City of Camrose
Council Policy

Camrose Police Commission Selection and Appointment Policy

APPROVAL:	Motion # 715/12	**POLICY#:**	Police 2.0
APPROVAL DATE:	November 13, 2012	**EFFECTIVE DATE:**	November 13, 2012

1. Council Policy

1.1. The Camrose Police Commission Selection and Appointment Policy will be used in the process of selections and appointments to the noted Commission.

1.2. All applicants applying to be on the Camrose Police Commission will be subject to this policy.

2. Purpose

2.1 To establish a consistent process for the appointment of the members of the Camrose Police Commission that allows for the following

a) Cultural diversity and any specific skills or experience that would enhance the overall functioning of the oversight agency.

b) Applicant information that outlines the process as well as the details and the time and workload commitments required for fulfilling the duties.

c) A thorough background investigation of applicants before their appointment to the Police Commission.

d) Oath of office for successful applicants.

3. Definitions

3.1. Commission" means the Camrose Police Commission.

3.2. "Chair Appointment" means the appointment for the Chair of the Camrose Police Commission.

3.3. "Council" means the Council of the City of Camrose.

3.4. "Member at Large Review Panel" mean the members of Council appointed to the Panel as approved by motion at the annual Organizational Meeting of Council.

3.5. "The City" means the designated personnel of the City.

4. Responsibilities

4.1. Recruitment for Member and Chair Appointments

4.1.1. The City will prepare and place advertisements in one or more newspapers circulating in the City of Camrose and other posting places as applicable.

4.1.2. The City will seek out and identify suitable applicants from recommendations by members of Council, current Board Members and respondents to advertisements and other sources. Such applicants will include three letters of recommendation with the application.

4.2. Shortlist of Applicants for Member and Chair Appointment

4.2.1. Members at Large Review Panel will perform an in-depth assessment of the most promising candidates to identify an appropriate number.

4.2.2. The Member at Large Review Panel may conduct meetings and reference checks, if required, to help identify the most promising candidates.

4.2.3. The Member at Large Review Panel will provide to Council a summary of the formal applications and those recommended for interviews and those not to be considered further.

4.2.4. Any written materials containing candidate names will be returned to the City after this shortlist period has concluded.

4.2.5. The City will contact all candidates not selected for an interview.

4.3. Applicant Interview Preparation for Member and Chair

4.3.1. The Members at Large Review Panel will develop interview questions, to gather additional information from the applicant that would be helpful in the selection process.

4.3.2. The City will arrange interview times in conjunction with the Members at Large Review Panel.

4.4. Applicant Interviews for Member and Chair Appointment

4.4.1. The Members at Large Review Panel will conduct the interviews.

4.4.2. The Members at Large Review Panel will deliver all materials to the General Manager, Corporate and Protective Services promptly after the interviews.

4.4.3. The City will complete any necessary follow-up required by Council, including confirming that the applicants still wish to be appointed.

4.5. Member and Chair Appointments

4.5.1. Council will make member appointments by resolution as per the recommendations from the Member at Large Review Panel.

4.5.2. After the resolutions have been passed by Council the Mayor, or others as directed by the Mayor will verbally inform:

a) The interviewed candidates of Council's resolution as it relates to their application.
b) The Chair of the Board of the member appointments

4.5.3. The Chair of the Board will meet with the individual(s) to provide orientation to the Board.

4.5.4 The appointment of Chair will be done in accordance with the process outlined in the City of Camrose By-Law 2147/99 "A By-Law to Provide for a Municipal Police Service and a Municipal Police Commission for the City of Camrose."

4.5.4. The City will:

a) Prepare a letter for the Mayor to send to successful candidates;

b) Prepare a letter for the Mayor to send to unsuccessful candidates.

c) Prepare a Board Information Contact Sheet.

4.6. Requirement for Police Information Checks

4.6.1. Applicants to the Camrose Police Commission who are short listed for an interview must obtain and provide a completed police information check to the Office of the General Manager, Corporate and Protective Services prior to the interview.

4.6.2. The Office of the General Manager, Corporate and Protective Services will advise the Members at Large Review Panel of the results of the police information check.

4.6.3. If time does not allow for a police information check to be completed prior to the interview, Council may continue with the interview and appointments will be conditional on the results of the police information check.

Note: Application As Per Schedule “A” to the Policy, attached.

THE CITY OF CAMROSE
Application for
Camrose Police Commission

Name: _____

Address: _____ Postal Code: _____

Number of Years in Camrose: _____

Phone: (Res) _____ (Bus) _____ (Cell) _____

Fax Number: _____ Email Address:_____

Preferred Contact Method: _____

Where did you hear about this opportunity?(Please Check ✓)

__ Camrose Booster __ Camrose Canadian __ Camrose Morning News __ Water Bill

__ Word of Mouth __ City Website __ Chamber of Commerce __ Volunteer Centre

Occupation: _____

Employer: (if applicable) _____

Note: A personal resume outlining any additional information may be attached.

Community Involvement:

_____
_____
_____
_____
_____
_____
_____

Interests/Hobbies:

_____
_____
_____
_____

Please indicate your interest in the Camrose Police Commission (s) and briefly state the qualifications and experiences that you have that would make you an asset to this Commission:

_____
_____
_____
_____

_____
_____

Other Comments:

_____
_____
_____
_____
_____
_____
_____
_____

*Please supply 3 letters of recommendation with your application.

Please provide two personal references in the area below. :

Name	Relationship to Applicant	Contact Info
_____	_____	_____
_____	_____	_____

Would you be available to attend meetings (please check): __ in the evening __ during the day?

If selected, I agree to serve on the Camrose Police Commission if appointed. I have reviewed the Commissions description and am able to regularly attend meetings as required.

Signature: _____ Date of Application: _____

NOTE: If you are selected for an interview you will be required to provide a Criminal Record Check, which will be provided at no cost to the appointee.

Please return this application form to:

City Hall, c/o Administration
City of Camrose
5204 - 50 Avenue
Camrose, AB T4V 0S8
Fax: (780) 672-2469
E-Mail: kisaak@camrose.ca

The personal information that is being collected under Section 33 and is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act.* If you have questions, contact the FOIP Coordinator at (780) 672-4426 ext. 1014.