



# St. Thomas Police Service

## BOARD POLICY

Subject:	Appointment of Special Constables
Policy Number:	AI-020
Effective Date:	April 1, 2024
Reviewed:	April 22, 2026
Authorized:	Police Services Board

### AUTHORITY/LEGISLATIVE REFERENCE

- *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*
- *Ontario Regulation 396/23 – Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers*

### POLICY STATEMENT

The purpose of this policy is to outline the procedures and requirements for the appointment, management, and oversight of Special Constables by the St. Thomas Police Service Board (the “Board”). This policy ensures compliance with the Community Safety and Policing Act and Ontario Regulation 396/23.

### POLICY APPLICATION

1. All appointments of Special Constables, including their duties, permitted weapons, and conditions of appointment, including suspension and termination, shall be made in consultation with and based on the advice of the Chief of Police. These appointments must comply with the provisions set out in sections 92, 93, and 94 of the Act and Ontario Regulation 396/23.
2. The Chief is responsible for making recommendations to the Board regarding the appointment of members of the Service as Special Constables and ensuring that all candidates recommended for appointment meet, at a minimum, the criteria specified in subsection 92(1) of the Act.
3. The Chief shall ensure that the powers and duties proposed for inclusion in the Certificate of Appointment do not exceed those prescribed in Ontario Regulation 396/23.
4. The Chief shall ensure that all Special Constables receive, at a minimum, the training mandated by the Ministry, which includes both initial and ongoing annual training.
5. The Chief shall notify the Board of any circumstances that may reasonably require consideration for amending, suspending, or terminating a Special Constable’s Certificate of Appointment.

6. Upon receiving the Chief's recommendation, the Board shall review the recommendation. In the absence of any information indicating non-compliance with the Act or Ontario Regulation 396/23, the Board shall issue a Certificate of Appointment to the Special Constable as recommended.
7. The Chief is responsible for making recommendations to the Board regarding the reappointment of a Special Constable at the end of their term. The Chief shall ensure that Special Constables seeking reappointment have met all standards and completed the required training.