

The Leeds County O.P.P. Detachment Board

Policy No 3: Reporting to the Board

Effective: July 11, 2024

Policy:

This policy sets out the requirements for the Detachment Commander to supply information to the Board including the timing, contents of the report, presentation by the Detachment Commander and attendance at Board meetings.

Report Requirements

Timing:

The Detachment Commander will prepare a quarterly report on activities of the Detachment, to be delivered to the Board secretary on April 21st, July 21st, October 21st and January 21st. Any other reports to be discussed at a Board meeting will be delivered to the secretary of the Board 5 days in advance of the Detachment Board meeting.

Report Content:

The report to the Board will outline, broken down on a month per month basis, the following:

1. Number of occurrences with explanation of variances.
2. Staff deployment including any reasoning for changes.
3. Overtime usage and explanation for same.
4. Expenditures compared to budget figures.
5. Personnel Changes

Report Presentation:

The Detachment Commander or his/her designate will be present at each Board meeting to present the report and answer related questions.

Attendance at Board Meeting:

The Detachment Commander will attend all Board meetings. If unable to attend will contact Board Chair to authorize attendance of another individual.

Without prior approval of Board Chair, no other representative of the O.P.P. will be present at Board meetings.

Report Review:

The Board will provide feedback to the Detachment Commander on the report and suggest any format changes.