

## **PROTECTIVE SERVICES CITIZEN OVERSIGHT COMMITTEE**

### **TERMS OF REFERENCE**

BODY	Protective Services Citizen Oversight Committee
TERMS OF REFERENCE	<p>The purpose of this committee is to perform an evaluation on all use of force complaints, after the conclusion of the investigation. Essentially, the committee operates as an objective body; to ensure that the investigation was conducted in a proper and professional fashion and that it satisfies all requirements of the Police Act, the Special Constable regulations and the Protective Services policy and mandate. The following points form the basis for this committee</p>
COMPOSITION	<ul style="list-style-type: none"><li>• The Committee will consist of three volunteer members of the public.</li><li>• A Use of Force instructor will sit in an advisory role to provide any necessary technical knowledge on use of force issues.</li><li>• Committee members are screened on the basis of security checks and previous qualifications. Previous knowledge of law enforcement is not considered relevant in the selection process.</li><li>• Once selected, committee members are required to swear an oath, pursuant to Schedule Two of the Police Act and serve on the committee for up to a three-year period.</li><li>• Upon conclusion of their three-year term, a committee member can apply to extend their appointment beyond their current term.</li><li>• Committee members will receive training in use of force issues, such as the use of force continuum and its practical application.</li></ul> <p>Upon receipt of the investigative results regarding the complaint, the committee will evaluate the process to determine:</p> <ol style="list-style-type: none"><li>1. If further investigation is required</li><li>2. Policy was adhered to</li><li>3. Appropriate force was used</li><li>4. The force was justified</li><li>5. Recommend follow-up, such as:<ul style="list-style-type: none"><li>• further investigation by CPS of possible criminal charges;</li><li>• advise the Justice Department that they may have to investigate;</li><li>• advise the Law Department of possible litigation, if they have not already been briefed;</li><li>• suggest training and policy revisions that may be necessary.</li></ul></li></ol>
TERM	<p>Staggered terms; one appointee for one year, one appointee for two years and one appointee for three years for the initial term, and for three (3) year terms thereafter</p>



## Protective Services Citizen Oversight Committee

### Terms of Reference

**Mandate:** To review use of force complaints and ensure investigations are conducted in a proper and professional manner, and satisfies all requirements of the Police Act, the Special Constable Regulations, and Protective Services Policy and Mandate.

**Composition:** 3 Citizen Members of the Public  
1 Use of Force Instructor (advisory non-voting)

**Term:** 3 year term

**Term Expiry Month:** October


**Meetings:** quarterly

**Day:** Tuesday

**Time:** 11:30 am

**Location:** 316 - 7 Avenue SE (main floor boardroom)

**Quorum:** 2

**Resource Staff:** Whitelaw, Mr. Brian (403-268-1509 )

**Administrative Contact:** Mr. Brian Whitelaw (Coord. Public Safety and Enforcement)

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**Reports To:** Director, Calgary Transit

Chair	Vice Chair	Member	Role	Current Appointment	Expiry Year
		Mr. Brian Whitelaw	Use of Force Instructor (advisory non-voting)	2015	2018
		Mr. Adam Hickey	Citizen Member of the Public	2013	2016
		Miss Afshan Naveed	Citizen Member of the Public	2015	2018
		{Vacant}	Citizen Member of the Public	0	N/A