

BY-LAW 5-2024
Recruitment of
Chief of Police & Deputy Chief of Police
ST. THOMAS POLICE SERVICE



PASSED AND ENACTED AT THE CITY OF ST. THOMAS
THIS 15th DAY OF FEBRUARY, 2024

A handwritten signature in black ink, appearing to be 'J. K.', is positioned above a horizontal line.

Chair, Police Services Board

ST. THOMAS POLICE SERVICES BOARD

BY-LAW #5

A by-law to regulate the Recruitment of the Chief of Police and Deputy Chief of Police.

Whereas a Police Services Board may, by by-law, make regulations for the government of the St. Thomas Police Service for preventing neglect or abuse, and for rendering it efficient in the discharge of its duties under the *Police Services Act*, R.S.O. 1990;

BE IT THEREFORE ENACTED by the St. Thomas Police Services Board By-Law 5-2024 as follows:

It is the policy of the St. Thomas Police Services Board (PSB) that:

1. The PSB will recruit and appoint the Chief and Deputy Chief of Police as legislated in Ontario Police Services Act,
2. Will be dedicated to ensuring professional, ethical, and collaborative leaders who will exhibit a strong sense of commitment to the community of St. Thomas. The Chief and Deputy of Police will present a visible and respectful profile while leading the St. Thomas Police Service, and is dedicated to maintaining and creating new partnerships with the residents, businesses and stakeholders within the area.

A. Knowledge, Skills and Abilities for Chief and Deputy Chief of Police:

- Proven leader who recognizes the significance of working collaboratively.
- Demonstrates ability to understand, communicate, and effectively interact with people across all cultures.
- Able to recognize and value differences in approaches to work and care about the mental well-being of employees.
- An exceptional communicator, able to thoughtfully represent the interests of the Police Service and the City, with a high level of community presence and responsiveness.
- Executive management training or completion of equivalent training.
- Candidates must possess well-developed communication and public presentation skills, as well as the utmost integrity, and be committed to the long-range success of the St. Thomas Police Service and the City of St. Thomas.
- Exceptional personal character that will inspire the loyalty and confidence of the Service and community.

- Knowledge of police operations, administration and policies.
- Budget planning, analyzing, preparing and monitoring experience.
- Able to plan, organize, and administer a comprehensive police service program.
- High-level of critical and analytical thinking skills
- A thorough understanding of the challenges facing modern policing, a strong business acumen, and the ability to implement creative but practical solutions to the challenges of a growing community.

B. Police Chief and Deputy Duties and Responsibilities:

- Ensure the service reflects the diversity and demographics of the community.
- Manage the police service, which includes hiring, assessing and disciplining personnel.
- Ensure training of police members as mandated and required.
- Establishment and maintenance of a healthy working environment for all personnel.
- Develop policies and procedures.
- Lead the day-to-day operations of the police service by preparing reports, overseeing investigations (e.g. complaints) and maintaining safety and well-being of the City of St. Thomas.
- Submission of clear and complete materials such as policies, procedures, and reports.
- Work closely with the Police Services Board and City Council for planning the annual operating budget of the police service.
- Develop programs that will prevent criminal activities within your scope of jurisdiction.
- Perform community public relations duties and attend meetings as required.
- Responsible for leading the development, implementation and communication of policing and operational support strategies needed to advance positive community safety and well-being outcomes (i.e. Business Planning).
- Responsible for implementing the goals, objectives, and priorities established through the strategic planning process and embrace the Service's Mission, Vision and Values.
- Contribute to continued organizational success by playing a key role in managing the services human, financial and capital assets, and by pursuing excellence in community engagement, partnerships, planning and performance measurement.
- Guide the advancement of the Service through investments in training, technology and management development.

C. Police Chief and Deputy Chief Minimum Qualifications

- The Chief of Police must possess a post-secondary university degree and have a minimum of fifteen years policing experience and a minimum of five years in an

administrative role as a sworn police officer and a demonstrated record of exceptional personal integrity, high ethical standards, and a commitment to continuous learning and education.

- The Deputy Chief of Police must possess a completed post-secondary education and have a minimum of fifteen years policing experience and a minimum of three years in an administrative role as a sworn police officer and a demonstrated record of exceptional personal integrity, high ethical standards, and a commitment to continuous learning and education
- The Chief and Deputy Chief of Police must be a graduate of the Ontario Police College or equivalent Canadian police training.
- Preference may be awarded to those possessing advanced post-secondary education and/or senior police administration experience.
- The Chief and Deputy Chief of Police must have a strong sense of community, possess excellent communication and interpersonal skills to build and maintain constructive relations with employees, the Police Association, and a diverse group of government and community partners.

D. Recruitment Process for Chief and Deputy Chief of Police

1. The Police Services may appoint a Chief and / or Deputy Chief of Police from within the St. Thomas Police Service who meet the requirements as outlined in Sections A, B, and C.
2. The Police Services Board may elect to hold an internal process and invite STPS members who meet the required qualifications and experience to apply as outlined in Sections A, B, and C.
3. For internal candidates, the Police Services Board will require a positive recommendation from the current Chief of Police.
4. The Police Services Board may elect to publicly announce a recruitment process and invite internal and external candidates to apply who meet the above requirements as outlined in Sections A, B, and C.
5. Prior to completion of the selection process and if necessary, the Police Services Board may have an internal candidate enter into an Acting capacity for the position of Chief or Deputy Chief of Police.

The St. Thomas Police Services Board recognizes the importance of succession planning, employee development and growth at all levels of management and leadership. Preference may be awarded to internal candidates that possess the requisite competencies. Such a

model promotes employee retention, development, organization preparation for the future and recognition of commitment to the St. Thomas Police Service and the community.

This by-law shall come into force and take effect on the 15th day of February 2024.

READ A FIRST AND SECOND TIME this 15th day of February 2024.

READ A THIRD TIME AND PASSED this 15th day of February 2024.



Dan Reith
Chair, Police Services Board



Tiffany Terpstra
Secretary, Police Services Board