

POLICY TITLE: Human Resources: Recruitment for Chief and Deputy Chiefs	POLICY NUMBER: HR-001
DATE APPROVED: 28/01/2025	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2027
DATE(s) AMENDED:	
LEGISLATION: s. 37(1)(d) <i>Community Safety and Policing Act (2019)</i>	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

The Board is committed to an equitable and merit-based selection process that aligns with provincial regulations, prioritizes community safety, and reflects the needs and values of Thunder Bay's diverse population. This policy promotes transparency, integrity, inclusivity, and respect throughout the recruitment process.

PURPOSE

This policy outlines the recruitment process for the Chief of Police and Deputy Chiefs of the Thunder Bay Police Service (Service). It ensures a transparent, fair, and consistent approach to selecting candidates who exemplify the values, skills, and leadership required to serve the Thunder Bay community.

SCOPE

This policy applies to the recruitment of the Chief of Police and Deputy Chiefs within the Service. It is designed for use by the Thunder Bay Police Services Board (Board) and relevant recruitment committees involved in these executive appointments.

POLICY/PROCEDURE

Job Description and Competency Profile

The Board will review and update the job descriptions and competency profiles for the Chief and Deputy Chief positions, ensuring they align with current community needs, legislative requirements, and police service priorities. Key competencies will include:

- Leadership and vision in community policing
- Knowledge of current policing practices, challenges, and reforms
- Commitment to diversity, equity, and inclusion
- Ability to build strong community relations and trust
- Strong communication and conflict resolution skills
- Accountability, integrity and respect

- Familiarity with Indigenous community relations and restorative practices
- Crisis management and problem-solving skills
- Financial competency

Recruitment Committee

The Board has an established Governance Committee to oversee the selection process for the Chief and Deputy Chiefs. The Governance Committee has more than 50% Board representation as per the *Community Safety and Policing Act, 2019*. The terms of reference for this Committee includes the composition of a diverse group to represent the citizens of our community.

Recruitment Process

The Board will hire a Search Firm. The recruitment process will be defined and approved by the Governance Committee prior to the process beginning.

The recruitment process will follow these steps:

a) **Job Posting and Advertisement**

The positions will be publicly advertised to ensure an inclusive and broad candidate pool. Recruitment channels may include:

- The Service website
- Police and law enforcement networks
- Community organizations and forums
- Professional recruitment firms

b) **Application Screening**

The Search Firm will review all applications, prioritizing those who meet the core qualifications and competencies. The screening will focus on candidates' experience, education, and alignment with the strategic vision of the Service.

c) **Interview and Assessment**

Shortlisted candidates will be invited for interviews and assessments, which may include candidates being required to give a presentation.

d) **Background and Reference Checks**

Final candidates will undergo comprehensive background checks, including:

- Criminal record
- Reference checks from previous employers or professional contacts
- Verification of education, certifications, and credentials.

e) **Decision-Making and Appointment**

After assessments are complete, the Governance Committee will make its final recommendation to the Board. The Board will make the final decision, considering the committee's findings and any other pertinent factors.

f) Offer of Employment

Once a candidate is selected, an employment offer will be made by the Search Firm. The Chair of the Board and Chair or Vice Chair of the Governance Committee (must be 2 Board members) will begin contract negotiations in keeping with Board mandates.

g) Confidentiality and Privacy

The recruitment process will adhere to strict confidentiality and privacy standards to protect the personal information of applicants and ensure a professional and respectful hiring process.