates to between 10 and 38 hours per month, or an average of 25 hours per month. There is also a time commitment of at least three hours per month required for reviewing agendas and other material.

### **TRAINING REQUIREMENTS**

Members of police services boards in Ontario are required by legislation to take any training provided or required for them by the Ministry of Community Safety & Correctional Services. In addition, the Ottawa Police Services Board has adopted a policy of pursuing excellence in governance through an ongoing commitment to training, education and development that requires all Board members to participate in orientation training and to attend two specific police governance conferences at least once in the first three years of their term.

### **RESPONSIBILITIES**

In accordance with the *Ontario Police Services Act, 1990*, and *Ontario Regulation 3/99 – Adequacy and Effectiveness of Police Services*, police services board members are collectively required to:

- (a) Appoint the members of the municipal police force;
- (b) Generally determine, after consultation with the chief of police, objectives and priorities with respect to police services in the municipality;

Responsibilities (cont'd)

- (c) Establish policies for the effective management of the police force;
- (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;
- (f) Establish policies respecting the disclosure by chiefs of police of personal information about individuals;
- (g) Receive regular reports from the chief of police on disclosures and decisions made under section 49 (secondary activities);
- (h) Establish guidelines with respect to the indemnification of members of the police force for legal costs under section 50;
- (i) Establish guidelines for dealing with complaints made by members of the public under Part V (*of the Police Services Act*);
- (j) Review the chief of police's administration of the complaints system under Part V and receive regular reports from the chief of police on his or her administration of the complaints system.
- (k) Consider requests to review complaints about policies or services of the Police Service.
- (l) Determine and monitor the annual police service budget.
- (m) Bargain in good faith with the associations representing police employees.
- (n) Consider requests for reviews of grievances.
- (o) Prepare a business plan for the police service at least once every three years.
- (p) Implement a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the *Act* and its regulations.
- (q) Abide by the Code of Conduct for Members of Police Services Boards (*Ontario Regulation 421/97*).

**RESTRICTIONS**

In accordance with section 31.4 of the *Police Services Act*, the Board shall not direct the Chief of Police with respect to specific operational decisions or with respect to the day-to-day operation of the police force.

**STATEMENT OF QUALIFICATIONS**

EXPERIENCE	<ul style="list-style-type: none"> <li>* Experience in one or more of the following fields:               <ul style="list-style-type: none"> <li>- business management</li> <li>- finance / budgetary</li> <li>- legal</li> <li>- governance</li> <li>- strategic planning</li> <li>- policy making</li> <li>- risk management / audit</li> <li>- municipal government</li> <li>- communications</li> <li>- human resources / labour relations</li> <li>- conflict resolution</li> <li>- information technology</li> </ul> </li> <li>* Have served on other boards or governance bodies</li> <li>* Community outreach / leadership (or involvement)</li> </ul>
LANGUAGE	<ul style="list-style-type: none"> <li>* Oral fluency, reading and writing ability in English.</li> <li>* Fluency in French considered an asset.</li> </ul>
KNOWLEDGE OF	<ul style="list-style-type: none"> <li>* Responsibilities and functioning of a municipal police governing body</li> <li>* Public safety or law enforcement issues</li> <li>* Ottawa's social, cultural and political environments</li> </ul>
ABILITIES	<ul style="list-style-type: none"> <li>* Strong communication skills</li> <li>* Effective listener</li> <li>* Strong analytical skills</li> <li>* Strong decision-making skills</li> <li>* Exceptional interpersonal skills</li> <li>* Ability to interact cooperatively, effectively and efficiently with others</li> </ul>
PERSONAL SUITABILITY	<ul style="list-style-type: none"> <li>* Integrity and high ethical standards</li> <li>* Strong public service orientation</li> <li>* Values diversity</li> <li>* Discretion, objectivity and good judgement</li> <li>* Ability to meet time commitments of the job</li> <li>* Willingness to participate in ongoing training &amp; development</li> <li>* Resident of the City of Ottawa</li> <li>* Criminal reference check required</li> </ul>
ANNUAL REMUNERATION (For Citizen Representatives Only)	\$8,000