

Policy Type: **GOVERNANCE PROCESS**

Policy Title: **Selection and Appointment of
the Chief of Police and Deputy
Chiefs of Police**



Policy Statement

The selection of the Chief of Police and Deputy Chiefs of Police is a fundamental governance responsibility of the Police Service Board. The identification and appointment of leaders to fulfill these critical leadership positions must be guided by the principles of fairness, objectivity, transparency and rigour in order to ensure that the most qualified candidates are chosen and to maintain the support of the community and members of the Service. The Board is committed to conducting thorough, confidential and effective selection processes that inspire trust through equitable processes. The purpose of this policy is to outline how this critical responsibility will be executed by the Board.

Policy Application

1. The selection process to recruit the Chief of Police and Deputy Chiefs of Police will consist of the following steps:

- a. **Development of position profile/job description**

The Board will review the existing job description, including core knowledge, abilities, experience and competencies, in the context of the current operational environment. If the Board determines necessary, the Board may conduct formal or informal consultations with stakeholders to identify leadership qualities and selection criteria that should be prioritized.

- b. **Application**

In order to apply and be eligible for consideration in the selection process, candidates must meet all of the eligibility requirements for the position, including those identified in documents or notices advertising the position. The application process will be advertised as broadly as necessary to attract quality candidates, including on line and through the Associations representing Chiefs of Police and Board Governance authorities.

c. Selection criteria, questions and assessment matrix

Based upon the position profile, the Board will identify specific criteria to evaluate the suitability of candidates. Interview questions and a framework to evaluate the quality of responses will be determined by the Board. All materials related to the selection process, including interview questions, will be kept in strict confidence and distributed only to Board members, and, in the case of a selection process for a Deputy Chief, to the Chief of Police, at the discretion of the Chair of the Board.

d. Interviews and Assessment

Candidates who meet the eligibility requirements, as ranked by the Board, will be invited to attend an initial interview with the Board. Candidates who are short-listed following the initial interview will be interviewed by the full Board. The identification of a successful candidate will be based upon the candidate's demonstration of the alignment between the selection criteria and their overall leadership profile. External, executive testing to assess a candidate's leadership aptitude and suitability may form part of the process. The assessment of candidates will include consideration of their demonstrated commitment and competence in the area of equity, diversity and inclusion. All candidates will be asked to disclose written decisions of courts and other administrative and adjudicative bodies which may be relevant to the Board's assessment of their suitability for the position.

e. Verification

Recommendation for appointment will be subject to verification of all information provided by the candidate, including a comprehensive background and reference checks. The Board may seek the assistance of a consultant to conduct this portion of the process.

f. Appointment

The decision to appoint a candidate to a position will be made by the Board and recorded in its Minutes. Within the parameters determined by the Board, the Chair of the Board shall be authorized to negotiate an employment agreement with the successful candidate.

The Board shall determine the involvement of the Chief of Police in discussions related to the selection of any Deputy Chief of Police, at the outset of the process.

2. The Board shall consider the merits and value of obtaining the assistance of an executive search firm prior to the commencement of any selection process.
3. The Executive Director will serve as the coordinator of any selection process, under the direction of the Chair of the Board. Throughout the process, Board members and staff, and any contracted entity, shall adhere to the highest standards of confidentiality.

4. Documentation, such as interview questions, will be clearly marked “confidential” and will be made available to Board members through secure electronic means. All decisions made by the Board with respect to selection and appointment shall be communicated by the Chair of the Board, or his or her designate.
5. The Board may adjust any portion or portions of the processes identified within this policy upon careful consideration and deliberation, should extenuating circumstances warrant.

Reporting

The Board shall post a copy of the Chief of Police and Deputy Chief position profiles on its Web site to strengthen transparency and advance community support for the appointments made to these leadership positions. Media statements and communications to members will be issued by the Board upon the appointment of Chiefs of Police and Deputy Chiefs of Police.