

## Police Commission/Policing Committee Governance Scorecard

PCs have a number of important responsibilities, and follow certain structure and processes in order to meet those responsibilities. Yet, how does a PC know if that structure and processes are as effective as they can be?

One of the ways to evaluate their effectiveness is to conduct an annual review or self-assessment of the PC's own operations. Information collected through such a self-assessment can provide guidance to the PC in developing new or better policies, procedures and practices.

Based on best-practices, AAPG has developed a template for a PC governance scorecard. It is intended that PCs will customize the template, adding or deleting criterion to suit their particular structure, before implementing the tool. (Some of the questions may be applicable to commissions, only.)

It is suggested that each question could be evaluated on a 5 point scale, where 1=strongly disagree, 2=disagree, 3=neutral (neither agree nor disagree), 4=agree, and 5=strongly agree. (Also include a N/A option.) Each section could be followed by a space that would allow for free-form elaboration on an answer.

The scorecard could be distributed to members in the form of a questionnaire, either hard copy or online, once a year. All PC members would be required to complete and submit the questionnaire. Answers should be kept anonymous. Results could be tabulated by staff or an outside consultant in a final report detailing the average of the responses to each question. (See Excel spreadsheet) If conducted on an annual basis, responses may be compared year to year in order to identify trends or variations.

### Members

- All members have a clear understanding of their role and responsibilities
- Attendance levels at meetings is sufficient
- All members come prepared for and are participating in meetings in a constructive way
- All members are attending other com'n/cmte-related events
- All members are taking advantage of training and development opportunities
- Members do not get involved in policing at an operational level
- I feel my contributions to the work of the com'n/cmte are appreciated

### Meetings

- The meeting schedule is appropriate
- Meeting materials are delivered to the members in a timely manner
- Meetings agendas are designed so that the com'n/cmte can meet its responsibilities
- The meetings facilitate participation by all members, the police and the public
- Meetings allow for sufficient time without the police or management present
- Meeting minutes accurately and adequately reflect the discussion and decisions

### Chair

- The Chair promotes positive collaboration between com'n/cmte members
- The chair ensures that decisions are made and the meeting objectives are achieved
- The Chair ensures everyone has an equal chance to participate in meetings
- The Chair has a collaborative relationship with the Chief/OIC
- The Chair has a collaborative relationship with Mayor & Council
- The Chair informs the com'n/cmte of developments in a timely manner, as appropriate
- The Chair represents the com'n/cmte well at public events and to the media

### Chief/OIC

- The Chief/OIC informs the Chair of developments in a timely manner, as appropriate
- The Chief/OIC cooperates with and supports the role of the com'n/cmte
- Reports are received from police in a timely manner
- Report from police are well written and complete
- Annually, the com'n/cmte sets clear performance objectives for the Chief/OIC
- Annually, the com'n/cmte provides feedback to the Chief/OIC on his/her performance

### Mayor & Council and City Manager

- Mayor & Council demonstrate respect for and support the role of the police com'n/cmte
- The City Manager demonstrates respect for and supports the role of the police com'n/cmte

### Public Complaint Director

- The PCD is adequately trained for their role
- The PCD reports to the com'n/cmte in a timely and appropriate manner
- The PCD role is of value to the com'n/cmte
- THE PCD role is of value to the police service
- The police and the PCD cooperate with each other
- The PCD is a good ambassador for the com'n/cmte to the community

### Policies, Annual Plans and Priorities

- The Com'n/Cmte has appropriate input into the annual plan for policing
- Com'n/Cmte policies are clear and comprehensive enough to guide the com'n/cmte
- Com'n/Cmte policies are clear and comprehensive enough to guide the police service
- The Chief/OIC/Mngr advises the com'n/cmte of the financial implications of its policies
- The com'n/cmte reviews and updates its policies, as necessary, at least annually
- The com'n/cmte effectively monitors the overall performance of the police service
- The com'n/cmte fulfills its oversight responsibility re: risk management for the police service

### Conflicts of Interest

- Members do not let political or personal interests affect their approach to police governance
- Conflicts of interest, and potential conflicts, are reported and dealt with according to policy

### Communication

- The com'n/cmte has adequately communicated its role to the community
- The com'n/cmte is involved in a sufficient number of community events
- The com'n/cmte is receiving sufficient input from the community on policing issues
- The com'n/cmte is able to respond to media inquiries in a timely and appropriate manner
- The com'n/cmte reports to the community on an annual basis, at least
- The com'n/cmte does a good job of communicating with community stakeholder agencies

### Budgets

- The commission is fully engaged in the budget-setting process and is not a rubber-stamp
- The commission receives sufficient information to determine the financial position of the service
- The commission provides proper financial stewardship of the police service budget
- The com'n/cmte monitors its own spending and stays within its own budget
- I understand what I read in com'n/cmte or police financial reports and find the reports helpful