



## **Hamilton Police Service Board Standard Operating Procedure SOP-002**

### **Submission of Board Member Questions Directed to the Chief of Police and/or the Hamilton Police Service**

Effective date:

Amended:

Reviewed:

#### **Purpose**

To standardize the method by which Board Members may request information from the Chief of Police and/or Service Members and to allow for information sharing between all members of the Board.

#### **Owner**

Executive Director (E.D.)

#### **Procedure**

1. Members shall submit questions meant to be considered by the Chief of Police and/or Service to the E.D. with a copy to all Board Members.
2. The E.D. shall forward these questions to the Chief of Police for review and consideration.
3. The Chief of Police, or delegate of the Chief of Police, shall provide responses to member questions to the E.D.
4. The E.D. will forward the Chief or Chief's delegate responses to all Members of the Board in a timely manner.

5. The E.D. will keep a record of all Board Member questions and Chief or Chief's delegate responses on the Board's 'Members Only' portal on the Board website for future reference.