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Canadian Association of Chiefs of Police



**Human Resources & Learning
Committee**

Annual Report

2009-2010

**Canadian Association of Chiefs of Police
Human Resources Committee 2009-2010 Annual Report**

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Canadian Association of Chiefs of Police Human Resources Committee 2009-2010 Annual Report

A WORD FROM THE CHAIR AND VICE-CHAIR

Mr. Dennis Fodor accepted the position as Chair in August 2009, replacing Mr. Rudy Gheysen, who stepped down as Chair after having held the position for an extended period. In April 2010, due to a change in duties within his home agency, he stepped down. The Committee Vice Chair, Director Shelagh Morris, became the Chair, with Chief Superintendant Cal Corley taking on the responsibilities of Vice Chair.

On 13 March 2010, the Board of Directors approved an updated Terms of Reference. Incorporated therein was a new name for the committee: the Human Resources & Learning Committee (HRLC). This Committee's key focus this year was to develop stronger partnerships and working relations with all HR police stakeholders that are relevant to HR today and with an eye to the future. The Police Sector Council (PSC), the Canadian Police Knowledge Network (CPKN) and the Canadian Association of Police Educators (CAPE) were chief among them.

During 2009-2010 the Committee continued to address many of the complex issues affecting HR management in policing. The Committee strengthened its partnership with both the Police Sector Council and CPKN. It resurrected its Mental Health in the Police Workplace Sub Committee (MHPW) to review the impacts and issues surrounding mental illness within police services. Previously a sub-committee, the Professional Standards Committee (PSC) became a standing committee of the CACP. Our close partnership with CAPE changed as that body moved back outside of CACP. CAPE continues to be represented on the HRLC.

During its deliberations, the Committee interacted with various subject matter experts on of HR management challenges in areas including the 2010 Olympics, the G8/G20 Summits, DRE legislation. We also engaged others around the full range of Police Sector Council initiatives, recruitment and retention initiatives, contract bargaining and labour relations issues, Canadian Mental Health Commission initiatives, and CPKN projects.

Driven largely by attrition, Committee membership saw significant changes over the past year. The HRLC is currently comprised of 21 members, with good regional representation.

Canadian Police Knowledge Network (CPKN)

The Committee continues to partner with CPKN. Under the aegis of the CACP Executive, the Committee reviews and makes recommendations for CACP endorsement of various e-learning modules. The significant and continued growth in e-learning programs made available to police services across the country is impressive.

Police Sector Council (PSC)

The HRLC worked very closely with the PSC during the last year on ensuring that there is one set of priorities for the policing community and the PSC complements the work of

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the Committee. The HRLC supported the PSC work on competency framework, and the Police Leadership Initiative. The Committee Chair now has a position on the PSC Executive Council, which is further strengthening this partnership.

HR Conference

The Committee will host the CACP HR Conference, to be held in September 2011 at Ottawa, in conjunction with the National Police Memorial weekend. The working theme for the conference is, *“At the Breaking Point: Strategies to take the pressure off and have a more productive workforce”*.

As Chair and Vice Chair we wish to extend our appreciation to our Committee members for their continued commitment, dedication and efforts over the past year. Finally we would like to thank the CACP Executive and its administrative staff for their support and guidance. We look forward to moving the yardsticks forward in concrete ways over the coming year.

Shelagh Morris
Guelph Police Service
Chair

Cal Corley
Canadian Police College
Vice-Chair

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Mandate

The HRLC acts as an advisor to the CACP on practices, issues and trends in strategic human resource management, training and education that affects policing in Canada. In order to meet this mandate, the CACP HRLC will:

- encourage and facilitate the coordinated exchange of ideas, procedures and specific information for the professional leadership and management of all human resource components within police agencies;
- work with and assist other CACP committees by facilitating research, identifying best practices and sharing information related to HR matters;
- create and develop the highest standards of proficiency in policing through the fostering and encouragement of police training, education and research;
- make recommendations for program development and course content at Canadian police academies/training and education institutions;
- research and provide recommendations on contemporary HR related strategic priorities; and,
- form liaisons and key partnerships with such other organizations as may be beneficial in achieving the objectives of the CACP.

Key Areas/Priorities

- i. Enhance partnerships to progress the agenda of the CACP in the areas of Human Resources and Learning (training and professional development) by both being proactive and also addressing any issues identified by the CACP Board;
- ii. Partner with such organizations as the Police Sector Council and CAPE to ensure that the CACP needs are being met while optimizing the use of resources with minimal overlap;
- iii. On an ongoing basis address course development for the entire Canadian police sector in partnership with the CPKN;
- iv. Pursue enhanced cooperation among Canadian Police Colleges and Academies through the newly formed sub-committee;
- v. In collaboration with the Executive Director, plan, organize and execute the 2011 CACP HR Conference;
- vi. Mental health in the police workplace;
- vii. Other potential issues/initiatives include, but are not limited to issues surrounding the economics of policing and the sustainability of the current model of policing.

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Motions

On 13 March 2010, the following motions were passed by the CACP Board of Directors:

Terms of Reference - CACP Human Resources & Learning Committee:

moved that the CACP Board of Directors accept the CACP HR Committee's recommendation to approve the CACP Human Resources & Learning Committee's Terms of Reference, as presented. The Terms of Reference are attached or may be found on the CACP website.

CACP Human Resources Committee's Sub-Committee, Professional

Standards in Policing: moved that the CACP Board of Directors approve the CACP HR Committee's recommendation that the CACP Professional Standards in Policing Sub-Committee become the 19th Standing Committee of the CACP.

Canadian Association of Police Educators: moved that the CACP Board of Directors accept the CACP HR Committee's recommendation that the CACP HR Committee's Sub-Committee, known as CAPE, be dissolved.

Police Sector Council - Competency Based Framework: moved that the CACP Board of Directors accept the CACP HR Committee's recommendation that the PSC's developed Competency Based Framework be a reference guide for the Canadian Police Community.

Police Record Checks: moved that the CACP Board of Directors accept the CACP HR Committee's recommendation to seek legal opinion on the proposed HR Committee motion that "notwithstanding the accuracy of reporting of a "police record" is essential to those requesting such information, the CACP HR Committee supports the policy that the inclusion of apprehensions by police pursuant to provisions of a Mental Health Act is not appropriate for inclusion in the report of a "police record"."

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Partners and Stakeholders

The Human Resources and Learning Committee may deal with, or has dealt with the following government agencies during the past year:

Federal Agencies

- Canadian Centre for Occupational Health and Safety
- Canadian Human Rights Commission
- Canadian Police College
- Citizenship and Immigration Canada
- Correctional Services Canada
- Department of Justice Canada
- Department of National Defense
- Environment Canada
- Human Resources and Skills Development Canada
- Human Resources and Social Development
- National Crime Prevention Strategy
- Office of the Ethics Commissioner
- Police Sector Council
- Privacy Commissioner of Canada
- Public Health Agency of Canada
- Public Safety and Emergency Preparedness Canada
- Public Service Human Resources Management Agency of Canada
- Royal Canadian Mounted Police
- Statistics Canada

Provincial Agencies

- Coroner's Offices
- Community Safety and Correctional Services
- Human Rights Tribunals
- Labour Relations Boards
- Social Services
- Workplace Safety and Insurance Boards (WSIB)
- Provincial Police
- Provincial Police Academies

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LIST OF COMMITTEE PROJECTS

Committee Projects during the 2009-2010 period

1. Development of new Committee Terms of Reference
2. Mental Health in the Police Workplace
3. CACP endorsement of CPKN e-learning courses
4. Enhancing cooperation among Canadian Police Colleges and Academies through a newly formed sub-committee
5. Collaboration with the Police Sector Council – Competency-based Frameworks
6. Plan and organize the 2011 CACP HR Conference
7. Police records checks – mental health apprehensions

Round Table Discussions

Round table discussions provide Committee members the opportunity to discuss and share issues of interest or concern within their organizations or as generally falling with the committee scope of practice. Among the topics discussed were:

- Recruitment and selection
- HR research requirements
- Collective bargaining and staff relations
- Succession management
- Learning and development, training and e-learning
- Demographics and generational issues and implications
- Mandatory retirement
- Accommodation issues
- Performance management
- CEDs/CEWs
- Police job competencies
- Funding and resource issues
- Technology and HR management
- Mental health and workplace wellness
- Major Events (e.g., 2010 Olympics, G8/G20)
- Skills perishability - research
- Future models of Policing

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CACP Human Resources and Learning Committee Terms of Reference

Description

A Committee of the CACP comprised of human resources, training and education leaders in the broader policing community. The ultimate goal of this Committee is to lead progressive change in policing, in accordance with the mission of the CACP.

Mandate

The CACP HRLC acts as an advisor to the CACP on practices, issues and trends in strategic human resource management, training and education that affects policing in Canada. In order to meet this mandate, the CACP HRLC will:

- encourage and facilitate the coordinated exchange of ideas, procedures and specific information for the professional leadership and management of all human resource components within police agencies;
- work with and assist other CACP committees by facilitating research, identifying best practices and sharing information related to HR matters;
- create and develop the highest standards of proficiency in policing through the fostering and encouragement of police training, education and research;
- make recommendations for program development and course content at Canadian police academies/training and education institutions;
- research and provide recommendations on contemporary HR related strategic priorities; and,
- form liaisons and key partnerships with such other organizations as may be beneficial in achieving the objectives of the CACP.

Membership

Membership on the HRLC is guided by the requirements for subject matter expertise and geographical representation.

The Chairperson and Vice Chairperson will review the composition of the Committee annually to ensure the above.

The CACP-HRLC Committee will designate members to represent this committee when required.

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Sub Committees

The CACP HRLC may establish subcommittees to assist the CACP HRLC with respect to specific trends, issues, activities or research.

A subcommittee's mandate shall be established by the CACP HRLC;

A subcommittee's priorities and work plans shall be approved by the CACP HRLC.

Each subcommittee shall:

- be bound by the constitution, policies, procedures and guidelines of the CACP;
- be represented on the CACP HRLC; and,
- report on its activities in support of its mandate in an annual report, or sooner if necessary, to the Chairperson of the CACP HRLC.

Finances

The Secretary Treasurer of the CACP is custodian of, responsible for and has charge of all funds and securities of the CACP, including those attributable to a committee.

Meetings

Normally the CACP HRLC will meet three times annually, either in-person or through electronic means.

A member of the CACP HRLC who fails to attend and participate, in person or by electronic means, for two consecutive meetings without the prior approval of the Chairperson or Vice Chairperson may be subject to a recommendation to the Board of the CACP for termination of CACP HRLC membership.

Normally, substitutions are not permitted. Requests for exceptions to this should be directed to the CACP HRLC Chairperson or Vice Chairperson.

The CACP HRLC may from time to time identify key partners to be invited to participate in Committee meetings or activities.