



Kingston Police Service Board

Public Agenda Recommendation Report

To: Chair and Members of the Kingston Police Service Board

From: Policy and By-Law Committee

Subject: Approval of Multiple Policies under the *Community Safety and Policing Act, 2019*

Date: August 27, 2026

Strategic Priority Alignment:

Administrative/Procedural

Recommendation:

That the Kingston Police Service Board approve the policies listed in Report Number 26-66, as presented, in accordance with the *Community Safety and Policing Act, 2019*, and applicable regulations.

Background/Analysis:

The *Community Safety and Policing Act, 2019* (CSPA) establishes mandatory and discretionary policy responsibilities for police service boards. In support of the Board's governance role, the Kingston Police Service Board continues to review, update, and adopt policies to ensure alignment with legislative requirements, regulatory standards and applicable provincial guidance.

To streamline Board consideration, the following policies are presented as a consolidated package. These policies are administrative and governance-focused in nature and do not introduce substantive changes to the Board's strategic direction.

The following policies are submitted for the Board's approval:

- Fitness for Duty, Member Wellness & Substance Abuse Policy
- Organizational Structure and Adequacy of Supervision Policy
- Recruitment, Selection and Appointment of Police Officers Policy

- Secondary Activities, Financial Interests and Recusals Policy for Board Members
- Collection, Preservation and Control of Evidence and Property
- Disclosure of Misconduct Against the Chief of Police or Deputy Chief of Police

These policies have been developed and reviewed to ensure compliance with the *CSPA*, its regulations, and other applicable legislation, including but not limited to the *Occupational Health and Safety Act*, the *Accessibility for Ontarians with Disabilities Act*, and the *Municipal Freedom of Information and Protection of Privacy Act*, where applicable.

Financial Considerations:

The adoption of these policies does not result in additional financial implications for the Board. Any training, procedural or operational directives required to implement the policies fall within the responsibility of the Chief of Police and the Service's established management processes.

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Exhibits/Policies Attached:

- Exhibit "A" - Fitness for Duty, Member Wellness & Substance Abuse Policy
- Exhibit "B" - Organizational Structure and Adequacy of Supervision Policy
- Exhibit "C" - Recruitment, Selection and Appointment of Police Officers Policy
- Exhibit "D" - Secondary Activities, Financial Interests and Recusals Policy for Board Members
- Exhibit "E" - Collection, Preservation and Control of Evidence and Property
- Exhibit "F" - Disclosure of Misconduct Against the Chief of Police or Deputy Chief of Police



KINGSTON POLICE SERVICE BOARD

Fitness for Duty, Substance Abuse and Member Wellness Policy (AI-XXX)

Adopted:
Reviewed:
Revised:

Expires: Indefinite

Rescinds:

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

1. **Policy Statement**

It is the policy of the Kingston Police Service Board that the physical, psychological, emotional, and professional wellness of its members is essential to the delivery of its services. The Board is committed to promoting a healthy, safe, respectful, and supportive workplace that enables members to maintain fitness for duty, address substance abuse concerns, and access wellness resources.

2. **Board Policy**

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

Fitness for Duty

- a. The Chief of Police shall establish procedures to;
 - i. Conduct fitness for duty assessments, ensuring evaluations are conducted in a fair, confidential, respectful, and legally compliant manner;
 - ii. Provide access to medical and psychological assessments where appropriate;
 - iii. Develop programs to enhance the occupational health of service members; and
 - iv. Facilitate accommodation and return-to-work processes.

Exhibit "A"

Substance Abuse

- b. The Chief of Police shall establish procedures governing the use, possession, storage, transportation, and handling of alcohol and/or controlled substances/drugs, and other potentially impairing substances by service members on duty.

Member Wellness

- c. The Chief of Police shall maintain programs and procedures that support:
 - i. Psychological health and safety;
 - ii. Mental health awareness and education;
 - iii. Peer support programs;
 - iv. Trauma-informed supports;
 - v. Occupational health and safety initiatives;
 - vi. Family and member wellness supports where appropriate;
 - vii. Suicide prevention initiatives; and
 - viii. Accessibility to culturally competent and accessible wellness resources.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Organizational Structure and Adequacy of Supervision Policy (AI-XXX)

Adopted:

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) recognizes that a clearly defined organizational structure and proper supervision are essential to ensuring accountability and operational effectiveness. The Board is committed to ensuring that the Kingston Police Service (the Service) maintains an organizational structure and supervisory framework that provides appropriate leadership, oversight, direction, and support for policing functions and operations.

2. Board Policy

It is the policy of the Board that the Chief of Police shall establish and maintain procedures that:

- a. Ensure the Service maintains an organizational structure that clearly defines responsibilities, authority, reporting relationships, and accountability throughout the Service;
- b. Ensure 24-hour supervision is available to members of the police service;

Exhibit "B"

- c. Establish procedures on supervision that set out the circumstances where a supervisor must be contacted and when a supervisor must be present at an incident, including all major case incidents;
- d. Provide training through supervision and succession of training programs, both formal and informal, to develop the knowledge and skills of members of this service, to attain greater service efficiency for the residents of the City of Kingston; and
- e. Establish a selection process that ensures members appointed permanently to supervisory positions have the knowledge, skills and abilities required for the supervisory positions.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

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

Adopted:

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;

Exhibit "C"

- 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

Exhibit "C"

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.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Secondary Activities, Financial Interests and Recusals Policy for Board Members (GP-XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

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

1. Policy Statement

The Kingston Police Service Board is committed to maintaining the integrity, independence, and public confidence of its governance process by ensuring that Board members conduct themselves in a manner that avoids actual, potential, or perceived conflicts of interest. Board members shall disclose and appropriately manage secondary activities, financial interests, and any circumstances requiring recusal in accordance with the prescribed Code of Conduct (s.35(6)).

2. Board Policy

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

- a) Members of the Kingston Police Service Board shall;
 - i. Not conduct themselves in a manner that undermines or is likely to undermine the public's trust in the Kingston Police Service Board or the Kingston Police Service;
 - ii. Disclose any conduct of another member of the police service board that the member reasonably believes constitutes misconduct:
 - 1. To the chair of the board; or
 - 2. If the misconduct involves the chair, the Inspector General.

Exhibit "D"

- iii. Disclose any charges laid against them under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) or the Cannabis Act (Canada) and any finding of guilt made in relation to those charges, if the charges or finding are made after the individual became a member of the police service board;
- iv. Not apply for employment with the Kingston Police Service unless they resign from the board before applying;
- v. Promptly disclose any conflict of interest:
 - 1. To the chair of the board; or
 - 2. If the conflict of interest involves the chair, to the Inspector General;
- vi. Not use their position as a Kingston Police Service Board member to:
 - 1. Benefit themselves;
 - 2. Benefit one or more persons with whom they have a personal relationship; or
 - 3. Interfere with the administration of justice;
- vii. Not participate in discussion of or voting with respect to matters at police service board meetings if the member has a conflict of interest in the matter.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Collection, Preservation and Control of Evidence and Property (LE-XXX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019; O.Reg. 392/23 and O.Reg., 395/23.

1. Policy Statement

The Kingston Police Service Board (the Board) recognizes that the collection, preservation and control of evidence and property are important parts of both investigative policing and the prosecution of criminal offences. It is therefore the policy of this Board that issues relating to collection, preservation and control of evidence and property be dealt with in a professional and thorough manner.

2. Board Policy

It is the policy of the Board, with respect to property and evidence control and the collection, preservation, documentation and analysis of physical evidence that the Chief of Police will:

- a) Establish procedures for the secure collection, preservation and control of evidence that comply with subsection 6(1)4(xv) O. Reg. 392/23: Adequacy and Effective Policing (General), and Section 13 of O. Reg. 395/23.
- b) Establish procedures, consistent with the advice from the Centre of Forensic Sciences and its current version of the *Laboratory Guide for the Investigator*, for

Exhibit "E"

the safe and secure collection, preservation, control, handling and packaging of evidence.

- c) Establish procedures for the secure collection, preservation and control of property.
- d) Ensure that an annual audit of all property/evidence held by the police service is conducted by a member(s) not routinely or directly connected with the property/evidence control function and report the results to the Board.
- e) Where a member who has responsibility for a property/evidence storage area is transferred or replaced, ensure that an inventory is taken of all property/evidence in that area.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Disclosure of Misconduct Against the Chief of Police or the Deputy Chief of Police (GP-XXX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and
Policing Act, 2019.

3. Policy Statement

The Kingston Police Service Board (the Board) recognizes the essential need for handling complaints against senior leaders of the Kingston Police Service with fairness and consistency. The Board is committed to ensuring that a comprehensive, confidential, and respectful process is in place to address allegations of misconduct involving the Chief of Police or Deputy Chief of Police. This policy details the procedures for members or former members of the service who wish to report alleged misconduct by these senior officials. It is crucial to emphasize that any form of retaliation for making such disclosures or seeking advice about the process will not be tolerated and may result in disciplinary action.

4. Board Policy

It is the policy of this Board that:

- a) A member or former member of the Service may make a disclosure of alleged misconduct by the Chief of Police or a Deputy Chief of Police. The identity of persons involved in the disclosure will be protected unless to do so would be contrary to the interests of fairness.

Exhibit "F"

- b) The member or former member shall report allegations of misconduct against the Chief of Police or a Deputy Chief of Police to the Board.
- c) The complaint shall be in writing, addressed to the Board Chair, and submitted to the Board office. The complaint should include as much detail as possible, including dates, witness names, and any relevant supporting documents.
- d) The Board Chair shall review the complaint and consider whether the Board must address the matter urgently. The Chair shall ensure that legal counsel is consulted in determining how to address the alleged misconduct, including whether the interests of fairness require the disclosure of the identity of those involved in the complaint.
- e) Alternatively, the member or former member may disclose misconduct to the Inspector General if:
 - i. The member or former member has reason to believe that it would not be appropriate to disclose the misconduct in accordance with this policy; or
 - ii. The member or former member has already disclosed the misconduct in accordance with this policy and has concerns that the matter is not being dealt with appropriately.
- f) The Board Chair, Board members and Board employees shall take all necessary steps to protect the identity of persons involved in the complaint process. If it is necessary to disclose the identity of any individual involved in the process to ensure fairness, the disclosure will only be made after consultation with the individuals whose identities would be disclosed and only to the extent necessary to achieve fairness.
- g) Any correspondence, including electronic correspondence, concerning the alleged misconduct shall be clearly labelled "confidential".
- h) No person shall take a reprisal against a member because he or she has:
 - i. Sought advice about making a disclosure about misconduct in accordance with this Policy or under Part XI of the Community Safety and Policing Act;
 - ii. Made a disclosure about misconduct in accordance with this Policy or under Part XI of the Community Safety and Policing Act;
 - iii. Co-operated in an investigation or other process related to a disclosure of misconduct made in accordance with this Policy or under Part XI of the Community Safety and Policing Act; or

Exhibit "F"

- iv. Sought enforcement of this Policy or Part XI of the Community Safety and Policing Act.
- i) For the purpose of this Policy, a reprisal is any measure taken against a member of a police service that adversely affects his or her employment or appointment and includes, but is not limited to:
 - i. Terminating or threatening to terminate the person's employment or appointment;
 - ii. Disciplining or suspending or threatening to discipline or suspend the person;
 - iii. Imposing or threatening to impose a penalty related to the employment or appointment of the person; or
 - iv. Intimidating or coercing the person in relation to his or her employment or appointment.

Chair

Board Administrator