



KINGSTON POLICE SERVICE BOARD

Recruitment, Selection and Appointment of Police Officers Policy (AI-019)

Adopted: Aug. 27/26

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 392/23: Adequate and
Effective Policing (General), 2019.

1. **Policy Statement**

The Kingston Police Service Board (the Board) is responsible for overseeing the recruitment, selection, and appointment of police officers in accordance with sections 83(1) and 85 of the Community Safety and Policing Act. This policy aims to ensure that appointments are made based on merit, qualifications, and suitability, maintaining the integrity and effectiveness of the Kingston Police Service.

2. **Board Policy**

It is the policy of the Kingston Police Service Board that:

- a) The Chief of Police will establish processes for the recruitment of new sworn and civilian service members, ensuring that the processes and approach:
 - a. Reflect the requirements for appointment as set out in the *Community Safety and Policing Act, 2019* and any other applicable legislation;
 - b. Require that successful cadet-in-training candidates must have at least a secondary school diploma or equivalent, and preference is given to candidates with at least one of the following:
 - i. A university degree;
 - ii. A degree from a college of applied arts and technology authorized to grant the degree;

- iii. A degree from an Indigenous Institute that is approved under the *Indigenous Institutes Act, 2017* to grant the degree;
 - iv. A diploma or advanced diploma granted by a college of applied arts and technology following successful completion of a program that is the equivalent in class hours of a full-time program of at least four semesters; or
 - v. A certificate or other document by a post-secondary institution evidencing successful completion to a degree or diploma described in subclause (i), (ii), (iii) or (iv);
- c. Give preference in the selection of successful cadet-in-training candidates to those with work or volunteer experience, and particularly those experiences that demonstrate alignment with Service values and those that are rooted in community service;
- d. Are inclusive, comprehensive, and linked to communities across Kingston, including those whose members have not historically sought or successfully secured employment with the Service;
- e. Are grounded in a comprehensive strategic human resources approach that is data-driven, analytical and regularly evolving to meet the needs of the Service;
- f. Ensure that any communication or advertisement of open positions will not contain unnecessary or discriminatory barriers that would screen out potential employees for reasons unrelated to qualifications, merit, or occupational requirements;
- g. Are clearly communicated on the Service's website, through its social media channels, and through traditional media (where applicable); and
- h. Are evaluated regularly to ensure that requirements and appointments achieve the purposes outlined in this policy and priorities as articulated by the Board regularly and in its Strategic Plan, including:
 - i. Representing the diversity of the city and the continued progress being made in this regard;
 - ii. Transparency of the process and its decisions, and the satisfaction of candidates with its procedural fairness;
 - iii. Timelines of the process and of the communication of decisions to candidates;
 - iv. Supporting the goal to be an employer of choice; and,
 - v. Providing the promotions process with a strong slate of potential candidates with diverse backgrounds, experiences, and perspectives.
- b) To be appointed by the Board as police officers and hired as Service Members, in addition to meeting any minimum standards for appointment articulated in the

applicable legislation, cadets-in-training must also successfully complete the applicable training program conducted at the Ontario Police College.

- c) The Board will, after taking into account the recommendations of the Chief of Police, determine whether to appoint and/or hire sworn and civilian Members, recognizing the Board's role as employer, the significant legal authorities that accompany the role of a police officer, and the role civilian governance and oversight plays in promoting public confidence in policing.
- d) The Board's responsibility to hire new civilian members to the Service is delegated to the Chair and Vice Chair, except for hiring to the following classifications, which shall be approved by the Board:
 - a. Civilian senior officer classification of Z30 and above; and
 - b. Excluded member classification of X36 and above.

3. Reporting Requirements

- a) The Chief shall make a monthly report setting out:
 - a. the name, effective appointment date, status (Uniform or Civilian, and if Uniform, probation particulars), rank/position and assignment of each Member appointed during the month to which the report relates;
 - b. the name, effective promotion date, status (Uniform or Civilian), rank/position and assignment of each Member promoted during the month to which the report relates;
 - c. the name, effective resignation date, status (Uniform or Civilian) and rank/position of each Member who resigned during the month to which the report relates, excluding temporary employees;
 - d. the name, effective retirement date, status (Uniform or Civilian) and rank/position of each Member who retired during the month to which the report relates, excluding temporary employees; and
 - e. The name, date of termination, status (uniform or civilian) and rank/position of each Member who was terminated during the month to which the report relates, excluding temporary employees.

"original signed by Chair"
Chair

"original signed by Board Administrator"
Board Administrator