

**NORTH BAY POLICE SERVICES BOARD  
POLICY BY-LAW 02/00**

**PROVISION OF TRAINING TO OUTSIDE AGENCIES**

**WHEREAS** it is deemed expedient to establish a policy for the provision of training by the North Bay Police Force to outside agencies.

The North Bay Police Services Board hereby enacts as follows.

*(Application)*

1. This By-Law relates to the provision of training by the North Bay Police Force to the personnel of other agencies and includes, Use of Force training to outside agencies.

*(Definitions)*

2. For the purposes of this By-Law:
  - (a) **AGENCY** and **OUTSIDE AGENCY** means any organization which agrees to retain the North Bay Police Force to provide training.
  - (b) **FORCE** shall mean the North Bay Police Force.
  - (c) **OUTSIDE AGENCY** shall mean an agency other than the North Bay Police Force and, where the context so indicates, shall mean an agency other than the North Bay Police Force which has been approved by the Chief of Police to receive training from North Bay Police Force personnel.

*(Provision of Training to Outside Agencies Permitted)*

3. The North Bay Police Force may provide training to outside agencies in such a manner as is approved by the Chief of Police.

*(Chief's Discretion)*

4. Requests from outside agencies for training by the North Bay Police Force shall be submitted in writing to the Office of the Chief of Police. The Chief shall review all such requests, and shall have the discretion to approve or refuse any training to an outside agency.

*(Human Resoucre Costs)*

5. An agency approved by the Chief to receive Force training shall pay for related human resources costs of the trainers on a pro-rated basis related to the number of trainees assigned to that training day.
6. Human resources costs of the trainers shall be calculated and billed in accordance with the applicable rates in the current Collective Agreement Between the North Bay Police Services Board and the North Bay Police Association.

*(Training Schedule and Related Costs)*

7. In arranging a training schedule, efforts shall be made to accommodate the needs of both the North Bay Police Force and the agency receiving training. However, once a schedule is agreed upon, the outside agency shall be required to adhere to it.
8. In the event that a member of an outside agency is unable to attend training as previously scheduled, the agency may supply a replacement member for training, or shall give reasonable notice to the North Bay Police Force Training Coordinator to ensure that training time is not lost. Subject to the discretion of the Chief, the agency may be billed for the human resources costs of the trainers should reasonable notice not be given.

*(Cost of Materials)*

9. An agency approved by the Chief to receive Force training shall be required to pay the costs of all materials used that are specific to the training of that agency's personnel. This may include, but is not limited to, the cost of purchased handout material and, in the case of Use of Force training, shall include, but is not limited to, the actual costs of ammunition, targets, simunition, and cleaning supplies.

*(Meals)*

10. Unless otherwise agreed upon, an outside agency shall provide for the meals of its personnel during Force training. In the event that meals are provided by the North Bay Police Force during training, the actual cost of the meals shall be borne by the agency.

*(Travel/Accommodation)*

11. Except as provided herein, an outside agency shall provide for the transportation of its personnel by providing an agency vehicle, or by making arrangements with the member to use his/her private vehicle. In the event that there is sufficient room in a Force vehicle that has already been designated for training, providing a waiver of liability as required by the North Bay Police Force is signed, personnel from the outside agency may ride at no cost.
12. In the event that accommodation is required in relation to Force training for the personnel of an outside agency, that agency shall be responsible for making the arrangements unless otherwise agreed upon in advance. All accommodation costs incurred by the agency during Force training shall be paid by the agency.
13. A current list of salary and overtime rates, as well as a current listing of the costs of individual training materials, shall be maintained by the Force.
14. When an outside agency has arranged to receive training from Force personnel, the Chief of Police shall cause the agency to be billed for all associated costs as set out in this By-Law.
15. This By-Law shall take effect as of January 01, 2000.
16. By-Law #02/99 is hereby repealed

READ a 1st time this 14<sup>th</sup> day of March, 2000.

READ a 2nd time this 14<sup>th</sup> day of March 2000.

READ a 3rd time and ENACTED AND PASSED this 14th day of March, 2000.

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COLIN P. VEZINA  
CHAIRMAN

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SUSAN VESTER  
SECRETARY