

THIS AGREEMENT made this 6 day of August, 2020

BETWEEN:

The Victoria and Esquimalt Police Board
850 Caledonia Ave.
Victoria, BC
(the "Board")

AND:

Del Manak
(the "Chief")

WHEREAS,

The Board and the Chief desire to enter into a fixed term Employment Agreement ("this Agreement" or "the Agreement") for their mutual benefit;

AND WHEREAS,

The Board and the Chief wish to set out the terms and conditions of the Agreement;

NOW THEREFORE, the parties to this Agreement agree as follows:

1.0 Appointment

1.1 The Chief is employed by the Board as the Chief Constable of the Victoria Police Department (the "Department") and shall perform the duties of the Chief Constable as described by the *Police Act*, RSBC 1996 c.367 and Regulations, as amended from time to time, (the "*Police Act*"). The Chief shall also perform such lawful duties incidental to the purpose of his office as may be from time to time assigned to him by the Board and shall be responsible to the Board for the general administration, direction, and discipline of the Department in accordance with policies established by the Board from time to time.

- 1.2 The duties of the Chief shall include those described in Schedule "A" hereto, as may be modified from time to time.
- 1.3 During his employment with the Board, the Chief will devote his entire working time and attention to such duties as are herein described and shall not engage in or have any interest in any other enterprise, occupation or profession, directly or indirectly, without the written permission of the Board.
- 1.4 The Chief agrees to keep the business affairs of the Board and Department strictly confidential and not to disclose the same to any person, company or firm, directly or indirectly, during or after his employment by the Board. The Chief shall not use such information to further his own or any other person's interests, whether or not such interests conflict with those of the Board or Department's business, during or at any time after the term of his employment by the Board.

2.0 Term

- 2.1 The term of this Agreement is for a period of four (4) years, commencing the 1st day of January, 2021, and ending the 31st day of December, 2024 (the "Term").

3.0 Employer Policies

- 3.1 The Chief shall adhere at all times to the current and future policies of the Board. The Chief acknowledges having received a copy of all current policies of the Board. The Chief acknowledges having read the policies, and expressly agrees that the policies of the Board, as they may be added to or modified from time to time, are terms and conditions of his employment.
- 3.2 The Board may monitor the Chief's access to social media, to determine compliance with the Board's policies. The Chief may occasionally use information technology or access social media for personal related purposes during the Chief's employment, provided that such access and use is limited and does not interfere with the Chief's employment duties. For purposes of monitoring the Chief's access to social media for work related matters, the Chief expressly waives any claim of privacy under statute or at common law.

4.0 Salary

- 4.1 The Board agrees to pay the Chief a gross salary of two hundred and forty four thousand, one hundred sixty nine dollars and 66 cents (\$244,169.66) (the "Salary"). The nature of the Chief's duties requires him to be flexible about his hours of work. The Chief acknowledges and understands that no additional salary, including overtime pay, is due or payable, irrespective of additional hours worked beyond the minimum expected work week of forty (40) hours per week.

- 4.2 The Chief shall receive an increase of 2.5% of the prior year's gross salary on January 1 of each subsequent year after 2021 during the term of this Agreement.
- 4.3 In addition to the 2.5% salary increase the Chief is scheduled to receive on January 1, 2022, the Chief shall receive an additional 3.0% increase of the prior year's gross salary on January 1, 2022. For greater certainty, the Chief shall receive a total increase to the gross salary in effect December 31, 2021, in the amount of 5.5% on January 1, 2022.
- 4.4 During 2022 the Board shall conduct a review of salary paid to chiefs of police of similar sized departments (the "Salary Review"). The Board may consider adjusting the Chief's annual salary for 2023 and 2024 depending on the findings of the Salary Review.
- 4.5 The Board shall deduct from the Salary all prescribed income taxes, statutory deductions and all required employee contributions to benefits described herein.
- 4.6 If, following the termination of this Agreement, the Chief's services are required to perform or complete services contemplated by this Agreement, including time spent preparing for or attending in legal proceedings on behalf of the Department, he will be paid for such services at an hourly rate that is commensurate with his Salary at his last date of active service, and, in addition, he will be reimbursed for such reasonable expenses as may be incurred in the performance of such services. This paragraph will not apply to any termination arising from disciplinary proceedings against the Chief initiated by the Board or the Office of the Police Complaints Commissioner.

5.0 Vacation

- 5.1 The Chief shall be entitled to three hundred and sixty (360) hours of annual vacation with pay. It is understood and agreed that the Chief shall be entitled to a pro rata share of vacation entitlement in each partial calendar year of his employment.
- 5.2 The Chief shall take his annual vacation entitlement in the calendar year in which it is earned and any unused vacation entitlement may not be carried over to any subsequent calendar year of this Agreement, nor shall he be entitled to be paid any earned but unused vacation entitlement, without the prior approval of the Board, such approval not to be unreasonably withheld.
- 5.3 The Chief shall not take more than three (3) weeks' consecutive and uninterrupted vacation or statutory holidays without the prior approval of the Board.
- 5.4 During any period of vacation or statutory holiday taken by the Chief, he shall provide a postal address, cellular and home telephone numbers and e-mail address where he can be reached by the Officer in Charge.

6.0 Statutory Holidays

6.1 The Chief shall receive the following twelve (12) days off with pay:

New Years' Day	British Columbia Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

7.0 Vehicle

7.1 The Board will provide an unmarked police vehicle to the Chief at no cost to the Chief and will equip the vehicle with emergency equipment and appropriate communication devices. The Board shall pay all expenses pertaining to the Chief's lawful operation of the vehicle, during the Term, subject to the condition that when the vehicle is used for exclusive personal use (such as vacation), reasonable operating costs, not including insurance costs, shall be borne by the Chief.

8.0 Benefits

8.1 The Board agrees to provide the Chief with:

- a. Clothing allowance of \$48.27 bi-weekly;
- b. Monthly clothing cleaning service at no charge to the Chief;
- c. Boot and sock allowance of \$7.12 bi-weekly;
- d. Parking space with reasonable proximity to the place of work as determined by the Board;
- e. All benefits provided to Victoria City Police Union Members under Article 12 of the January 1, 2013 to December 31, 2015 Victoria City Police Union's Collective Agreement (using the collective agreement in effect at the material time) with the exceptions of Section 12(6). In specific, the Chief will be entitled to carry over his accumulated sick leave bank pursuant to his Deputy Chief Contract and he will be entitled to cash out up to the maximum of 75% of 26 weeks (780 hours) upon termination of this Agreement based on his years of service with the VicPD as of June 30, 2017;
- f. On an as required basis, at the discretion of the Chief Constable, the following items of uniform:

-jacket, trousers, skirts, overcoats, caps, waterproof clothing, ties, gloves and shirts.

The last issue of such items shall remain the property of the Board;

- g. A protective ballistic vest, which will be replaced as required when no longer serviceable;
- h. Reimbursement for all damage incurred in the course of duty to the Chiefs clothing and equipment, whether issued or required by Board to a maximum of two hundred and fifty dollars (\$250.00) in any single claim or incident in regard to watches and jewelry;
- i. Hepatitis B shots upon request.

9.0 Expenses

- 9.1 The Board shall reimburse the Chief for all expenses reasonably incurred in performing his duties under this Agreement, in accordance with the Board's policy or policies, as may be amended from time to time, including non-recoverable losses incurred by the Chief if his duties require him to cancel or change booked travel arrangements.

10.0 Membership and Participation in Professional Associations & Community Organisations

- 10.1 The Board authorizes the reasonable participation of the Chief, consistent with his duties as the Chief, in the activities of the International Association of Chiefs of Police, the Canadian Association of Chiefs of Police, the British Columbia Association of Chiefs of Police, The British Columbia Municipal Chiefs of Police, the Police Executive Research Forum and the Law Enforcement Executive Association; and other organizations as approved by the Board.
- 10.2 The Board agrees to pay the annual membership fee for the Chief in the International Association of Chiefs of Police, the Canadian Association of Chiefs of Police, the British Columbia Association of Chiefs of Police, the British Columbia Municipal Chiefs of Police, the Police Executive Research Forum and the Law Enforcement Executive Association; and other organizations as approved by the Board.

10.3 Educational, Coaching and Professional Development

The Board will make available such sufficient funds and time, to provide the Chief the opportunity to participate in and complete, appropriate educational courses,

personal coaching, mentoring and professional improvement programs that are relative to his development and position within the organization.

- 10.4 The Chief will be responsible for reporting to the Board his activities in the organizations listed in paragraph 10.1 and for providing the Board with regular updates on his activities with such organizations.

11.0 Death Benefits to the Chief's Estate

- 11.1 Upon the death of the Chief during the Term, his estate shall be paid the following:
- a. Any regular salary due to the Chief up to the date of his death;
 - b. An amount equal to the salary that would have been paid to the Chief on account of his annual earned but unused vacation entitlement.

12.0 Legal Costs

12.1 Civil Action

- i. If the Chief is named Defendant in a civil action for damages arising from acts done in the performance, or attempted performance, in good faith of the member's duties as a police officer, the Chief shall be represented by counsel appointed by the Board and all necessary and reasonable legal costs and damages shall be borne by the Board, PROVIDED THAT the Board counsel is given full authority in the conduct of the action, including authority to settle the action at any time in the manner counsel deems advisable in the circumstances;
- ii. If Board Counsel determines that a conflict exists between the Chiefs defense of a civil action and the Board's defense of civil action, then the Chief may be represented by the Chiefs own counsel with necessary and reasonable legal costs borne by the Board.

Criminal Proceedings

- iii. If the Chief is charged with a criminal or statutory or major traffic offence, arising from acts done in the performance or attempted performance in good faith of the Chiefs duties as a police officer, the Chief shall be indemnified for the necessary and reasonable legal costs incurred in the defense of such charge.

Proceedings Under the *Police Act*

- iv. Should the Chief be the subject of disciplinary proceedings, public inquiries or public hearings under the *Police Act* arising from acts:
1. done in the performance or attempted performance, in good faith of the Chiefs duties;
 2. done in circumstances where it can be shown to the satisfaction of the Board that the Chiefs employment as a Police Officer was the basis of a complaint related to the off-duty conduct of the Chief;

the Chief shall be indemnified for the necessary and reasonable legal costs incurred in representing the Chiefs interests in such proceedings, unless the proceedings are initiated by the Chief and any Tribunal acting pursuant to the *Police Act* determines the discipline is warranted, in which case the Chief shall not be indemnified unless the Board, in its discretion, determines that the Chief should be indemnified.

Appeals

- v. If the Chief appeals any decision of a decision maker under the *Police Act*, the Chief will be indemnified for the necessary and reasonable legal costs incurred in respect of the appeal, ONLY WHERE the British Columbia Police Complaints Commissioner, or the Supreme Court of British Columbia, as the case may be, rejects the decision of the decision maker under the *Police Act* and determines that no discipline is warranted.
- vi. In the event that the Board is responsible to pay in the first instance, or to reimburse the Chief for legal fees and disbursements in accordance with the terms of this Agreement, the Board shall retain the right to require the Chief to seek an assessment by the Registrar of the Supreme Court of British Columbia concerning the appropriateness of any legal fees and disbursements charged to the Chief, as a condition of payment of those legal fees and disbursements.

This indemnification as outlined in paragraph 12 herein continues after the Chiefs employment ends for all matters related to his employment as Chief.

13.0 The *Police Act*

- 13.1 No term or provision of this Agreement shall be interpreted or applied so as to be in conflict with any provision of the *Police Act*.

- 13.2 The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be severable from this Agreement.
- 13.3 Throughout the term of this Agreement, and during any extended period of this Agreement, the Chief's performance of his duties under this Agreement will be subject to the provisions of the *Police Act*.

14.0 Performance Review

- 14.1 Each year during the term of this Agreement the Board and the Chief shall set goals in respect of the Chief's performance of his role (the "Goals"). The Goals shall be reduced to writing.
- 14.2 The Board shall monitor the performance of the Chief on a continuous basis, and, at a minimum, undertake a formal evaluation at least once per calendar year during the term of this Agreement (the "Performance Review"). The Performance Review shall consider the Chief's performance of his role generally and accomplishment of the Goals.
- 14.3 There shall be at least one meeting between the Board's Chair of Human Resources and the Chief six months prior to the Performance Review in order to review the Chief's performance of his role generally and his progress in accomplishing the Goals.
- 14.4 At the applicable time, the Board's Chair of Human Resources will initiate the Performance Review process with the objective of concluding the process by the beginning of December of the year in which a Performance Review is conducted, except in a year after an election in which case, the Performance Review process should be completed by the end of December of the year in which the review is conducted. The Chief shall be advised of the results of each formal evaluation in writing and afforded an opportunity to meet with representatives of the Board to review the same and provide any comments in writing.

15.0 Termination

- 15.1 This Agreement may be terminated at any time, in writing, by mutual agreement of the parties.
- 15.2 This Agreement may be terminated by the Chief at any time on at least three (3) months written notice, which notice may be waived, in whole or in part, by the Board.
- 15.3 This Agreement may be terminated by the Board at any time:

- a. in writing for just cause, in which event the payment of all compensation and benefits to the Chief shall cease effective with the date of termination, except only for any earned and accrued vacation pay which shall be paid to the Chief, and outstanding expenses for which the Chief shall be reimbursed; or
- b. In writing without cause, by the Board providing the Chief with working notice, or, in the sole discretion of the Board, by paying the Chief his salary and applicable benefits, as follows:
 - i. if the termination occurs within the first twelve (12) months of his employment as Chief, an amount equivalent to six (6) months salary and applicable benefits; or
 - ii. if the termination occurs following the completion of the first twelve (12) months of the Chief's employment, an amount equivalent to his salary and applicable benefits to the end of the term of this Agreement, provided however, that in no case will such payment exceed the value of the Chief's salary and applicable benefits for eighteen (18) months.

16.0 Notice

16.1 All notices required or permitted to be given shall be given in writing and may be delivered personally, sent by facsimile, or by e-mail, or may be sent by first class prepaid registered mail to the addresses set forth above, or to such other addresses as may from time to time be provided in writing by the parties. Any notice delivered, or sent by facsimile, or by e-mail, shall be deemed to have been given and received at the time of delivery. Any notice mailed shall be deemed to have been given and received three (3) days after mailing, unless, by reason of disruption of the postal service by labour dispute or otherwise, in which case notice shall be deemed to have been received when actually received.

17.0 Dispute Resolution

17.1 The Board and the Chief shall attempt in good faith to settle all disputes, issues, and controversies arising out of this Agreement (hereinafter "dispute"). If they are unable to do so within twenty (20) business days from the date the dispute first arose, either party may by notice in writing to other party submit the matter to Mediation. Immediately upon delivery of such notice, the parties will make a reasonable, good faith effort to identify a mutually acceptable Mediator. If they cannot agree upon a Mediator within a period of ten (10) business days, or, having selected and met with the Mediator cannot resolve the dispute within five (5) business days thereafter, either party may by notice in writing to the other party direct the matter to Arbitration pursuant to subsection 17.2.

- 17.2 The Arbitration shall be undertaken before a single Arbitrator. Unless both parties agree on the identity of the single Arbitrator by consensus, the parties will each select an arbitrator and those two arbitrators will, in turn, select a third arbitrator to sit as Chair of a three member arbitration panel. Any Arbitrators to be so chosen shall be located on Vancouver Island unless there are insufficient Arbitrators from that jurisdiction is available.
- 17.3 Upon the appointment of the Arbitrator, each party shall, forthwith, submit its argument in writing, and make oral arguments should the Arbitrator so require. The Arbitrator shall make their decision and so advise the parties in writing within thirty (30) business days from the completion of argument. In so doing, the Arbitrator shall be restricted to construing the terms of this Agreement. The Arbitration Award cannot under any circumstances exceed the remedies available under the Agreement. Each party will bear its own costs of the Arbitration and share equally the costs of the Arbitrator, unless the Arbitrator, in their discretion, and pursuant to representations by the parties, awards some or all of the costs of the Arbitration to one of the parties. A Decision of the Arbitrator shall be final and binding on both parties. Any Award by the Arbitrator may be filed in Court and enforced as a Judgment of the Court. All documents created in the course of, or for the purposes of, the Mediation and Arbitration, including the Arbitration Award, shall be kept completely confidential and shall not be disclosed to any other party (excluding their respective legal counsel and advisors) without the prior written consent of the other party. The Mediation and Arbitration proceedings shall be undertaken at a location determined by the Mediator or the Arbitrator, as applicable, and except as otherwise described above, shall be governed by the Arbitration Rules and Procedures of the *Arbitration Act* [RSBC 1996] Chapter 55, as amended.

18.0 Severability

- 18.1 The invalidity or unenforceability of any provisions of this Agreement will not affect the validity or enforceability of any other provisions of this Agreement and any invalid portion will be severable from this Agreement.

19.0 Binding Agreement

- 19.1 This Agreement shall be binding upon and shall enure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors and assigns.

20.0 Independent Legal Advice

- 20.1 The Chief acknowledges that he has been afforded the opportunity to obtain independent legal advice in regard to the contents of this Agreement. The Chief acknowledges having read this Agreement in its entirety and has executed the same voluntarily, without duress, coercion or undue influence.

20.2 The Board shall indemnify the Chief for legal fees incurred in the negotiation of this Employment Agreement up to the maximum amount of one thousand dollars (\$1,000.00) inclusive of disbursements and taxes, upon receipt of written certification by legal counsel for the Chief that the Chief has incurred at least one thousand dollars (\$1,000.00) inclusive of disbursements and taxes in obtaining such legal advice.

21.0 Disclosure

21.1 One signed by both parties, the Chief agrees to make this contract available to the public through posting on the appropriate page of the Police Department's website.

22.0 Headings and *Contra Proferentem*

22.1 The division of this Agreement into sections and paragraphs and the insertion of headings are for convenience of reference only and shall not affect the interpretation or construction of this Agreement. Unless otherwise indicated, any reference in this Agreement to a section, paragraph or Schedule refers to the specified section or paragraph or Schedule to this Agreement. The Chief acknowledges that he has received and participated in determining the terms and conditions of this Agreement and agrees that any rule of construction or doctrine of interpretation, including *Contra Proferentem*, construing or interpreting any ambiguity against the drafting party shall not apply.

23.0 Further Assurances

23.1 The parties shall with reasonable diligence do all things and provide all reasonable assurances as may be required to implement the provisions of this Agreement, and each party shall provide such further documents or instruments required by the other party as may be reasonably necessary or desirable to give effect to this Agreement.


24.0 Entire Agreement

24.1 This Agreement constitutes the entire Agreement between the parties hereto and supercedes all earlier understandings, communications, representations and agreements whether verbal or in writing with respect to the Chiefs employment by the Board. Except as provided herein the Board shall not be obliged to make any payment to the Chief.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first above written.


FOR THE VICTORIA & ESQUIMALT POLICE BOARD:


LEAD CO-CHAIR


DEPUTY CO-CHAIR


CHIEF CONSTABLE DEL MANAK

SIGNED, SEALED AND DELIVERED
In the presence of:

Nisa Johnston 
Witness

1229 Esquimalt Rd
Address

Finance Clerk
Occupation

SCHEDULE "A"

JOB DESCRIPTION

Chief Constable

Nature and Scope of Work

1. The Chief Constable administers and directs the Victoria Police Department in accordance with the provisions of the *Police Act*, the *Criminal Code*, other laws and regulations and the common law. Reporting to the Victoria and Esquimalt Police Board (the "Board"), the Chief Constable is the Chief Executive Officer of the Police Department and is responsible for providing leadership to the Department so that it can achieve its goals and objectives, and meet its statutory and common law responsibilities.
2. The Chief Constable exercises considerable authority and discretion, and is required to exercise initiative and judgment on a continual and varied basis. The Chief Constable is the Disciplinary Authority under the *Police Act* in regards to the discipline of police officers under their command.
3. The Chief Constable is directly responsible for the performance of members of the Senior Management Team and for the annual police budget.
4. The Chief Constable's work performance is reviewed and evaluated annually and the outcome reported to the Board.
5. The Chief Constable is subject to callout at any time.

Duties and Responsibilities

6. In consultation with the Board, establishes annual goals, objectives and priorities and reports on such on a yearly basis.
7. Oversees the development and implementation of strategic and operational plans.
8. Plans, organizes and directs the operations and activities of the Department and supervises, through the Deputy Chief Constable and other managers, the work of all police, civilian staff and volunteers.

9. Ensures that the Department operates in accordance with all applicable statutes and common law, and other relevant policies, regulations and legal requirements.
10. Follows the Governance policies as set out in the Board Governance Manual to ensure a healthy and mutually respectful working relationship with the Board.
11. Keeps the Board fully informed of all significant strategic, operational, financial and other matters relevant to the success of the implementation of the Department's strategic plan, annual budget and policies.
12. Fosters and maintains positive labour relations with all unionized and exempt staff.
13. Interviews, reviews, assesses and ultimately makes final decisions on promotions, transfers, training and hiring of personnel.
14. Hires, disciplines, lays off and terminates employees, and acts for the Employer in grievances under applicable collective agreements and labour law.
15. Drafts or approves department policies, notices and procedures.
16. Reviews and assesses all requests pertaining to the Freedom of Information Legislation and makes decisions as a delegate of the Board.
17. Acts as the Disciplinary Authority under the *Police Act*, and ensures thorough and fair investigations and resolution of citizen complaints, service and policy complaints and internal disciplinary matters.
18. As the Disciplinary Authority, makes decisions, in consultation, regarding public complaints processes (both service and conduct related). As a Senior Officer, presides over disciplinary hearings as set out in the *Police Act*. Ensures completion of necessary reports and correspondences relative to the above as required under the *Police Act*.
19. Establishes, promotes and maintains effective public relations for the Department and represents the Department in a variety of public speaking engagements, appearances, presentations and various community meetings.
20. Represents the Department at a variety of community functions and on a variety of community and professional committees and organizations.
21. Liaises with the City Manager and other City staff to ensure the effective and efficient provision of police services within the overall context of the provision of City services.
22. Attends Board meetings and other staff meetings as required.
23. Ensures regular management meetings are held and attends such meetings.

24. Works with the Controller and supervises the preparation of the Departmental budget, exercises control over expenditures, and reviews and evaluates programs to ensure that they are effective and cost efficient.
25. In close consultation with the Board, department and municipal governments, develops the annual budget request for Board approval.
26. With support from the Board and Controller, presents the approved annual budget request to Victoria and Esquimalt City Councils for final approval.
27. Leads the development of short and long term planning for resource allocation and staff deployment, major expenditures, program development staff relations and budgeting.
28. Develops management succession plans, progressive employee training and development programs and reviews these annually with the Board.
29. Delivers the highest standards of service possible within financial constraints and creating ways to maximize available resources.
30. Exercises leadership to motivate police, civilian staff and volunteers to meet Departmental goals and objectives, and sets a high ethical level of conduct for the Department.
31. Actively promotes strong leadership that drives and rewards performance and gives officers and staff a clear sense of direction, achievement and pride.
32. Promotes the highest standards of integrity, professional conduct and quality throughout the organization.
33. Fosters a culture that promotes ethical practices and encourages individual integrity and accountability.
34. Leads the development and implementation of proactive internal and external communications strategies.
35. Analyzes problems and formulates solutions to ensure continuous improvement and innovation within the Department.
36. Develops and delivers innovation and improved performance in a climate of change.
37. Establishes and maintains close and harmonious relations with other law enforcement and associated agencies, and participates in the activities of professional organizations such as the BC Association of Municipal Chiefs of

Police, the BC Association of Chiefs of Police and the Canadian Association of Chiefs of Police.

38. Provides oversight and feedback to the Board concerning regional inter-force collaborative units, including joint task forces, with respect to their establishment, resourcing, operations and governance.
39. Ensures that the Department is in regular communication relative to policing issues with the Mayors of Victoria and Esquimalt, Board Members, Council Members, Attorney General's Criminal Justice Branch, and other government agencies and community leaders.
40. Maintains good working relationships with the Provincial government, primarily the Solicitor General and Police Services Division.
41. Maintains relationships with community leadings, key stakeholders and media to foster a climate of openness and trust.
42. Personally builds and maintains an open, collaborative and constructive working relationship with senior staff and political leadership of both the City of Victoria and Township of Esquimalt.
43. Manages and oversees the required interfaces between the Department and the public and acts as the principal spokesperson for the Department.
44. Briefs the Board on emerging police issues that may of concern to the community.
45. Where operational matters are likely to spark significant public interest or debate, informs the Board members by e-mail or telephone or via the Board Office before making a public statement.
46. Prepares a variety of correspondences, reports and related material as required.
47. Performs related management and administrative duties as required.
48. Conducts an annual performance evaluation of the Deputy Chief Constables.
49. Develops and implements a succession plan for the Chief Constable position and other leadership positions within the Department.
50. Identifies the principal risks to the Victoria Police Department, reviews risks with the Board regularly and implements appropriate systems to manage these risks.

CURRENT REPORTING RELATIONSHIPS

Reports to:

Victoria and Esquimalt Police Board

Supervises Directly:

2 Deputy Chiefs

1 Controller (Civilian)

1 Director - Public Relations (Civilian)

1 Executive Assistant (Civilian)

Supervises Indirectly:

249 Police Officers (Authorized Strength)

80 Civilian Staff (Full Time, Part time and Casual)

