



North Bay Police Service Board

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| By-Law # 18 Deputy Chief of Police Performance Evaluation |
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| Legislative Reference / Authority |
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| <i>Community Safety and Policing Act</i> and Regulations |
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1. Preamble

- a. As prescribed in the *Community Safety and Policing Act (CSPA)* and through Regulation the North Bay Police Service Board shall establish policy(ies) consistent with the *Act*, Regulation(s) and any other applicable legislation.
- b. It is the policy of the North Bay Police Service Board that the Chief of Police will work in conjunction with the Deputy Chief to establish an annual performance evaluation based on pre-identified goals and objectives.

2. Evaluation Process

- a. By the end of February each year the Chief of Police will meet with the Deputy Chief to discuss the North Bay Police Service's goals for the upcoming year, and jointly develop the performance objectives to be included in the Deputy Chief's performance evaluation.
- b. The objectives, along with a skills assessment, will form the evaluative components of the Performance Evaluation Report.
- c. Prior to the end of each calendar year, the Chief of Police will evaluate the Deputy Chief's previous 12 month's performance and draft a Performance Evaluation Report .
- d. The Deputy Chief will be provided an opportunity to review and discuss the Performance Evaluation Report in private with the Chief of Police.
- e. The Deputy Chief may also submit a written response to any comment written by the Chief of Police.
- f. The Chief of Police will meet in private with the Board and provide a final copy of the Performance Evaluation Report for review and discussion;
- g. The Board will meet with the Deputy Chief privately to provide any comments on the evaluation completed by the Chief of Police and any assessment of performance made by the Board.



North Bay Police Service Board

- h. The Board's role is to focus on positive performance development.
- i. Written comments from the Board will be completed; and
- j. The Performance Evaluation Report will be signed by the Deputy Chief and the Chair of the Board.

3. **Evaluation Reports and Forms**

- a. All documentation pertaining to Performance Evaluation Reports and associated submissions and forms shall be maintained by the Human Resources Section.

Read the first time this 21st day of May, 2024

Read the second time this 21st day of May, 2024

Read the third time this 21st day of May, 2024

R. Stivrins
Board Chair