TORONTO POLICE SERVICES BOARD

CHIEF ADMINISTRATIVE OFFICER

DATE APPROVED	March 22, 2007	Minute No: P105/07
DATE(S) AMENDED	November 15, 2010	Minute No: P292/10
DATE REVIEWED	November 15, 2010	Minute No: P292/10
REPORTING REQUIREMENT		
LEGISLATION	*Police Services Act,* R.S.O. 1990, c.P.15, as amended, s. 31(1)(c).	
DERIVATION	Rule 3.4.0 – Chief Administrative Officer	

It is the policy of the Toronto Police Services Board that:

1. The Chief Administrative Officer will be responsible for the efficient, effective and economical operation of his/her command and perform such other duties as may be assigned to him/her by the Chief of Police;

2. The Chief Administrative Officer will regularly inform the Chief of Police of significant issues that may compromise the integrity of the Service or that may affect the operations of the Service;

3. The Chief Administrative Officer will assist the Chief of Police in the development of the Service's goals and objectives based on the mission statement and service delivery priorities. In addition, the Chief Administrative Officer will ensure that unit commanders under his/her command develop strategies to achieve the Service's goals and objectives along with measurements for the success of those strategies;

4. The Chief Administrative Officer will ensure that day-to-day management decisions are consistent with the Service's mission statement, goals, objectives, strategies, Core Values, as well as Board policies and will ensure that the Service's vision is clearly communicated throughout his/her command area with an emphasis on maintaining public trust and the principles of community policing;

5. The Chief Administrative Officer will ensure that unit commanders in charge of command support units, evaluate, on an ongoing basis, the functions performed by police officers in these units to determine the feasibility of redeploying officers to field duties; and

6. The Chief Administrative Officer will evaluate unit commanders under his/her command on a regular basis and will define responsibilities and create accountability guidelines for unit commanders.