

Policy Type: **EXECUTIVE LIMITATIONS**

Policy Title: **Administration of Human Resources**



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### **Policy Statement**

As the employer of members of the Durham Regional Police Service, the Board recognizes that its greatest asset are the sworn and civilian personnel who dedicate their careers to community safety. The Board is committed to ensuring that human resources are administered with fairness, impartiality, transparency and efficiency to advance organizational goals and to support individual career development and job satisfaction.

### **Policy Application**

The Chief of Police shall:

1. Ensure members are prepared to perform their duties effectively and safely in accordance with legislated and/or commonly accepted performance standards.
2. Ensure working conditions and provide necessary training and professional development to support diversity, equity and inclusion and human rights.
3. Establish written procedures that address
  - a. the recruitment, transfer, promotion and separation of members;
  - b. employment accommodation and return to work protocols to assist members who are temporarily or permanently disabled; and
  - c. administration related to Auxiliary members and volunteers.
4. Ensure the development of a skills development and learning plan that addresses:
  - (a) the plan's objectives;
  - (b) the implementation of a program to coach or mentor new officers; and
  - (c) the development and maintenance of the knowledge, skills and abilities of members of the police force, including,
    - (i) the police force's criminal investigators,

- (ii) members who provide investigative support functions, if any,
  - (iii) members of a public order unit, if any, and
  - (iv) members who provide any emergency response service
5. Present for Board consent, with supporting data where warranted, all member hires and separations.
  6. Present, for Board information, disclosures and decisions related to the secondary activities of members.
  7. Ensure that exit interviews are pursued with members who retire or resign to enable the Service to gather information on the experience working at the DRPS.
  8. Implement and maintain a performance appraisal system for all members to define performance expectations, assess work performance and guide the development of members of the police service.
  9. Ensure that the provisions of the collective agreements with the Durham Regional Police Association and Senior Officers' Association are adhered to and that grievances are handled effectively.
  10. Comply 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.
  11. Develop a procedure that meets the requirements of the *Employment Standards Act*, which outlines obligations related to electronically monitoring employees. The procedure shall only apply to civilian members, and shall:
    - i. Provide a description of how and in what circumstances the Service electronically monitors employees;
    - ii. Explain the purposes for which information obtained through electronic monitoring may be used by the Service; and
    - iii. Include such other information as may be prescribed.
  - b. In the development of the procedure, the following factors shall be prioritized: the importance of the security of the Service's assets; the protection of the Service's reputation and image; the limited expectation of privacy when using Service equipment.

- c. All civilian members shall be provided with a copy of this Policy and the associated Procedure, and any amended versions of the Policy and associated Procedure, within 30 days of approval or amendment. All new civilian members shall be provided a copy of this Policy and associated Procedure, within 30 days of a civilian member's hire date.

### **Reporting**

The Chief of Police shall submit an annual report to the Board to demonstrate compliance with this policy.