



Brantford Police Services Board

## **Policy #24-02**

### **Legal Services – Procedures for Accessing and Reporting**

---

#### **Description**

The Brantford Police Service Board recognizes that the use of legal services is an important aspect of the operations of the Police Service and further, the Brantford Police Service does not have in-house counsel and therefore requires the use of external counsel.

It is the policy of the Brantford Police Services Board that the use of all legal services shall be in accordance with the following procedures:

- a) when the use of legal services is required but it is not anticipated to exceed a cost of over \$10,000, the Chief may contact and instruct counsel on behalf of the Service without Board approval.
- b) When the use of legal services is required and it is anticipated to involve costs exceeding \$10,000, the Chief of Police, where practicable, shall notify the Board prior to engaging counsel.
- c) The Chief of Police shall provide a written, quarterly update on all legal expenses to date. This report shall include the reasons for using legal counsel.
- d) Notwithstanding paragraph c, all confidential and identifying information shall be vetted from the Chief's report prior to being presented to the Board. This report shall be provided during the in-camera portion of a regular board meeting.

#### **Legislative Reference**

Board Policy

#### **Passed / Reviewed and/or Updated**

Passed: November 28, 2024

Reviewed/Updated: T.B.D.