

Report to / Rapport au:

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

30 May 2022 / 30 mai 2022

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

**OBJET: NOMINATION D'AGENTS SPÉCIAUX DE BUREAU : 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 employés du Service de police d'Ottawa inscrits dans le document 1 à titre d'agents spéciaux de bureau en vertu de l'article 53 de la *Loi sur les services policiers*, conformément aux clauses et aux conditions reproduites dans les formulaires d'approbation de nomination ci-joints.

BACKGROUND

As required in Section 53 of the Police Services Act (PSA), the Ottawa Police Services Board (Board) appoints Ottawa Police Service (OPS) employees as Clerical Special Constables.

As per the justification submitted and approved by the Board in April 2022, the appointment of Clerical Special Constables will enable the OPS Court Liaison Section to service court processes on individuals and swear to all OPS Court Information(s) as Common Informants in the Province of Ontario. These appointments will result in a speedier, more efficient process when it comes to the service of Court Processes upon individuals and the swearing of all OPS Court Information as Common Informants in the Province of Ontario. No additional police powers will be requested. Upon termination of employment, appointments will be terminated.

The service of Summons falls under Part XVI of the Criminal Code, and section 26 of the Provincial Offences Act. The service of Subpoenas falls under Part XXII of the Criminal Code. Section 508.1(2) of the Criminal Code and Section 23(1.2) of the Provincial Offences Act allows for a peace officer to swear to an information other than in person, before a Justice of the Peace. These are the sections in the Criminal Code and Provincial Offences Act which the Court Liaison Supervisors and the Court Liaison Manager would be given authority to act under as Clerical Special Constables.

DISCUSSION

Approval has been obtained from the Ministry for the appointment of these OPS employees as Clerical 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 the 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. Cassidy BEERS
2. Matthew CHAPUT
3. Samuel Terrance DEAN
4. Ellisa Catherine JAMES
5. Christine Mary MURRELL
6. Janet-Marie STARKEY