



Sarnia Police Service Board Policy

Issue Number: AI-028

Subject: Appointment of Special Constables	Effective Date:
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Approved By: Board Chair	Signature:

A Legislative Authority

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by **Section 10** of the **CSPA**.

Subsection 38 (2) of the **CSPA** provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing.

Sections 92, 93, 94 of the **CSPA** contain provisions governing the appointment, duties, reappointment, suspension and termination of Special Constable Appointments to be employed as Members of the Service.

O. Reg. 396/23: Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers, prescribes rules respecting Certificates of Appointment, Weapons, Equipment, Special Constable Employer Applications and powers and duties of Special Constables.

O. Reg. 411/23: Complaints About Special Constables prescribes processes for reporting, receiving, investigating and, where appropriate, imposing discipline in respect of Public Complaints against Special Constables

The Board has deemed it appropriate that it establish a policy regarding the appointment of Special Constables to be employed by the Board as Members of the Service.

The Board has deemed it appropriate and consistent with the principles set out in **Section 1** of the **CSPA**, and with its objectives and priorities determined pursuant to **Sections 37, 38, 92, 93, 94, and 94** of the **CSPA** and **O. Reg 396/23** to require the Chief of Police to establish procedures and processes in respect of the hiring, training and deployment of Special Constables.

B **Policy Statement**

1. It is the policy of the Sarnia Police Service Board that all Special Constable appointments regarding members of the Service be made in consultation with and on the advice of the Chief, and that all such appointments, including Special Constable duties, permitted weapons, suspension and termination of appointments comply with the provisions of **sections 92, 93 and 94 of the CSPA and O. Reg 396/23**.

C **Board Policy**

1. The Chief shall make recommendations to the Board regarding members to be appointed as Special Constables.
2. The Chief shall ensure that candidates recommended to Board meet at a minimum the criteria set out in **subsection 92 (1)** of the **CSPA**.
3. The Chief shall ensure that the Special Constable powers and duties recommended to be included in the Certificate of Appointment of a Special Constable are included in and do not exceed the powers and duties prescribed in Columns 2, 3 and 4 of item 1 of the **Schedule to O. Reg. 396/23**.
4. The Chief shall ensure that Special Constables receive, at a minimum, training mandated by the Ministry from time to time, including initial and ongoing annual training.
5. The Chief shall ensure that the Board is notified of any circumstances reasonably requiring consideration of an amendment, suspension or termination of the Certificate of Appointment.
6. Upon receipt of the recommendation of a candidate, the Board shall consider the recommendation, and in the absence of any contrary negative information which indicates non-compliance with the **CSPA** or **O. Reg. 396/23**, shall issue a Certificate of Appointment to the Special Constable(s) who are the subject of the Chief's recommendation.
7. The Chief shall include the following information in the annual report:
 - (a) The number of Special Constables employed as Members of the Service;
 - (b) The number of Special Constables hired/appointed during preceding calendar

year;

- (c) The units/duties to which Special Constables were deployed during preceding calendar year;
- (d) The number of appointments terminated for disciplinary reasons;
- (e) The number of appointments terminated for non-disciplinary reasons;
- (f) The total hours of Special Constables who were off work during preceding calendar year;
- (g) The number of public complaints made against Special Constables in the preceding calendar year, and status/disposition of those complaints; and
- (h) Confirmation that the Service has followed the requirements of the terms of the Certificate of Appointment, and the provisions of the **CSPA** and **O. Reg 396/23**, or, if not in compliance, an explanation of any incident(s) of such noncompliance.