

**Report to / Rapport au:**

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

**23 January 2023 / 23 janvier 2023**

**Submitted by / Soumis par:**

**Executive Director, Ottawa Police Services Board / Directrice exécutive,  
Commission de services policiers d'Ottawa**

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**SUBJECT: RECRUITMENT PROCESS FOR DEPUTY CHIEFS OF POLICE**

**OBJET: PROCESSUS DE RECRUTEMENT POUR LES POSTES DE CHEF DE  
POLICE ADJOINT**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Services Board approve the procurement of executive search firm Odgers Berndtson to support the Board in its search for two new Deputy Chiefs at a cost of approximately \$71,750, not including HST or out-of-pocket expenses.**

**RECOMMANDATIONS DU RAPPORT**

**Que la Commission de services policiers d'Ottawa approuve le recours aux services de l'agence de recrutement de cadres Odgers Berndtson pour aider la Commission à trouver deux nouveaux chefs de police adjoint, à un coût d'environ 71 750 \$, TVH en sus, et excluant les menues dépenses.**

**BACKGROUND**

**Under the *Police Services Act*, the legislation that governs policing in the province, the Board is responsible for recruiting and appointing the chief of police and any deputy chief of police.**

In February of 2022, a former Deputy Chief of Police who was on suspension separated from the Ottawa Police Service, resulting in a vacancy at the Deputy Chief level. Senior leaders at the Service have since been acting in that role.

In early January 2023, the Chief Administrative Officer (CAO) of the Service retired.

Deputy Chief Steve Bell has since assumed the responsibilities of the CAO role, leading the Corporate Support Command. This staffing movement has led to an additional Deputy Chief vacancy.

There are currently two Deputy Chief vacancies – one position which leads the Community Policing Command and the other which leads the Intelligence, Information and Investigation Command.

## **DISCUSSION**

Under the *Police Services Act*, the legislation that governs policing in the province, the Board is responsible for recruiting and appointing the chief of police and any deputy chief of police. The departure in February 2022 of a Deputy Chief of Police and the retirement of the CAO resulted in two vacancies on the Executive Command team. Since Deputy Chief Bell has assumed the role of the CAO, the Board is required to staff two deputy chief vacancies at the Service. While the Board is undertaking its recruitment process, the roles will be filled on a temporary basis with acting assignments.

Odgers Berndtson (OB) is being recommended to support the Board its in recruitment process given the firm's expertise and experience in conducting executive searches for public sector organizations, such as the OPS and many other police services.

## **CONSULTATION**

Staff in the Big 12 Police Boards across the province had been previously consulted on their use of executive search firms. Odgers Berndtson was the most widely used firm, with multiple police boards indicating they were pleased with the firm's work.

The Board has also used OB on multiple occasions in the past to assist with executive recruitment processes, including the Board's latest recruitment of a new Chief of Police.

## **FINANCIAL IMPLICATIONS**

Odgers Berndtson has estimated the cost of the Deputy Chief recruitments at \$71,750. This estimate does not include HST or out-of-pocket expenses (such as any necessary candidate travel, advertising, or third-party assessments). A more detailed, confidential proposal (*which is not being released publicly as it contains proprietary information*) is being provided to the Board in-camera.

Odgers Berndtson is currently on the City's standing offer list for executive search and specialized recruitment.

The Board has the necessary funds in its professional services budget to cover this expense.

### **CONCLUSION**

Under the *Police Services Act*, the legislation that governs policing in the province, the Board is responsible for recruiting and appointing the chief of police and any deputy chief of police.

There are currently two vacancies on the Executive Command team at the Ottawa Police Service – the Deputy Chief responsible for the Community Policing Command and the Deputy Chief responsible for the Intelligence, Information and Investigation Command.

It is recommended that the Board procure Odgers Berndtson to support the Board in its upcoming recruitment efforts.