



# 14-31 Members Serving on Boards/Committees

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## Rationale

Numerous Toronto Police Service (Service) members are actively involved with boards and committees, both on and off duty. The Service supports and encourages this participation. However, [REDACTED], a member's role on a board as a representative of the Toronto Police Service must be strictly in an advisory/resource capacity.

This Procedure addresses members' participation on boards, external committees, organizations, etc. and the authorities governing this participation.

## Procedure

In keeping with the motto "To Serve and Protect – Working with the Community", the Service supports and encourages members to participate on various boards and committees. When representing the Service, members must act strictly in an advisory or resource capacity and not accept voting privileges, or exert influence on the policies or expenditures of an external organization/agency.

Members seeking to hold a position on a board in more than an advisory role, as a representative of the Service, must first obtain the approval of the Chief of Police.

Members serving on boards, committees, and any other organizations on and off duty are governed by s. 49 of the Police Services Act (PSA). It is the responsibility of each Service member to be knowledgeable of s. 49. If the role of a member on a board/committee is likely to place them in conflict with this section, the member must apply to the Chief of Police for approval prior to participation.

If a conflict of interest were to arise after the member is already actively involved in a position, ss. 49(3) requires the member to disclose full particulars of the situation to the Chief of Police.

Members may consult with Legal Services if they have any doubt concerning conflict of interest when serving on boards and committees..

### Member

1. Prior to participating on a board/committee while on duty as a representative of the Service shall submit a TPS 649 to their Unit Commander outlining the
  - name of the organization
  - name of the Chairperson or President
  - full business address of the organization

- reason for wanting to participate
  - expected duration of their involvement.
2. Upon becoming aware of a conflict of interest or potential conflict of interest, outlined in S. 49 PSA, from their participation on the board/committee shall submit a TPS 649 through their Unit Commander to the Chief of Police disclosing full particulars.
  3. When representing the Service on a board or committee shall not accept any recognition or testimonial without the consent of the Toronto Police Services Board or the Chief of Police.
  4. Unless authorized by the Chief of Police, shall not
    - knowingly endorse, subscribe or authorize their name or photograph to be used to endorse any product or service as a representative of the Service
    - make mention of their official title, rank or membership in the Service in connection with any testimonial or advertisement for a product, service, corporation, profession or other organization
    - use or permit the use of the Service logo, badge or uniform in any unauthorized manner

➔ *This shall not be construed as restricting the rights of members in connection with their private affairs.*
  5. At the termination of their participation on a board/committee shall notify their Unit Commander on a TPS 649.
  6. When participating on a board/committee while off–duty shall
    - comply with Procedure 14–25 and Section 1.33 of the Standards of Conduct

### Unit Commander

7. Upon receipt of a TPS 649 notifying of a conflict of interest or a potential conflict of interest, shall forward this information to the Chief of Police.
8. When in charge of a unit shall ensure a unit registry of on–duty member participation on boards and committees is developed and kept current.

## Supplementary Information

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### Governing Authorities

**Provincial:** Police Services Act.

### Associated Governance

**TPSB Policies:** Secondary Activities.

**TPS Procedures:** 14–25 Secondary Activities.

**Other:** 1.29 Standards of Conduct – Public Comment; 1.32 Standards of Conduct – Donations and Solicitation of Donations; 1.33 Standards of Conduct – Endorsements.

**Forms:** TPS 649 Internal Correspondence

## Definitions

For the purposes of this Procedure, the following definitions will apply:

**Board of Directors** means the governing body of a corporation, elected by the shareholders to establish corporate policy, appoint executive officers, and make major business and financial decisions. Also termed Board of Trustees.

**Committee** a body of persons appointed for a special function.

**Registry** in reference to members serving on boards and committees, means the current listing of boards and external committees that Toronto Police Service members are involved with while on-duty.

We are dedicated to delivering police services, in partnership with our communities, to keep Toronto the best and safest place to be.

Learn more about our **Service Core Values and Competencies** [here](#)

