



St. Thomas Police Service

BOARD POLICY

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| Subject: | Succession Planning |
| Policy Number: | AI – 041 |
| 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*

POLICY STATEMENT

The purpose of this policy is to ensure the continuity and effectiveness of senior management within the St. Thomas Police Service (the “Service”). The St. Thomas Police Service Board (the “Board”) recognizes that responsibility for succession planning for all senior management positions within the Service, other than the Chief of Police (the “Chief”) and Deputy Chief of Police (the “Deputy Chief”), rests with the Chief.

The Board’s role is limited to establishing expectations for succession planning within the Service and overseeing the process for the succession and appointment of the Chief and Deputy Chief.

POLICY APPLICATION

Board Responsibilities

- a. The Board shall approve and oversee this policy to ensure it aligns with applicable legislation and governance requirements.
- b. The Board shall establish a process to identify and prepare internal candidates who have the potential to assume the roles of Chief or Deputy Chief in the future, ensuring leadership continuity within the Service.
- c. In the event of a sudden or unplanned vacancy in the position of Chief or Deputy Chief, the Board shall make interim or permanent appointments as it deems necessary to ensure leadership continuity, as appropriate.

Chief of Police Responsibilities

- a. The Chief shall be responsible for developing, implementing, and maintaining an executive succession plan for senior management positions within the Service, including Inspectors and Supervisors. This plan shall:
 - i. anticipate and address upcoming vacancies in key leadership roles;

- ii. identify members who demonstrate the skills, experience, and leadership potential to assume executive responsibilities; and
 - iii. provide appropriate learning, mentoring, and professional development opportunities to prepare those individuals for future advancement.
- b. The Chief shall promote and integrate the principles of effective succession planning into supervisory training and leadership development programs throughout the Service.

Reporting and Accountability

- a. The Chief shall report to the Board, as required, on the general status of succession planning within the Service.
- b. Documentation of succession planning activities, development initiatives, and contingency measures shall be maintained by the Chief in accordance with applicable legislation and record keeping requirements.