

**Report to / Rapport au:**

**OTTAWA POLICE SERVICES BOARD  
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

**31 October 2022 / 31 octobre 2022**

**Submitted by / Soumis par:**

**Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa**

**Contact Person / Personne ressource:**

**Chief Administrative Officer Blair Dunker / agent administratif principal**

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**SUBJECT: APPOINTMENT OF CLERICAL SPECIAL CONSTABLES: OTTAWA  
POLICE SERVICE**

**OBJET: NOMINATIONS D'AGENT SPÉCIALE : SERVICE DE POLICE  
D'OTTAWA**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve the appointment of Ottawa Police Service employees listed in Document 1, as Clerical Special Constables pursuant to Section 53 of the Police Services Act, in accordance with the terms and conditions set forth in the attached Approval of Appointment Forms.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve la nomination des l'employés du Service de police d'Ottawa, figurant au Document 1, comme agents spéciaux administratif, en vertu de l'article 53 de la Loi sur les services policiers, conformément aux modalités présentées au sein des formulaires d'approbation de la nomination ci-joints.**

**BACKGROUND**

The OPS employs and relies on Special Constables for responsibilities that do not legislatively require Police Officers, but still require specialized training including Use of Force (excluding firearm training), fingerprinting and specialized software applications.

Training for OPS Special Constables is comprised of formal in-class training from Police Officer Instructors and other Learning Professionals at the OPS Professional Development Centre and on the job training through their work assignments. There are currently 77 employees at the OPS appointed as Special Constables.

As required in Section 53 of the Police Services Act (PSA), the Ottawa Police Services Board (the Board) appoints Ottawa Police Service (OPS) employees, hired as Special Constables, and assigned to the Central Cellblock, Prison Care Unit, Court Security Section and Document Service Team. Following the appointment of the below named members, we will have 65 appointed Special Constables within the Central Cellblock, Prison Care Unit, Court Security Section and Document Service Team. These members are utilized to ensure that operational staffing needs are met.

They will work as Special Constables, upon approval by the Ministry of the Solicitor General (Ministry), for a five-year period or until the appointees are no longer employed by the OPS.

These appointments ensure that these employees can carry out their assigned duties as Special Constables. Upon the termination of employment, the OPS will advise the Ministry to terminate the appointments.

## **DISCUSSION**

Approval has been obtained from the Ministry for the appointment of these OPS employees as Clerical Special Constables.

## **CONSULTATION**

N/A

## **FINANCIAL IMPLICATIONS**

The salaries for Special Constable are part of the OPS based budget. There are no financial implications involved in appointing OPS members as Special Constables.

## **SUPPORTING DOCUMENTATION**

Document 1: Appointment of Clerical Special Constables: Ottawa Police Service

Document 2: Approval of Appointment as Special Constables

## **CONCLUSION**

The appointment of Clerical Special Constable status is required for OPS employees working in our OPS Court Liaison Section to undertake the full duties and responsibilities assigned to them as Clerical Special Constables with the OPS.

**Document 1: Appointment of Special Constables: Ottawa Police Service**

Names of Employees

1. Dominique DEMORE