

Report to / Rapport au:

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

22 December 2025 / 22 décembre 2025

Submitted by / Soumis par:

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

Contact Person / Personne ressource:

**Deputy Chief Steve Bell, Chief Administrative Officer / Agent Administratif
Principal**

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**SUBJECT: APPOINTMENT OF SPECIAL CONSTABLES – OTTAWA POLICE
SERVICE (RE-APPOINTMENT)**

**OBJET: NOMINATION DES AGENTS SPÉCIAUX – SERVICE DE POLICE
D'OTTAWA (RE-APPOINTMENT)**

REPORT RECOMMENDATIONS

That the Ottawa Police Service Board approve the appointment of one (1) Ottawa Police Service employee listed in Appendix 1 as Forensic Identification Special Constables for the Ottawa Police Service pursuant to Section 92 of the Community Safety and Policing Act (CSPA), in accordance with the terms and conditions set forth in the attached Application for Appointment Forms

RECOMMANDATIONS DU RAPPORT

Que la Commission de service de police d'Ottawa approuve la reconduction de d'une (1) employé du Service de police d'Ottawa inscrit à l'annexe 1 à titre agent spécial d'indentification médico-légale pour le Service de police d'Ottawa à conformément à l'article 92 de la Loi sur la sécurité communautaire et les services policiers (CSPA), conformément aux modalités et conditions énoncées dans les formulaires de demande de nomination ci-joints.

BACKGROUND

Section 92 of the Community Safety and Policing Act (CSPA) allows the Ottawa Police Service Board (the Board) to appoint Ottawa Police Service (OPS) employees, hired as Special Constables and assigned to Forensic Identification Technician section. These Special Constables have obtained the required training in compliance with the CSPA training requirements and can be deployed to conduct any of the duties assigned to them. This training, as stipulated under the CSPA Ontario (Regulation 87/24 and Section 92), includes, but is not limited to, de-escalation training, use of force training, and traffic direction and control training.

These appointments will remain in force for a five-year period, or until the appointees are no longer employed by OPS / cease to perform the duties outlined above. At the end of the five year period, if the member continues to be employed by the OPS as a Special Constable, the service will seek their reappointment by the Board.

In accordance with CSPA Ontario Regulation 396/23, OPS Special Constables have peace officer and/or police powers on or in-relation to the properties, facilities, and assets under the control of the OPS and under the following legislation:

Cannabis Control Act;

Highway Traffic Act;

Courts of Justice Act;

Liquor Licence and Control Act, 2019;

Mental Health Act;

Provincial Offences Act;

Safe Streets Act, 1999;

Smoke-Free Ontario Act;

Trespass to Property Act;

Youth Criminal Justice Act (Canada);

Courts of Justice Act;

Criminal Code, R.S.C. 1985, c. C-46, sections 129, 130, 139, 140, 145(1), 145(3), 145(2), 145(5), 145, 173, 175, 180(1), 248, 264.1, 266, 267(a), 270, 334(a)(b), 354(1), 362(2)(b), 368, 372 (1), 372(3), 380(1)(b), 393(3), 403, 430(4), 430(3), 437, 733.1, 811, 495;

Controlled Drugs and Substances Act, S.C. 1996, c.19, sections 4(3), 4(4), 4(5), 4(6); and 5(1), and the Child, Youth and Family Services Act, 2017, S.O. 2017, c.14, Sched. 1, as amended, sections 83(4), 136(5), 172(1)(2).

In accordance with CSPA Ontario Regulation 396/23, OPS Special Constables are permitted to possess and use the following use of force weapons in relation to their duties:

- A baton/ASP, handcuffs/flexcuffs, and oleoresin capsicum spray/foam.

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

DISCUSSION

The Special Constable appointment application forms have been provided to the Board for the Chair's signature.

SUPPORTING DOCUMENTATION

Appendix 1: Re-Appointment of Special Constables – Ottawa Police Service

FINANCIAL IMPLICATIONS:

There are no financial implications involved in appointing OPS members as Special Constables.

CONCLUSION

The appointment of Special Constable status is required for OPS employees working in the Forensic Identification team to undertake the full duties and responsibilities assigned to them as Forensic Identification Technician Special Constables with the OPS.

Appendix 1: Appointment of Forensic Identification Special Constable: Ottawa Police Service

- **Kaitlin Sanford #3831**