



## Red Lake-Ear Falls OPP Detachment Board

### Detachment Commander Performance Feedback and Monitoring Policy

#### 1. Purpose

The purpose of this policy is to outline the responsibilities of the Red Lake-Ear Falls OPP Detachment Board for monitoring the Detachment Commander's performance and for providing formal feedback to the OPP Regional Commander as part of the Detachment Commander Performance Evaluation.

#### 2. Definitions

- 2.1 "Act" means the *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 "Administrator" means the person responsible for administrative and procedural support to the Board, including coordinating governance support functions, ensuring Standard Operating Procedures (SOP) compliance, and facilitating the completion and submission of performance feedback forms.
- 2.3 "Board" means the Red Lake-Ear Falls OPP Detachment Board, as referred to in section 67 of the Act and further defined in Ontario Regulation 135/24, as amended by 518/24, and named in By-Law No. 02-2024.
- 2.4 "Chair" means the Member designated in accordance with subsection 36(1) of the Act.
- 2.5 "Vice-Chair" means the Member designated in accordance with subsection 36(2) of the Act.
- 2.6 "Member(s)" means a person(s) appointed to the Board.
- 2.7 "Detachment Commander" means the Detachment Commander for the Red Lake-Ear Falls OPP Detachment Board of the Ontario Provincial Police, who reports to the Board.

- 2.8 "Local Action Plan" means a plan prepared and adopted by the Detachment Commander for the provision of policing by the detachment in accordance with the regulations.
- 2.9 "OPP" means the Ontario Provincial Police.
- 2.10 "OPP Strategy Management Unit" means the unit established within the Strategic Planning and Analysis Bureau of the OPP.

### **3. Policy Statement and Legislative Requirements**

- 3.1 In accordance with the Act, OPP Detachment Boards are responsible for monitoring the performance of the Detachment Commander and for supporting the Detachment Commander in achieving public safety objectives and meeting the goals and objectives of the Local Action Plan.
- 3.2 The OPP Regional Command is responsible for the formal performance evaluation of the Detachment Commander.
- 3.3 In accordance with the Act, the Detachment Commander shall prepare and adopt a Local Action Plan for the policing services provided by the detachment. In preparing or revising the Local Action Plan, the Detachment Commander shall consult the Detachment Board.
- 3.4 The OPP Strategy Management Unit provided Detachment Boards with a Standard Operating Procedure ("SOP") for the Detachment Commander Performance Feedback Process for OPP Detachment Boards (Appendix A) and the OPP Detachment Board Commander Performance Feedback form (Appendix B), both of which were developed in accordance with the Act.
- 3.5 The Board shall work co-operatively with the Regional Commander in the performance monitoring process set out in the SOP by completing the Feedback Form. This Form will serve as a supplementary document in the formal performance evaluation of the Detachment Commander, as provided by OPP Regional Command.
- 3.6 The Board shall follow the guidelines in the SOP (Appendix A) and use the designated feedback form (Appendix B) to provide annual performance feedback to the Detachment Commander. Together with its Administrator, the Board shall facilitate the completion and submission of the form within the prescribed timelines.
- 3.7 The Board's Detachment Commander Performance Feedback Committee shall consist of the Chair and Vice-Chair. This Committee is responsible for preparing annual performance feedback and must consult with all Members before submission.

- 3.8 Notwithstanding the provisions of the SOP, the Chair and Vice Chair shall confer with the Members to provide the Detachment Commander with performance feedback.

#### 4. **Scope**

This policy applies to all Board members, including the Chair and Vice-Chair, who serve on the Detachment Commander Performance Feedback Committee, and to the Administrator.

#### 5. **Policy Review**

- 5.1 This policy shall be reviewed and updated by the Administrator in accordance with any changes made by the OPP Strategy Management Unit to the Standard Operating Procedures (Appendix A) and the feedback form (Appendix B), with any substantive changes reported to the Board for approval.

## Appendix "A"

### Standards Operating Procedure Detachment Commander Performance Feedback Process *(issued by the OPP Strategy Management Unit)*

#### **Status**

This Appendix is a placeholder reference only.

#### **Description**

Appendix A refers to the Standard Operating Procedure (SOP) for the Detachment Commander Feedback Process developed and issued by the OPP Strategy Management Unit within the Strategic Planning and Analysis Bureau of the Ontario Provincial Police.

The SOP outlines:

- The annual performance feedback cycles and timelines.
- Roles and responsibilities of the Detachment Commander, Chair, Vice-Chair, Members and Administrator.
- Consultation requirements.
- Confidentiality considerations; and
- The process for submission of performance feedback to the OPP Regional Commander.

#### **Availability and Version Control**

The SOP is a controlled OPP document and is not reproduced in this policy. The current version is maintained by the Ontario Provincial Police and provided directly to the OPP Detachment Boards through official OPP channels.

The Board shall comply with the most current version of the SOP as issued by the OPP Strategy Management Unit.

#### **Record**

A current copy of Appendix A is maintained on file by the Administrator and is available for reference by the Board Members upon request.

## Appendix "B"

### OPP Detachment Board Commander Performance Feedback Form (issued by the OPP Strategy Management Unit)

#### **Status**

This Appendix is a placeholder reference only.

#### **Description**

Appendix B refers to the standardized *OPP Detachment Board Commander Performance Feedback Form* developed and issued by the OPP Strategy Management Unit.

The form is used by Detachment Boards to:

- Record annual performance feedback on matters within the Board's governance responsibilities.
- Document consultation with Board Members, and
- Provide formal input to the OPP Regional Commander as part of the Detachment Commander's performance evaluation process.

#### **Availability and Version Control**

This form is a controlled OPP document and is not appended to this policy. The form is updated periodically by the Ontario Provincial Police. Only the current version, as issued by the OPP Strategy Management Unit, shall be used.

#### **Record and Submission**

The completed form shall be submitted in accordance with the timelines and procedures set out in Appendix A. A copy shall be retained by the Administrator in accordance with application records retention and confidentiality requirements.

