

Essex County OPP Detachment Board – North (Lakeshore, Essex, Tecumseh)

Policy Manual

Policy Number:	03/25
Effective Date:	September 15, 2025
Approval:	September 15, 2025
Subject:	Detachment Commander Performance Feedback

1. Purpose

The purpose of this policy is to set out the responsibilities of the Essex County OPP Detachment Board – North (Lakeshore, Essex, Tecumseh) in monitoring the performance of the Detachment Commander and providing formal feedback to the OPP Regional Commander as part of the formal Detachment Commander Performance Evaluation.

2. Definitions

- 2.1 "Act" means the *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 "Administrative Support" means the permanent, part-time administrative support position for the Board;
- 2.3 "Board" means the Essex County OPP Detachment Board - North (Lakeshore, Essex, Tecumseh) as referred to in section 67 of the *Act* and further defined in Ontario Regulation 135/24;
- 2.4 "Chair " means the Member identified in accordance with subsection 36(1) of the *Act*;
- 2.5 "Vice-Chair" means the Member identified in accordance with subsection 36(2) of the *Act*;
- 2.6 "Member(s)" means a person(s) appointed to the Board;

- 2.7 “Detachment Commander” means the Detachment Commander for the Essex County Detachment of the Ontario Provincial Police reporting to the Board;
- 2.8 “Local Action Plan” means a plan prepared and adopted by the Detachment Commander for the provision of policing provided by the detachment in accordance with the regulations;
- 2.9 “Municipal Liaison” means a representative from each of the three Municipalities that provides governance support to the Board in an advisory capacity;
- 2.10 “OPP” means Ontario Provincial Police;
- 2.11 “OPP Detachment Board” means a board referred to in section 67 of the *Act*;
- 2.12 “OPP Strategy Management Unit” means the unit established within the Strategic Planning and Analysis Bureau of the OPP.

3. Policy Statement and Legislative Requirements

- 3.1 In accordance with the *Act*, OPP Detachment Boards are responsible for monitoring the performance of the Detachment Commander and supporting the Detachment Commander in achieving public safety objectives and meeting the goals and objectives of the Local Action Plan.
- 3.2 The OPP Regional Command is responsible for the formal performance evaluation of the Detachment Commander.
- 3.3 In accordance with the *Act*, the Detachment Commander shall prepare and adopt a Local Action Plan for the provision of policing provided by the detachment. In preparing or revising the Local Action Plan, the Detachment Commander shall consult with his or her Detachment Board.
- 3.4 The OPP Strategy Management Unit provided Detachment Boards with a Standard Operating Procedure (“SOP”) for the Detachment Commander Performance Feedback Process for OPP Detachment Boards (Appendix A) and the OPP Detachment Board Detachment Commander Performance Feedback form (Appendix B) which were developed based on the provisions of the *Act*.
- 3.5 Boards shall work co-operatively with the Regional Commander in the performance monitoring process set out in the SOP by completing the Feedback Form. This Form will be used as supplementary document in

the formal performance evaluation of the Detachment Commander provided by OPP Regional Command.

- 3.6 The Board shall follow the guidelines in the SOP (Appendix A) and use the designated feedback form (Appendix B) to provide annual performance feedback for the Detachment Commander and together with its Administrative Support and Municipal Liaisons, shall facilitate the completion and submission of the form within the prescribed timelines.
- 3.7 The Board's Committee for the purpose of providing annual performance feedback shall consist of the Chair and the Vice Chair.
- 3.8 Notwithstanding the provisions of the SOP, the Chair and Vice Chair shall confer with the Members for the purpose of providing performance feedback for the Detachment Commander.
- 3.9 For the purposes of this policy and the SOP, the terms used therein shall have the same meaning as defined within the Board's Governance Policy.

4. Scope

This policy applies to all appointed members, the Detachment Commander Performance Feedback Committee, and administrative staff of the Board.

5. Policy Review

- 5.1 This policy shall be reviewed and updated by the Municipal Liaisons in accordance with any changes made by the OPP Strategy Management Unit to the SOP (Appendix A) and the feedback form (Appendix B) with any substantive changes reported to the Board for approval.
- 5.2 Authorization is granted to the Municipal Liaisons to review and undertake minor housekeeping amendments to ensure the smooth administration of the policy.

APPENDIX A



Ontario Provincial Police

Standard Operating Procedure

Detachment Commander Performance Feedback Process from OPP Detachment Boards

Office of Primary Responsibility (OPR)			
Unit	Strategy Management Unit		
Section	Strategy Section		
Bureau	Strategic Planning and Analysis Bureau		
OPR Contact Info	opp.strategy.management@opp.ca		
Version	1	Revision Date	2025-01-03
Supersedes Version		Revision Date	Click here to enter a date.
Approvals			
Approved by	Deputy Commissioner Kari Dart		
	Deputy Commissioner Chris Harkins		
Approval Date	2025-03-01		

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Standard Operating Procedure
*Detachment Commander Performance Feedback Process
from OPP Detachment Boards***

1. Purpose

This Standard Operation Procedure (SOP) provides information about the Detachment Commander Evaluation Feedback Process from OPP Detachment Boards in relation to the legislated requirement for OPP Detachment Boards to monitor the performance of the detachment commander under section 68 of the *Community Safety and Policing Act*, 2019 (CSPA).

Office of Primary Responsibility

Strategic Planning and Analysis Bureau (SPAB) is the Office of Primary Responsibility (OPR) for this SOP.

The Bureau Commander of SPAB is the accountable executive for this SOP and is responsible for notifying Business Management Bureau (BMB) of any amendments required to Police Orders.

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2. Background

The [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1](#) (CSPA) came into force on April 1, 2024.

The CSPA legislates the requirement for each OPP detachment to have a minimum of one (1) OPP Detachment Board. Section 68 of the CSPA outlines the role of the OPP Detachment Board. This includes the responsibility of monitoring the performance of the detachment commander.

To support OPP Detachment Boards in meeting their legislated requirements and to support detachment commanders in receiving consistent and applicable performance feedback, Strategy Management Unit led the updating and enhancing of previous detachment commander performance feedback forms.

Strategy Management Unit developed an updated form based on the CSPA and engaged with a working group of detachment commanders and a working group of OPP Detachment Board members representing the Ontario Association of Police Service Boards (OAPSB) to review and provide input on the updated form.

Based on the engagement with these two working groups, this SOP has been created to provide additional information and guidance for the completion of annual performance evaluation feedback using the Detachment Commander Performance Feedback Form.

If you have any questions, concerns, or suggestions, please contact the Strategy Management Unit at opp.strategy.management@opp.ca.

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3. Strategy Management Unit

Strategy Management Unit is a part of the Strategy Section of SPAB.

Strategy Management Unit directly supports OPP executive and senior command in the development, implementation, measurement, and reporting of strategic priorities. Strategy Management Unit ensures that strategic priorities align with legislative requirements and incorporates information related to legislative compliance in annual reporting.

Strategy Management also provides direct support to the bureau, region, and detachment leadership in the development, implementation, measurement, and reporting of action plan priorities.

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4. Definitions & Acronyms

CSPA

The *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1 is the guiding piece of legislation for this SOP and is often referred to with the acronym “CSPA”.

OPP Detachment Board

When the CSPA came into force, it included legislation that created OPP Detachment Boards. OPP detachments no longer report to Police Service Boards and instead report to OPP Detachment Boards.

Per the [CSPA](#):

67 (1) There shall be an O.P.P. detachment board, or more than one O.P.P. detachment board in accordance with the regulations made by the Minister, for each detachment of the Ontario Provincial Police that provides policing in a municipality or in a First Nation reserve. 2019, c. 1, Sched. 1, s. 67 (1); 2023, c. 12, Sched. 1, s. 27 (1).

Per [O. Reg. 135/24: O.P.P. DETACHMENT BOARDS](#):

2. The following detachments of the Ontario Provincial Police are exempt from the requirement in subsection 67 (1) of the Act to have an O.P.P. detachment board:

1. The Aurora O.P.P. Detachment.
2. The Caledon O.P.P. Detachment.

Further information about the roles and responsibilities of an OPP Detachment Board are included in the CSPA and O. Reg. 135/24.

Detachment Commander Performance Feedback Form

OPP Detachment Boards are responsible for monitoring the performance of a detachment commander; however, it is not the same as the formal performance evaluation detachment commanders receive from their Regional Command.

The OPP Detachment Commander Performance Feedback Form referred to in this SOP is designed to support ongoing conversations about performance between the OPP Detachment Board and the detachment commander and to be a supplementary document in the formal performance evaluation provided by Regional Command.

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5. Authority

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

68 (1) The O.P.P. detachment board shall,

- (a) consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations made by the Minister, in the selection of the detachment commander;
- (b) determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- (c) advise the detachment commander with respect to policing provided by the detachment;
- (d) monitor the performance of the detachment commander;**
- (e) review the reports from the detachment commander regarding policing provided by the detachment; and
- (f) on or before June 30 in each year, provide an annual report to the municipalities and band councils regarding the policing provided by the detachment in their municipalities or First Nation reserves. 2019, c. 1, Sched. 1, s. 68 (1); 2023, c. 12, Sched. 1, s. 28.

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6. Audience & Recommended Approval Levels

<u>Audience</u>	<u>Approval Level</u>
<input checked="" type="checkbox"/> OPP Detachment Board Members (external to OPP)	Commissioner
<input checked="" type="checkbox"/> All OPP Employees	Commissioner
<input checked="" type="checkbox"/> All Detachment Commanders & Regional Command	Provincial Command
<input type="checkbox"/> Uniform members Only	Provincial Command
<input type="checkbox"/> Civilian Members Only	Provincial Command
<input type="checkbox"/> Other	Region/Bureau Command

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7. Responsibilities

Strategic Planning and Analysis Bureau

Strategic Planning and Analysis Bureau is responsible for overseeing the following:

- the review and, if required, updating of this SOP on an annual basis;
- the consultation of appropriate stakeholders prior to any changes made; and
- the creation and maintenance of an archive of previous versions and revision approvals.

Strategy Management Unit

Strategy Management Unit is responsible for the following:

- reviewing and, if required, updating this SOP on an annual basis;
- consulting stakeholders prior to making any changes;
- maintaining an archive of previous versions of this SOP and revision approvals;
- communicating with OPP employees and OPP Detachment Boards about changes to the SOP and for other reasons as described in this SOP; and
- arranging additional engagement meetings with stakeholders as necessary.

Detachment Commanders

Detachment Commanders are responsible for the following:

- reviewing this SOP for information and actions related to their role;
- reading and understanding the applicable SOP sections to their specific responsibilities;
- communicating concerns or discrepancies, errors, or omissions related to this SOP to their supervisor; and
- regularly reviewing Strategy Management Unit SharePoint for SOP updates.

Regional Chief Superintendents

Regional Chief Superintendents are responsible for the following:

- reviewing this SOP for information and actions related to their role;
- reading and understanding the applicable SOP sections to their specific responsibilities;
- communicating concerns or discrepancies, errors, or omissions related to this SOP to the Strategy Management Unit; and
- regularly reviewing the Strategy Management Unit SharePoint for SOP updates.

OPP Detachment Board Members

OPP Detachment Board Members are responsible for the following:

- reviewing this SOP for information and actions related to their roles;
- reading and understanding the applicable SOP sections to their specific responsibilities;
- communicating concerns or discrepancies, errors, or omissions related to this SOP to the detachment commander; and
- reviewing SOP updates sent to the OPP Detachment Boards.

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8. Reference Documents

Detachment Commander Evaluation Feedback Form (PDF) – Appendix A

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9. Retention Requirements

SOP - 6750 MANUALS MGT

Retention – Destroy 2 years after the document is updated or replaced.
Previous versions will be kept for reference.

Policy Related Materials - PP2200 DIRECTIVS -OP POLICIES

Archive CCY+10 years after superseded or obsolete.

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10. Privacy/Confidentiality

An in-progress or completed Detachment Commander Performance Feedback Form is to be shared **only** with the parties directly involved, namely:

- OPP Detachment Board members of that detachment
- Detachment commander of that detachment
- Members of OPP senior command responsible for the supervision of that detachment commander

11. Standard Operations Procedures

Initial Review of Evaluation Feedback Outline

Purpose

The purpose of this initial review and discussion between the OPP Detachment Board(s) and the Detachment Commander is to ensure a shared understanding of the performance evaluation feedback process. In this discussion, the OPP Detachment Board and Detachment Commander will:

- review the Detachment Commander Performance Feedback Form;
- set expectations for both parties; and
- develop the feedback criteria related to the Detachment Action Plan Commitments.

Process

The OPP Detachment Board(s) – does not need to be the full Board, could be the Chair(s) and/or designated representative(s) – and the applicable Detachment Commander should meet within the first three months of the calendar year to review the Detachment Commander Performance Feedback Form and address any related questions or concerns. It is advisable to meet as early as possible in the year, to allow for any necessary review and follow up. This could involve setting aside time in their meeting agenda to meet in-camera (not publicly) about performance or meeting at a separate time.

OPP Detachment Board(s) members/Chair(s) and the Detachment Commander will work together to determine which Action Plan Commitments will be prioritized during the upcoming calendar year and what supporting activities are recommended in order to meet those commitments. This will be done in a way that acknowledges community members' experiences and concerns, as well as the feasibility of certain activities during that time.

The Detachment Commander Performance Feedback Form with the Detachment Action Plan Commitments section completed digitally must be submitted to Strategy Management Unit (opp.strategy.management@opp.ca) for records keeping and compliance purposes.

The Detachment Commander Performance Feedback Form is not intended to be and **should not be printed**. Printing creates risks in privacy, confidentiality, and tracking.

Note: The Action Plan Commitments and supporting activities are intended to guide the detachment priorities for the year, however there must be an understanding that community safety needs and policing are dynamic, and some adjustments may need to be made at the mid-year review.

Initial Review Timeline

Initial review and Detachment Action Plan Commitments section (highlighted in light blue on the Detachment Commander Performance Feedback Form) must be completed and submitted to Strategy Management Unit (opp.strategy.management@opp.ca) by March 31st.

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Mid-Year Review

Purpose

The purpose of the mid-year review of the Detachment Commander Performance Feedback Form is to ensure that the commitments and activities agreed to at the beginning of the year still align with the priorities of the community/communities and the detachment. This review is meant to:

- support ongoing discussions related to expectations and results;
- assist in addressing any concerns from OPP Detachment Board(s) members or the Detachment Commander related to commitments and performance; and
- facilitate any changes that need to be made to the criteria/activities included in the Detachment Action Plan Commitments section.

Process

The OPP Detachment Board(s) members/Chair(s) and the applicable Detachment Commander should meet around the midway point of the calendar year (June/July) to review the Detachment Commander Performance Feedback Form. Understanding that not all OPP Detachment Boards meet over the summer months, it is advisable to meet beforehand.

OPP Detachment Board(s) members/Chair(s) and the Detachment Commander will meet to review the Detachment Commander Performance Feedback Form and address any current concerns based on expectations set out in the initial meeting. This may include adjusting or adding commitments and supporting activities to the Detachment Action Plan Commitments section.

If changes are made, the updated version of the Detachment Commander Performance Feedback Form must be submitted to the Strategy Management Unit (opp.strategy.management@opp.ca).

Reminder: The Detachment Commander Performance Feedback Form is not intended to be and **should not be printed**. Printing creates risks in privacy, confidentiality, and tracking.

Mid-Year Review Timeline

The mid-year review should take place around the midway point of the year (June/July) and must be completed by the end of August. Any changes must be submitted to Strategy Management Unit (opp.strategy.management@opp.ca) by August 31st.

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Year End Review – Providing Feedback and Submission to Regional Command

Purpose

The purpose of the year end review is to complete the Detachment Commander Performance Feedback Form for submission to Regional Command for inclusion in the Detachment Commander's formal performance evaluation.

Process

Based on information shared throughout the year by the Detachment Commander, the OPP Detachment Board(s) members/Chair(s) should complete the Detachment Commander Performance Feedback Form sections under the titles highlighted in light green:

- Detachment Commander Duties sections (Legislated Requirements): Feedback
- Detachment Action Plan Commitments section: Feedback
- Additional Comments from the OPP Detachment Board section: Feedback

Detachment Board(s) members/Chair(s) should ensure their feedback is based on the following:

- The current Detachment Commander
- Reports provided to them by the Detachment Commander or their designate
- Activities undertaken by the detachment under the leadership of the current Detachment Commander

Items that are not within the scope of performance feedback include:

- Staffing (ex. shortages, change in Detachment Commanders)
- Legislative/legal concerns

Note: OPP Detachment Board(s) members/Chair(s) should NOT fill out the optional response sections until the Detachment Commander has reviewed and provided their comments.

Once the OPP Detachment Board(s) members/Chair(s) has completed their feedback, the Detachment Commander will complete the comments/response sections under the subtitles highlighted in yellow. This allows for the Detachment Commander to add to and acknowledge the feedback provided by the OPP Detachment Board.

Once this is complete, the OPP Detachment Board(s) members/Chair(s) can fill in the optional response fields and address anything raised by the Detachment Commander in their comments. Upon final review, the designated OPP Detachment Board representative and the Detachment Commander should add their digital signatures to the form and each file a copy.

Reminder: The Detachment Commander Performance Feedback Form is not intended to be and **should not be printed**. Printing creates risks in privacy, confidentiality, and tracking

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Year End Timeline

The OPP Detachment Board(s) members/Chair(s) should have the Detachment Commander Performance Feedback Form completed and ready for discussion for or around the same time as their last meeting of the calendar year.

The Detachment Commander should review and provide comments/response to the OPP Detachment Board(s) in the appropriate sections of the Detachment Commander Performance Feedback Form no later December 31st.

The OPP Detachment Board(s)/Chair(s) should review and provide any optional comments/response to the Detachment Commander in the appropriate sections of the Detachment Commander Performance Feedback Form no later than January 31st.

Once final comments/response have been sent back to the Detachment Commander and both parties have digitally signed the document, the finalized feedback in the Detachment Commander Performance Feedback Form will be provided to the corresponding Regional Command for inclusion in the Detachment Commander's formal performance evaluation.

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Full Process Timeline Overview

January: Complete any outstanding sections/steps from the year prior.

January 31st: Final due date for the previous year's completed Detachment Commander Performance Feedback Form to be submitted to Regional Command.

January-March: OPP Detachment Board(s)/Chair(s) and detachment commander meet to review the Detachment Commander Performance Feedback Form, set expectations for both parties, and determine the criteria related to Detachment Action Plan Commitments. Note: this meeting(s) should take place when activities from the previous year are complete.

March 31st: Due date for current calendar year Detachment Action Plan Commitments section to be completed and submitted to Strategy Management Unit.

June-July: OPP Detachment Board(s)/Chair(s) and detachment commander meet to: review the Detachment Commander Performance Feedback Form and discuss results so far; address any concerns related to commitments and performance; and facilitate any changes that need to be made to the criteria/activities included in the Detachment Action Plan Commitments section.

August 31st: Submit any updates/changes made to the Detachment Action Plan Commitments section to Strategy Management Unit.

Last meeting of the calendar year: OPP Detachment Board(s)/Chair(s) shares the Detachment Commander Performance Feedback Form with their sections completed with the Detachment Commander for discussion.

December 31st: Deadline for the Detachment Commander to provide written comments/response in the Detachment Commander Performance Feedback Form to the OPP Detachment Board(s)/Chair(s) for review and optional response.

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Other Considerations

Change in Detachment Commander

The Detachment Commander Performance Feedback Form and the associated timelines have been created to support the ideal situation of having the same Detachment Commander through an entire calendar year, however it is acknowledged that this is not always the case.

If a new Detachment Commander is put in place with four (4) or more months left in the calendar year, at the first meeting with the new detachment commander, the OPP Detachment Board(s)/Chair(s) should provide an overview of the Detachment Commander Performance Feedback Form and an opportunity to discuss and amend the Detachment Action Plan Commitments section.

Any changes made should be submitted to Strategy Management Unit (opp.strategy.management@opp.ca).

If the previous Detachment Commander was in place for eight (8) or more months of the calendar year, the OPP Detachment Board(s)/Chair(s) should provide feedback to that Detachment Commander.

Other Significant Changes to Detachment Operations

The timeline for completion of the Detachment Commander Performance Feedback Form includes a mid-year review with the ability to amend the information in the Detachment Action Plan section, however if a significant event or change has taken place before or after the mid-year, the OPP Detachment Board(s) and/or a detachment commander can recommend changes be made to that section outside of the scheduled mid-year review. Examples include changes to a detachment's service area (ex. a community has transitioned from a municipal service to the OPP) or a major critical incident that required significant resources from the detachment.

Misalignment

If there is misalignment between the OPP Detachment Board(s) and the Detachment Commander at any step in the Detachment Commander Performance Feedback Form process, support can be requested from the Strategy Management Unit.



OPP Detachment Board Detachment Commander Performance Feedback Form

OPP Detachment Board:

OPP Detachment:

Detachment Commander:

Date (*new or updated*):

1. Legislated Requirements

Considering detachment board reports received and meetings with the OPP Detachment Commander over the evaluation period, what feedback does the Board have about the following?

Detachment Commander Duties

Feedback

The detachment commander provided the OPP detachment board with reports regarding policing provided by the detachment at the board's request (CSPA s. 68 (2)).

The detachment commander or their designate consulted with their OPP detachment board to determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister (CSPA s. 68 (1)(b)).

The detachment commander ensured that their detachment provided policing in accordance with the local policies of his or her OPP detachment board (CSPA s. 69 (3)).

The detachment commander, in accordance with the regulations, prepared and adopted a local action plan for the provision of policing provided by the detachment (CSPA s. 70 (1)).

Comments/Response from the Detachment Commander

Response from the OPP Detachment Board (*optional*)

2. Legislated Requirements Continued

Considering the data and reports received from the OPP Detachment Commander over the evaluation period, what feedback does the Board have about the Detachment Commander ensuring the following policing functions were provided adequately and effectively by the detachment?

Detachment Commander Duties

Feedback

Crime prevention: crime prevention shall involve the provision of crime prevention initiatives, including community-based crime prevention initiatives.

Law enforcement: community patrol (general and directed), criminal intelligence process, crime analysis, and investigative supports.

Maintaining the public peace: maintaining the public peace shall include the functions of a public order unit that shall have the capacity to deploy to a public order incident and be deployed in a reasonable time.

Emergency response: response to emergency calls for service shall be provided 24 hours a day including a tactical unit, hostage rescue team, incident commander, crisis negotiator, and explosive disposal, and must be deployed within a reasonable time.

Assistance to victims of crime: victims of crime shall be offered assistance as soon as possible and shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.

Comments/Response from the Detachment Commander

Response from the OPP Detachment Board *(optional)*

3. Detachment Action Plan Commitments

Considering the data and reports received from the OPP Detachment Commander over the evaluation period, what feedback does the Board have about the Detachment Commander ensuring the detachment met the commitments/goals included in the Detachment Action Plan for this year? *(List up to 5)*

Commitment	Supporting Activities	Feedback
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Comments/Response from the Detachment Commander

Response from the OPP Detachment Board *(optional)*

4. Additional Feedback

Prompt

Feedback

Please provide any **examples of excellence** the Detachment Commander has demonstrated over the evaluation period.

Please describe any **opportunities for development** for the Detachment Commander based on the evaluation period.

Please provide any **other feedback** related to the Detachment Commander from the evaluation period.

Comments/Response from the Detachment Commander

Example: Most impactful ongoing initiatives and projects

Response from the OPP Detachment Board (optional)

5. Digital Signatures

OPP Detachment Board Representative

Detachment Commander