Thunder Bay
Police Service Board

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POLICY TITLE: **Human Resources: Recruitment for Chief and Deputy Chiefs**	POLICY NUMBER: **HR-001**
DATE APPROVED: **28/01/2025**	
DATE(s) REVIEWED: **2026**	DATE TO BE REVIEWED**: 2028**
DATE(s) AMENDED: **20/10/2026**	
LEGISLATION: s. 37(1)(d) *Community Safety and Policing Act* (2019)	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

The Thunder Bay Police Service Board (Board) is committed to an equitable and merit-based selection process that aligns with provincial regulations, prioritizes community safety, and reflects the needs, values, and diversity of Thunder Bay's population. This policy promotes transparency, integrity, inclusivity, and respect throughout the recruitment process. Succession planning is always a part of the considerations when recruiting positions.

PURPOSE

This policy outlines the recruitment process for the Chief of Police (Chief) 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 and Deputy Chiefs within the Service. It is designed for use by the Board and relevant others involved in these executive appointments.

POLICY

a) 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;
- Knowledge of and experience with Indigenous Peoples and communities or lived experience in community or a combination thereof;
- Crisis management and problem-solving skills; and
- Financial competency.

b) Recruitment Committee

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

c) Recruitment Process

The recruitment process will be defined and approved by the Board prior to the process beginning and may be conducted through an internal or external process. Should an external recruitment process be determined, the Board will hire a Search Firm. An internal recruitment process will only be conducted for the purposes of succession planning.

The internal and external recruitment process will follow the steps outlined in the Board's procedure for recruitment of the Chief and Deputy Chiefs.