

POLICY TITLE: Human Resources: Chief of Police Absence Management	POLICY NUMBER: HR-005
DATE APPROVED: 20/05/2025	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2027
DATE(s) AMENDED:	
LEGISLATION: s. 38, 79 <i>Community Safety and Policing Act</i> (2019)	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

The Thunder Bay Police Service Board (Board) is committed to ensuring continuous and effective leadership within the Thunder Bay Police Service (Service). This policy outlines procedures for managing the absence of the Chief of Police of the Thunder Bay Police Service (Chief), ensuring seamless operations, and maintaining a collaborative relationship between the Board, Chief, and Deputy Chiefs of the Thunder Bay Police Service (Deputy Chiefs).

PURPOSE

To ensure effective management of the Service during the Chief's absence and to foster a strong, collaborative relationship between the Board, Chief, and Deputy Chiefs.

SCOPE

This policy applies to the Chief with impact to the Deputy Chief – Operations and the Deputy Chief – Administration.

POLICY

As the Service's leaders, the Board expects the Chief and Deputy Chiefs to serve as role models for Service members, demonstrating the values and principles of the Service. It is, therefore, the policy of the Board that:

a) For Absences

- The Chief will seek approval for all leaves of absence by communicating with the Board Chair (Chair).
- For short term absences of 90 days or less, the Chief will designate a Deputy Chief to assume the duties of the Chief during their absence.

- The goal of the Board is to have at least one Chief and one Deputy Chief always available to perform the duties of office.
- The Chief and delegated member of the Service will ensure a Delegation of Authority Form (Appendix A) is created and shared with the Service, Board, and Executive Director at least 1 day before the absence is to begin, or as soon as the delegation of authority is transferred.
- For absences longer than 90 days, the Chief in consultation with the Chair, will designate a Deputy Chief to cover the absence. The Chief will create the Delegation of Authority Form (Appendix A) and share it with the Service, Board, and Executive Director at least 1 day before the absence is to begin.
- In cases of emergency absences or illnesses of unknown duration, the Chair will initially assign a Deputy Chief to cover the absence. In doing so, the Chair will create a Delegation of Authority Form (Appendix B) with a 1-week duration and immediately advise Board members via email of the situation. The Chair will consult the Chief if possible.
- The Chair may call an emergency Board meeting to determine next steps for coverage should the leave be expected to last longer than the appointed term outlined in the Delegation of Authority Form.
- The Board will meet, as necessary, and upon being briefed on the full situation, make a decision regarding ongoing coverage. Coverage decisions shall take into consideration matters such as, but not limited to, the expected duration of leave, workload of the two Deputy Chiefs, and nature of any pressing matters currently at the Service.
- Decisions regarding an emergency absence or illness with unknown duration will be communicated to the two Deputy Chiefs directly upon being made by the Chair.
- The Chair will ensure a Delegation of Authority Form is completed and shared with the Service, Board, and Executive Director. The Form will be filed in the human resources file for the Chief by Board administration.

b) Vacation

- The Chief and Deputy Chiefs are expected to utilize their allotted vacation within the year to support work-life balance and maintain effectiveness in their roles. Excess vacation can be carried forward for a maximum of 1 year.
- Vacation carryforward is subject to operational demands and Board approval.
- Unused vacation days may be carried forward only with prior approval from the Board.
- Requests to carry forward vacation must be submitted in writing to the Board by November 15 of each year, providing a justification for the request with a plan for when the vacation will be utilized.
- The Chief and Deputy Chiefs are required to plan and submit 75% of their

allotted vacation for the following year by November 15 of each year. The details of the planned vacation will be added to the Board's consent agenda for the December Board meeting.

c) Reporting and Record Keeping

- The Service's Human Resources department maintains accurate records of vacation balances for the Chief and Deputy Chiefs.
- The Board will receive an annual summary of vacation usage and carryforward requests for transparency and oversight in January of each year.
- On a quarterly basis, the illness and vacation usage records for the Chief and Deputy Chiefs will be pulled and brought forward to the Board during a closed session.

d) Confidentiality

- All persons shall ensure any matters of a human resources nature which ought to be held confidential are kept confidential. If a person is unsure, they are to seek clarification from the Chair.

e) Accountability

- The Chief is responsible to advise/request absences from the Chair in compliance with this policy. The Chief and Deputy Chiefs are responsible for proactive vacation planning to ensure minimal impact on operational readiness.
- The Chair is responsible to appoint a temporary Chief if necessary, in compliance with this policy.
- Board members are responsible to attend an emergency meeting when called and participate in decision-making regarding coverage and compliance with this policy. The Board is responsible for reviewing and approving vacation carryforward requests in a fair and timely manner.

APPENDIX A - CHIEF OF POLICE DELEGATION OF AUTHORITY FORM

APPENDIX B - CHIEF OF POLICE DELEGATION OF AUTHORITY FORM BOARD

APPENDIX A – CHIEF OF POLICE DELEGATION OF AUTHORITY FORM

[insert date]

TO: Thunder Bay Police Service and Thunder Bay Police Service Board

FROM: *[insert name]*, Chief, Thunder Bay Police Service

RE: Delegation of Authority under the Community Safety and Policing Act (2019)

Please be advised that I will be away from my duties from *[insert time using a 24 clock]* hours on *[insert day/month/year]*, returning to full duties on *[insert time using a 24 clock]* hours on *[insert day/month/year]*.

In my absence, *[insert name]* will be acting with full delegated authority in compliance with section 79(5) of the *Community Safety and Policing Act*.

Signature – Chief, Thunder Bay Police Service

Date

APPENDIX B – CHIEF OF POLICE DELEGATION OF AUTHORITY FORM BOARD

[insert date]

TO: Thunder Bay Police Service and Thunder Bay Police Service Board

FROM: *[insert name]*, Chair, Thunder Bay Police Service Board

RE: Delegation of Authority under the Community Safety and Policing Act (2019)

Please be advised that Chief *[insert name]* will be away from their duties from *[insert time using a 24 clock]* hours on *[insert day/month/year]*, returning to full duties on *[insert time using a 24 clock]* hours on *[insert day/month/year]*.

In their absence, *[insert name]* will be acting with full delegated authority in compliance with sections 38(1)(a) and 79(5) of the *Community Safety and Policing Act*.

Signature – Chair, Thunder Bay Police Service Board

Date