

## **Hamilton Police Services Board**

### **Policy Review Standards**

#### **Policy P-004**

It is the policy of the Hamilton Police Services Board:

1. That the Administrative Director shall maintain an index of all Board-owned policies, including their dates of review, revision and repeals (if applicable);
2. That the Administrative Director shall present to the Board for consideration throughout the year any mandated revisions to existing policies or new policies as directed by the Ministry of the Solicitor General, or any other relevant governing body;
3. That the Administrative Director shall present to the Governance Committee for consideration suggested revisions to any Board-related policy, or creation of new policy, that supports good governance best practices;
4. That at the Board's last meeting of the calendar year, the Administrative Director shall present to the Board a finalized index of all Board-related policies, including a summary of which policies were revised and newly created throughout the year;
5. That after the Board has approved the finalized index of all Board-related policies, the Administrative Director shall modify all policies not updated within the past year to be considered 'revised' with the December meeting date as the date of revision;
6. That the Board's approval, either at a monthly or year-end meeting, replace the need for the Chair of the Board to sign each policy individually.

**Hamilton Police Services Board**

Approved: November 23, 2023

Repealed:

Reviewed:

Revised: