



INTRODUCTION

About the Police Board

The role of the Police Board is to provide governance, budgetary control and policy direction to the Central Saanich Police Service. The Board is the employer of the Chief Constable and all other employees of the Central Saanich Police Service. Police Board meetings are held in the Council Chambers on the second Thursday of each month. The meetings are open to the public at 9:15 a.m.

Members of the Police Board

Board Chair: Mayor Jack Mar

Cathie Ounsted

Steven Garner

Andrew Harcombe

Steve McNally



MISSION

Strength Through Community

The Central Saanich Police Service
is committed to a safe and secure
Central Saanich, through
responsive community policing.

Envision • Adapt • Change

VALUES

The core values (*which drive the decision making and operations*) of the Central Saanich Police Board are:

- Respect the rights of every individual
- Respond to the needs of the community
- Responsible financial and organizational stewardship
- Support professional and personal development
- Communicate effectively



PRIORITIES & OBJECTIVES of the POLICE BOARD

<p>1. Financial Stewardship</p>	<ul style="list-style-type: none"> ▪ Manage to within 5% of the approved annual budget Mechanism: conduct monthly reviews of budget status 	<p>Monthly</p>
<p>2. Financial Literacy</p>	<ul style="list-style-type: none"> ▪ All board members understand the budget -- those board members with greater financial management skills mentor those with less skill ▪ Three board members sit on the financial committee ▪ Training for board members in financial / budget management be made available 	<p>Ongoing</p>
<p>3. Effective Communications</p>	<p>Focus of communications (board will play an active role in communications):</p> <ul style="list-style-type: none"> - Internal - with the Police Service - Community: build public support for the police service, and foster champions within the community - Council: role of the board and relationship with council - Other boards eg. Saanich Police; School Board ▪ Communicate the role and value of the police board, and develop support of the police board and police service ▪ Meet with each target group at least annually ▪ Implementation: <ul style="list-style-type: none"> - Review communications progress at monthly board meetings - Report on past months communications activities and results - Identify and plan opportunities to meet with, and make presentations to: youth, business groups and leaders; seniors; community organizations; school board - Use motions in board meetings to determine who will be involved in communications activities 	<p>Annually</p> <p>Monthly</p>



	<ul style="list-style-type: none"> ▪ Communication Mechanisms: <ul style="list-style-type: none"> - Newsletter - Website - Meetings & Presentations ▪ Desired Outcome of Communications: <ul style="list-style-type: none"> - Strong relationships - Positive image of the board and police service - Useful feedback regarding what the target groups want - Support of the board and police service Meetings & Presentations 	<p>Standing Agenda Item</p>
<p>4. Effective Budget Advocacy</p>	<ul style="list-style-type: none"> ▪ Develop strong support for the police board budget ▪ Desired outcomes: <ul style="list-style-type: none"> - Understanding of the budget by all police board members - Participation of a council member on the police board budget committee - Development of police board budget champions on council: specifically the mayor and the chair of the finance committee 	<p>Annually</p>
<p>5. Effective Organizational Capacity & Structure</p>	<ul style="list-style-type: none"> ▪ Effective succession planning process for the chief <ul style="list-style-type: none"> - Develop a process / plan for succession of the chief (including a list of criteria for the chief position) ▪ Evaluation of board members <ul style="list-style-type: none"> - Conduct an annual evaluation of all board members. Criteria: <ul style="list-style-type: none"> ○ Attendance of 80% of board meetings ○ Understanding of the budget ○ Participation in communications activities ○ Participation in skill set development / training ○ Participation in “ride along” and report ○ Attendance at labour - management committee meetings ▪ Effective succession planning process for board members <ul style="list-style-type: none"> - Maintain a record of board members skill sets, and desired skill sets - inform the provincial police service ▪ Governance expertise 	<p>HR Committee 06/10</p> <p>Annually (June)</p> <p>Annually</p>



- Each new board member is required to take the governance course offered by the provincial police service - in the first year their term



	<ul style="list-style-type: none"> ▪ Professional and personal development <ul style="list-style-type: none"> - Each board member takes at least one relevant course ▪ Policy Review <ul style="list-style-type: none"> - Review of board policies 	<p>Annually</p> <p>Annually (December)</p>
<p>6. Oversight of the Police Service</p>	<ul style="list-style-type: none"> ▪ Evaluation of the chief <ul style="list-style-type: none"> - Develop a template for the evaluation of the chief - Conduct an evaluation of the chief ▪ Policy review: <ul style="list-style-type: none"> - Conduct the policy review (at monthly meetings) - Conduct a review of policy gaps 	<p>09/10</p> <p>Annually (January)</p> <p>Monthly</p> <p>Annually (July)</p>



PRIORITIES & OBJECTIVES of the POLICE SERVICE

<p>1. Meet obligations regarding the police act and legal standards</p>	<ul style="list-style-type: none"> ▪ Achieve full compliance ▪ Report status to the board ▪ Achieve fewer than 5 new complaints / month ▪ Track complaints and report to the board 	<p>On-going Monthly Monthly Monthly</p>
<p>2. Build and maintain the organizational capacity to respond to community needs</p>	<ul style="list-style-type: none"> ▪ Effective resourcing <ul style="list-style-type: none"> - Review resourcing plan ▪ Support of professional and personal development <ul style="list-style-type: none"> - Review training plan - annually in Sept - input to budget preparation - Provide budget support for staff training ▪ Retain staff <ul style="list-style-type: none"> - Achieve less than 10% annual staff turnover (not including retirements) - Maintain the use of a screening process when hiring to ensure a good “fit” of new hires - Track and report staff turnover to board 	<p>Annually (June) Annually (September) Annually (June)</p>
<p>3. Respond to community concerns regarding crime, safety and security</p>	<ul style="list-style-type: none"> ▪ Maintain quick response to calls <ul style="list-style-type: none"> - Maintain quick response to calls - Track complaints regarding call response time - Report on complaints - link to staff resourcing plan ▪ Focus on safety and security concerns of: <ul style="list-style-type: none"> ○ Youth ○ Business ○ Seniors <ul style="list-style-type: none"> - Develop a tool to identify the concerns of each group - Pilot test an approach to determining concerns (menu approach) - use the fraud workshop as a test case ▪ Manage traffic through: <ul style="list-style-type: none"> ○ Engineering ○ Education ○ Enforcement <ul style="list-style-type: none"> - New staff position assigned - Ongoing process and activities - Resourcing for this is in the budget 	<p>Annually (June)</p>



	<ul style="list-style-type: none"> - Report on activities, results and complaints 	<p>Annually (June)</p>
<p>4. Effective Communication</p>	<ul style="list-style-type: none"> ▪ Within the Police Service <ul style="list-style-type: none"> - Board members ride along with police - once a yr, and report to board at next board meeting - Board members attend labour - management committee meetings (rotate board members) ▪ With the community - foster champions within the community <ul style="list-style-type: none"> - Evaluate success in meeting the concerns of the key sectors (youth, business, seniors) - Report activities and results to the board <ul style="list-style-type: none"> ○ Youth / Schools - (Update Sept 2009) ○ Business / Media / Seniors 	<p>Annually</p> <p>Annually (July)</p> <p>Annually (February)</p>