

**KINGSTON POLICE SERVICES BOARD
POLICY TO ESTABLISH GUIDELINES
FOR REPORTS FROM THE CHIEF OF POLICE
ON DISCLOSURES AND DECISIONS RELATED TO SECONDARY ACTIVITIES**

WHEREAS the Board expects the primary employment activities of the members of the Kingston Police shall be to fulfil their legislative responsibilities to the Kingston Police;

AND WHEREAS the *Police Services Act*, RSO 1990, chapter P.15, section 31(1)(g) states that a Board is responsible for the provision of police services and shall receive regular reports from the Chief of Police on disclosures made and decisions made under section 49 (secondary activities);

AND WHEREAS the *Police Services Act* section 31(7) provides that the Board may establish guidelines consistent with section 49 for members' disclosure of secondary activities to the Chief of Police and for the decisions of the Chief of Police under section 49(4);

AND WHEREAS it is the responsibility of the Chief of the Kingston Police, in the capacity of chief law enforcement officer, to administer the policing services of the City of Kingston in accordance with the policies, priorities and objectives established by the Kingston Police Services Board;

AND WHEREAS it is deemed expedient to adopt guidelines for the administration by the Chief of Police of section 31(1)(g) and section 31(7) of the Act;

AND WHEREAS it is the responsibility of the Chief of Police to develop the necessary operating procedures to ensure compliance with Board policies and effective operation of the police service;

NOW THEREFORE the Kingston Police Services Board enacts as follows:

CHIEF OF POLICE

1. The Chief of Police shall ensure that all members of the Kingston Police engaged directly or indirectly in any other occupation or secondary activity fully comply with section 49(1) and section 49(3) of the Act.
2. Where a member has disclosed full particulars of an activity to the Chief pursuant to section 49(3) of the Act, the Chief shall first determine whether the activity is prohibited by the provisions of section 49(1) of the Act. When the Chief decides that the activity is prohibited by the provisions of section 49(1), the member shall not be permitted to engage in that activity.
3. As per section 49(4) of the Act, the Chief shall take such steps as are necessary to determine compliance with the decision.

4. The Chief of Police may at any time rescind the approval if it is determined by the Chief that the granted privilege has become a contravention of the Act, the performance of duties is adversely affected, or a member refuses to comply with a restriction imposed on the employment which is in contravention of the Act.

REPORTING

5. The Chief shall submit to the Board an annual report on disclosures and decisions made pursuant to section 49 and the provisions of this policy.

6. The annual report shall be divided into two sections entitled “Sworn” and “Civilian” and shall contain the following information from the preceding year:

- f.a the total number of secondary activity applications made to the Chief;
- f.b the nature or type of each secondary activity applied for;
- f.c the total number of secondary activities approved by the Chief;
- f.d the total number of secondary activities denied by the Chief;
- f.e the reasons for denials in the preceding subparagraph; and
- f.f the total number of pending secondary activity applications.

ADOPTED AND PASSED by the Kingston Police Services Board this 15th day of October, 2015, by Resolution 15-43.

Chair

Secretary