



# EXECUTIVE MEMBER PERFORMANCE EVALUATION

PSB-HR-006

Adopted: 09/27/2013  
Amended: 09/29/ 2017

## Policy Statement

*It is the policy of the Regional Municipality of Peel Police Services Board that the policy requirements set out in this document shall form part of the Board Policies with respect to the evaluation of performance of the Chief of Police and Deputy Chief(s) of Police.*

### 1. Subject

Pursuant to Section 31(1) (d) and (e) of the *Police Services Act*, the Board is responsible to establish the remuneration and working conditions of the Chief of Police and Deputy Chief(s) of Police and direct the Chief of Police and monitor her/his performance. This policy sets out the general principles and process with respect to the performance evaluation system.

### 2. Principles

1. The Executive member performance evaluation process provides the Board with a formal opportunity to assess the results achieved by the Chief of Police and Deputy Chief(s) of Police in implementing the Board's strategic plan and as well as assessing the achievement of individual annual goals. The Performance evaluation is also used as a basis on which to determine the remuneration and working conditions of the Chief of Police and Deputy Chief(s) of Police.
2. The Executive member performance evaluation process is an opportunity to explore the organization's commitment to superior quality service, accountability, teamwork and collaboration, operational excellence, continuous improvement and innovation.
3. Executive members of the police service are expected to achieve superior levels of performance. The evaluation process will focus on improving the organization and enhancing the individual's performance.
4. Self –assessment is an integral part of the Executive member performance evaluation process.

### 3. Process

#### Establishment of Goals and Objectives

1. At the commencement of each annual evaluation period, the Executive member will establish his/her goals and expected achievement for the year.
2. Each goal is to be clearly defined and is to describe as reasonable/possible what would be the successful outcome. Depending on the goal, the description could be quantitative, qualitative or both.
3. The goals and objectives should address the organizational values, strategic priorities and the goals and objectives of the Board's strategic plan.

4. The Executive Personnel Committee comprised of the Chair, Vice-Chair and one (1) other Board member will meet with the Executive member to review and the goals and objectives for the year.
5. The Executive Personnel Committee will submit each Executive member's goals, along with its recommendations to the Board for approval.

#### Evaluation of Performance

1. Approximately one month prior to the end of the 12-month period to be reviewed, the Executive Director initiates the performance evaluation process by a letter to the Executive member. The Executive member will submit in writing her/his self-evaluation through to the Office of the Chief.
2. The accomplishment of goals and objectives should be addressed using the framework as outlined below :
  - a. State goal as presented to and approved by the Board
  - b. Reprint the description of what would be a successful outcome
  - c. Self-assess the outcome utilizing descriptors such as:
    - i. Satisfactory
    - ii. Mixed/Incomplete
    - iii. Unsatisfactory
  - d. Indicate the status of the goal:
    - i. Completed
    - ii. Ongoing
    - iii. Suspended
3. It is recognized that there is a likelihood of unexpected events that should be included in a yearly self-assessment. These should be included in a separate section of the self-assessment.
4. In the event of changing circumstances, the Board or Executive member may wish to revisit his/her goals and objectives during the year.
5. The Board has the authority and responsibility to meet with the Executive member to discuss his/her performance outside of the regular scheduled evaluation period as may be required.
6. A completed performance evaluation and establishment of goals for the following year will be submitted to the Board for review and final approval.

#### **4. Authority/Legislative Reference**

*Police Services Act* –Section 31 (1) (d) (e)  
Board Minute # IC270/12  
Board Minute #IC202/13  
Board Minute #85/17

#### **5. Linkage to Appropriate Police Service Procedure/Directive/Board Policies**

PSB-HR-005 – Executive Member Compensation