

Table CR:X – Policy Number CR:X – Appointment of Police Officers

<b>CR:X APPOINTMENT OF POLICE OFFICERS</b>	
LEGISLATIVE REFERENCE / AUTHORITY	<i>Community Safety and Policing Act, section 83; section 85; O. Reg. 87/24, section 5</i>
DATE APPROVED	XX
DATE REVIEWED	N/A
DATES AMENDED	N/A
DATE TO BE REVIEWED	2025
REPORTING REQUIREMENT	The Chief of Police provides the Board with a report recommending the appointment of individuals as police officers and confirming that candidates meet all requirements.

**LEGISLATIVE REFERENCE / AUTHORITY**

The Ottawa Police Service Board's (Board) authority and responsibility to appoint members of the Ottawa Police Service (Service) as police officers are established under the *Community Safety and Policing Act, 2019* (CSPA). Section 38(1)(c) of the CSPA specifies that police service boards are responsible for appointing members of the police service as police officers. This authority is further governed by specific requirements outlined in sections 83 and 85 of the CSPA and related regulations.

Section 83 of the CSPA establishes the eligibility criteria for appointment, including, citizenship, age, fitness, character, education, and the completion of specific training. It also mandates the issuance of a Certificate of Appointment and prohibits appointments where the candidate was previously terminated for cause or resigned in lieu of termination from another Canadian police service.

Section 85 requires that appointed officers take oaths or affirmation of office and secrecy in the form prescribed by the Minister.

Section 5 of Ontario Regulation 87/24 prescribes the mandatory training that candidates must complete before being appointed as police officers.

## **SCOPE**

This policy does not apply to officers appointed under the *Interprovincial Policing Act, 2009*, as outlined in Section 83(6) of the CSPA.

## **BOARD POLICY**

### **1. CHIEF OF POLICE RESPONSIBILITIES**

- 1.1. The Chief of Police shall submit a written report to the Board recommending candidates for appointment.
- 1.2. The report shall confirm that each candidate meets all requirements under Section 83(1) of the CSPA.
- 1.3. The Chief of Police shall confirm that no candidate recommended has previously been terminated for cause or resigned in lieu of termination from a police service in Canada, in accordance with Section 83(2) of the CSPA.
- 1.4. The Chief of Police shall ensure that all relevant information or material requested for the appointment process is provided, as required under Section 83(3).

### **2. BOARD RESPONSIBILITIES**

- 2.1. The Board shall, after taking into consideration the recommendations of the Chief of Police, determine whether to appoint candidates as police officers.
- 2.2. Appointments shall only proceed where the Chief of Police's report confirms compliance with CSPA requirements.
- 2.3. Police officers are appointed by resolution of the Board.
- 2.4. The authority to appoint police officers shall not be delegated unless authorized by the CSPA and its regulations.
- 2.5. The Board shall issue a Certificate of Appointment to police officers in accordance with Section 83(4) of the CSPA..

### **3. SWEARING-IN**

- 3.1. No member of the Ottawa Police Service shall be sworn in before their appointment by the Board.
- 3.2. The appointment of new police officers shall take effect on the date of the swearing-in ceremony.