



OWEN SOUND POLICE SERVICES BOARD

Expires: Indefinite

Repeals: 2004-07 & 1999-07

Revisions: April 23, 2008

BY-LAW NO. 2008-09

A BY-LAW TO RECOGNIZE THAT MERIT IS THE BASIS OF HIRING, PROMOTION AND OTHER EMPLOYMENT OPPORTUNITIES

WHEREAS the Board passed bylaw 2004-07 on the 24th day of June, 2004; and

WHEREAS the Board deems it necessary to review bylaw 2004-07; and

WHEREAS the Owen Sound Police Services is responsible for the provision of Police Services and for law enforcement and crime prevention in the municipality and;

WHEREAS the Owen Sound Police Services Board is committed to eliminating barriers to equal opportunity, including systemic barriers and;

WHEREAS the Owen Sound Police Services Board is committed to the principle that members should be judged on their abilities and qualifications.

THE OWEN SOUND POLICE SERVICES BOARD HEREBY ENACTS THE FOLLOWING:

1. **Definitions:**
 - 1.1 “Board” means the Owen Sound Police Services Board
 - 1.2 “Chief” means the Chief of Police of the Owen Sound Police Services
 - 1.3 “External Applicant” means an applicant who is not a member of the service or auxiliary unit
 - 1.4 “Internal Applicant” means an applicant who is a member of the service or an auxiliary member
 - 1.5 “Interview Panel” means a panel of not less than three members of the police service appointed by the Chief
 - 1.6 “Promotional Opportunity” means an opportunity for the service to promote an internal applicant
 - 1.7 “Service” means the Owen Sound Police Services
2. The purpose of this by-law is to ensure that all recruitment and promotion is fair, equitable, transparent and defensible.
3. The Owen Sound Police Services Board has established an authorized staffing level for the Owen Sound Police Services in order to provide adequate and effective policing services. The Chief shall:
 - 3.1 Ensure that the authorized complement is maintained,
 - 3.2 Prior to recruiting or promoting any person ensure that the essential job qualifications of the position to be filled are identified in a job description,
 - 3.3 Ensure that persons responsible for recruitment/selection of candidates have the expertise, training and knowledge necessary,
 - 3.4 Ensure that whenever possible recruitment or promotion is initiated internally and that internal applicants are provided sufficient notice and direction with regard to the job postings,
 - 3.5 Whenever possible recruitment should be focused within the community and through the local media,
 - a) In cases where the skills, qualifications and expertise of a job posting require advertising outside the community, ensure that appropriate dissemination of the posting occurs,
 - b) In cases where a new recruit for a police position is required, ensure the applicant has successfully completed applicant screening through Applicant Testing Services Incorporated,
 - c) Ensure that applicable rating schemes are consistently applied for all candidates,

- d) Ensure that promotional procedures identify the responsibilities, skills, knowledge and training required of the applicants and that they are notified in advance of the process,
- e) Ensure the promotion panel have the skills, knowledge and experience to perform their duties,
- f) Ensure that all recruitment and promotional procedures comply with the Human Rights Code.

This By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this day of , 2008.

Read a third and finally passed this day of , 2008.

G. Pierce, Chair

KJ. Calver, Secretary