

**Report to / Rapport au:**

**OTTAWA POLICE SERVICE BOARD  
LA COMMISSION DE SERVICE POLICE D'OTTAWA**

**24 March 2025 / 24 mars 2025**

**Submitted by / Soumis par:**

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

**Contact Person / Personne ressource:**

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**SUBJECT: RESPONSE TO INQUIRY I-25-04 – NON-ADVERTISED CIVILIAN  
HIRING PROCESSES**

**OBJET: RÉPONSE À L'ENQUÊTE I-25-04 – PROCESSUS D'EMBAUCHE DE  
CIVILS SANS PUBLICITÉ**

**REPORT RECOMMENDATIONS**

**That the Ottawa Police Service Board receive this report for information.**

**RECOMMENDATIONS DU RAPPORT**

**Que la Commission de service de police d'Ottawa prenne connaissance du  
présent rapport à titre d'information.**

**INQUIRY**

**Non-advertised civilian hiring processes**

The Ottawa Police Service Board serves as the employer of all members of the Ottawa Police Service and in that capacity is responsible for recruitment and appointment of all members, sworn and civilian. Policies within the service pertaining to organizational succession planning, transparency in promotional decision making and hiring and promotional process that support the reduction in systemic employment barriers are therefore of great interest, amongst others. Could the OPS provide information on the following?

1. How many employees, at the management level and above, were appointed via an advertised process and how many were appointed via a non-advertised process amongst civilian members from the period of Jan 31, 2024 to Jan 31, 2025?
2. How many competitions were advertised at the manager level or above amongst civilian members during this time period and then staffed by a non-advertised process during the same time period?

## **RESPONSE**

Between January 31, 2024, and January 31, 2025, 13 employees at the management level and above were appointed after an advertised process, exclusive of the Chief Human Resources Officer (CHRO) and Chief Financial Officer (CFO) hiring.

There have been no advertised manager competitions that were filled with non-advertised positions.

All but one of the positions filled were part of bargaining unit covered by the Collective Agreement between the Ottawa Police Services Board and the Ottawa Police Association (OPA) - Civilian Personnel. Article 21 speaks to the requirement to post all vacancies for a minimum of 10 business days, and that members will be selected based on their skills, abilities, experience and qualifications. All of the positions followed this practice. The Civilian Job Competition policy sets out a standard process for all competitions, supported by numerous processes, guidelines and the Collective Agreement between the Ottawa Police Services Board and the Ottawa Police Association - Civilian Personnel.

All internal postings are sent out via email to the Ottawa Police Service (OPS) Distribution list, which includes all members of the Ottawa Police Service (sworn and civilian) and posted on the internal careers website. If no internal member is successful in obtaining the role, applications from external candidates are considered.

Once a position is posted, resumes of candidates who apply are screened by Human Resources against the minimum education and experience requirements in the job descriptions. Candidates who are screened into the competition are assessed using a practical test and interview. A practical and interview component is required in each competition.

One of the positions filled was part of the collective agreement between the Ottawa Police Services Board and the Senior Officer's Association (SOA). Although not part of the Collective Agreement with the Senior Officer's Association, the competition process for Civilian SOA positions has historically followed the same process as the OPA competition, and it was followed in this case. The only difference in the processes is that

there is no requirement to consider internal applicants before external ones – all candidates compete together.

Vacancies which are not expected to exceed six (6) months, do not require a competitive process and can be filled at the discretion of the service through Temporary Opportunity.

The Temporary Opportunity guidelines are used to select a candidate to fill a vacancy that is not coverage for annual leave, stat time, courses of short-term sick leave. Examples include covering while a substantive owner is on assignment or covering for operational requirements while filling a competition. Candidates can express their interest in any civilian role through the Temporary Opportunity Database. Candidates are selected from this list based on meeting the education and experience requirements in the job description, seniority and operational releasability from their current role. Management can assign a candidate for a development opportunity should no qualified members be interested to ensure the role remains operational.

Five positions at the manager level and above were filled with a Temporary Opportunity between January 31, 2024, and January 31, 2025. Human Resources reviews these assignments to remind clients about the 6-month mark. Should these assignments last beyond 6 months, it must be done in agreement with the Ottawa Police Association.

## **CONCLUSION**

Between January 31, 2024, and January 31, 2025, 13 employees at the management level and above were appointed after an advertised process, exclusive of the Chief Human Resources Officer (CHRO) and Chief Financial Officer (CFO) hiring. During the same period, five positions at the manager level and above were filled with a Temporary Opportunity.

Positions were filled on a permanent or temporary basis utilizing standardized and agreed-upon human resource practices.