



NIAGARA REGIONAL POLICE SERVICE

Police Service Board Report

PUBLIC AGENDA

Subject: A By-Law to Establish Policy Relating to Service Members Hiring/Appointments, Probationary Police Officers, Promotions, Resignations, Retirements and Terminations

Report To: Chair and Members, Niagara Police Service Board

Report Date: 2024-11-08

Recommendation(s)

That the Niagara Police Service Board (Board) receive this report for information.

Key Facts

- The purpose of this report is to comply with the reporting requirements of By-Law 519-2024 - A By-Law to Establish Policy Relating to Service Members Hiring/Appointments, Probationary Police Officers, Promotions, Resignations, Retirements and Terminations.
- Section 9.1 of By-Law 519-2024 requires the Chief of Police to provide a one-time report to the Board on or before November 30, 2024 as to the written procedures in respect of hiring, promotions and other employment practices.
- The Service regularly reviews its written procedures with respect to hiring and promotions and other employment practices to ensure compliance with relevant legislation and collective bargaining agreements.

Financial Considerations

There are no financial implications relating to the recommendation contained in this report.

Analysis

In accordance with Board By-Law 519-2024, A By-Law to Establish Policy Relating to Service Members Hiring/Appointments, Probationary Police Officers, Promotions, Resignations, Retirements and Terminations, the Chief shall report to the Board on or before November 30, 2024 as to written procedures in place in respect of hiring and promotions and other employment practices.

The Service continues to support the development of valid and defensible hiring and promotion practices through the ongoing review of existing policies, the development of new policies and implementation of best industry practices while also being cognizant of bargained collective agreement provisions.

The following is a listing of the relevant policies and a brief summary of the key purpose.

G.O. 002 – Constable Recruitment - This general order establishes a consistent, valid and defensible standard recruitment procedure by which the Service hires new Police Constables.

G.O. 004 – Rank Reclassification - Constable - This General Order establishes the rank reclassification procedure for uniform members as they progress to the rank of First-Class Constable consistent with the provision of the current Uniform Collective Agreement.

G.O. 011 – Tuition Assistance Program – This General Order encourages members, by offering financial assistance, to further their professional development through the achievement of a higher level of formal education that will in turn benefit the Service and enhance their ability to be promoted.

G.O. 083 – Equal Opportunity - This General Order establishes, that decisions about employment will be made on the basis of the essential skills, capability, knowledge and experience required for the role. Decisions about advancement will be based on an employee's performance in their current position, as well as the essential skills, capability, knowledge and experience required for the new role, having regard for the both short and long-term interests of the Service.

G.O. 105 – Uniform Promotion System – This General Order describes the Service's promotional system, which is considered to be a fair and unbiased process to determine the best candidates for promotion based on several key factors including relevant experience, performance, reliability, education and demonstrated ability to do the job.

G.O. 233 Uniform Senior Officer Selection Process – This General Order establishes the procedure for hiring or promoting uniform members in the role of Superintendent or Inspector position in the event that they become available for staffing within the Service.

G.O. 189 – Uniform Posting Guidelines – This General Order provides for a fair and equitable system for assigning members to specialty units within the Service, and to identify the best Service member for vacant positions based on knowledge, skills and ability. Pursuant to the Uniform Collective Agreement, this General Order is jointly written and administered in consultation with the Niagara Region Police Association (NRPA).

G.O. 200 – Civilian Posting Guidelines - This General Order provides a process and guiding principles for the internal recruitment of permanent civilian positions. It demonstrates the Service's commitment to ensuring fairness and equity in its staffing processes and ensures that permanent civilian members have the first opportunity to be selected to fill vacant or new positions while at the same time ensuring that the best candidate is selected for each position. The Joint Career Development Committee made up of Service and NRPA representatives meets to review the processes for civilian postings on an ongoing basis.

G.O. 243 – Retirement and Resignation - This General Order provides direction to members who are retiring or resigning including notice, return of Service property, benefit plan administration, final pay and guidance regarding the review and completion of open operational items.

Each of these policies has been researched, subjected to regular review and reflects any applicable adequacy standard(s), legislative requirement and relevant collective bargaining agreement.

Alternatives Reviewed

There is no alternative to the Board receiving this report for information.

Relationship to Police Service/Board Strategic Priorities

Ensuring the Service's practices with respect to hiring, promotion, retirement or any other employment practice remains compliant, relevant and effective is consistent with Goal 3, Objective 5.0 of the 2022-2025 Strategic Plan - enhancing member development and succession planning.

Relevant Policy Considerations

By-Law 519-2024 - A By-Law to Establish Policy Relating to Service Members Hiring/Appointments, Probationary Police Officers, Promotions, Resignations, Retirements and Terminations.

Other Pertinent Reports

8.8 - 2024.01.25 - Annual Report – Promotion of Service Members – January 1 to December 31, 2023.

This report was prepared by Linda Blood, Director Human Resources, Human Resources. Recommended by Luigi Greco, Deputy Chief.



Submitted by:

Bill Fordy, O.O.M. #9615
Chief of Police

Appendices

Not applicable.