

**SPECIAL ELECTRONIC MEETING
CHATHAM-KENT POLICE SERVICES BOARD MEETING
(REGULAR-AGENDA)**

**ELECTRONIC-EMAILED TO BOARD MEMBERS
(Members will be participating in multiple simultaneous e-mails)**

**April 29, 2024
Time: 9:00 A.M.**

1. **Call to Order**

The email meeting will come to order to review the Deputy Chief's Reports with respect to *Community Safety and Policing Act* Section 92 - Chatham-Kent Police Service Special Constable Appointment Form and Special Constable Appointments.

2. **Deputy Chief's Report:** See Reports

#2.1 (#5.1-Regular) Community Safety and Policing Act- Section 92-Chatham-Kent Police Service Special Constable Appointment Form

#2.2 (#5.2-Regular) Special Constable Appointments

3. **Record of Acceptance of Report and Vote**

To conduct an e-mail vote, the Voting Button will be activated in the email/submission to the Board and it will be forwarded to each voting member for their review for the possible acceptance of the Reports and the following MOTION:

"MOTION TO RECEIVE THE REPORTS FOR INFORMATION PURPOSES AND:

-TO APPROVE THE SPECIAL CONSTABLES APPOINTMENT FORM AS TO FORM AND CONTENT;

**-TO APPROVE THE HIRING OF THE FIVE (5) SPECIAL CONSTABLES: CORY HENRY # 107455,
SEAN SAVAGE #107458, AUTUMN SLOAN #107459, KYLE CATTRYSSSE # 107460, SYDNEY
BAKKER #107465"**

4. **Submission of Vote- Adjournment**

Adjournment: Members will be participating in multiple simultaneous emails; once the votes from each of the Board Members have been received, the meeting will be adjourned.

**REPORT OF THE POLICE SERVICE
TO
THE CHATHAM-KENT POLICE SERVICES BOARD**

Board Report Number: 5.1 (Regular)

Date of Report: April 16, 2024

Date of Board Meeting: April 29, 2024

Reference: Community Safety Policing Act Section 92
Chatham- Kent Police Service Special
Constable Appointment Form.

Recommendations: Receive the Report for Information
Purposes

The Community and Safety Policing Act (CSPA) came into effect April 1, 2024. Section 92 of the Act requires police services boards to appoint special constables working within their organization. Previously under the old Police Services Act, the appointment of special constables was mandated to the Ministry.

As part of this new responsibility for police services boards, an appointment form containing all the necessary information was required, and became the responsibility of each individual Board. Attached is the proposed Special Constable Appointment Form for the Chatham-Kent Police Services Board. Contained within the appointment form are all the necessary items needed for the Board to approve the appointment of a special constable under the CSPA. The items found on the document include; general information about the employee, authorities governed as per O. Reg. 396/23, police powers, use of force equipment, training, and duration (five years).

If approved, this form shall be used as of April 1, 2024, for all special constable appointments. All current special constables employed with the Chatham-Kent Police Service remain appointed, until such time as their previous appointment expires. At expiry, they would be re-appointed by the Board, if approved.

Prepared by:



Deputy Chief Kirk Earley

Recommended by:



Chief Gary Conn



Print

Request for Appointment as Special Constable Pursuant to the provisions of Section 92 of the *Community Safety and Policing Act*

A. GENERAL INFORMATION

Badge:

Surname: Given Name:

Address:

City: Province: Apt/Unit:

Postal Code:

Residence Phone Number: Business Phone Number: Date of Birth (mm/dd/yy):

Drivers License: Province of Issue:

Have you ever been:

1. a member of a police service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	From (mm/dd/yy)	To (mm/dd/yy)
2. an auxiliary police officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	<input type="text"/>
3. a special constable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="text"/>	<input type="text"/>

Pursuant to the provisions of Section 92 of the *Community Safety and Policing Act*, and O. Reg. 396/23: the matters representing the appointment as a special constable for the purpose of:

Providing security in relation to premises that, i. are used for court proceedings, ii. are used by a police service, the Government of Ontario, a municipal government or a band council, or iii. the police service of which the special constable is a member has undertaken to patrol or maintain security on a time-limited basis due to a special event. 2. Assisting police officers or First Nation Officers with performing policing functions, such as assisting with investigations into criminal offences or missing persons. 3. For the purposes of paragraph 2, assisting with investigations may include; i. interviewing members of the public regarding alleged offences or missing persons, ii. detaining, arresting or releasing individuals while acting under the direction of a police officer or First Nation Officer, iii. securing or preserving evidence under the direction of a police officer or First Nation Officer, iv. seizing or storing evidence under the direction of a police officer or First Nation Officer, v. securing crime scenes, vi. collecting DNA evidence or extracting DNA from an individual as required as part of an investigation, vii. fingerprinting individuals brought into police custody in connection with an investigation, viii. performing electronic searches or seizures under the direction of a police officer or First Nation Officer, ix. performing forensic analysis or using specialized technology or scientific techniques required as part of an investigation, x. storing or processing evidence under the direction of a police officer or First Nation Officer, xi. covertly entering a place and installing, testing, repairing or removing devices used to intercept private communications or conduct video surveillance in accordance with an authorization as defined in section 183 of the Criminal Code (Canada) while under the direction of a police officer or First Nation Officer, and xii. monitoring private communications intercepted under s. 184.4 of the Criminal Code (Canada) or video surveillance authorized under s. 487.01 of the Criminal Code (Canada) while under the direction of a police officer or First Nation Officer. 4. Preparing and serving summonses or other legal documents. 5. Executing warrants or other court orders. 6. Laying charges while acting under the direction of a police officer or First Nation Officer. 7. Swearing information. 8. Searching, ensuring secure custody of and transporting individuals who are in custody. 9. Directing traffic. 10. Providing witness protection

is hereby approved in

Sponsoring Police Service Board: *The Chatham-Kent Police Service Board*
Name of Employer: *The Chatham-Kent Police Service Board*

the appointee has, for the purpose of this appointment:

the status of peace officer; and

police officer powers as contained in the following legislation:

Sections:

- Highway Traffic Act
- Liquor License Act
- Mental Health Act
- Motorized Snow Vehicles Act
- Trespass to Property Act
- Youth Criminal Justice Act

- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No

Other (please specify)

Use of Force equipment - Authorized to Carry

Justification (if applicable)

- Oleoresin Capsicum Spray/Foam Yes No
- Baton/ASP Yes No
- Other (please specify) Yes No

Please describe the training received by the applicant (Please specify for each) Date successfully completed (mm/dd/yy)

If the employer intends to conduct further training for this applicant, please indicate which training is to be conducted and when the applicant will attend

- Use of Force Yes No
- First Aid/CPR Yes No
- Police Powers Yes No
- Provincial Legislation Yes No
- Federal Legislation Yes No
- Other Yes No

Does the employer maintain written policies and procedures relating to the activities of the Special Constable?

- Yes
- No

The appointment is valid until the earliest of:

- 1) Five years from the appointment date, OR
- 2) The date at which the appointee ceases to perform the duties outlined above, OR
- 3) The appointee is no longer in the employ of the Chatham-Kent Police Service

Appointed on

(date of appointment)

at

(place of appointment)

Chair (or designee), Police Services Board (Signature)

Name (Please Print)

Date of Signature

Approved as to Form and Content



Police Chief (Signature)

Gary Conn

Name (Please Print)

April 22, 2024

Date of Signature

Approved as to Form and Content

Police Services Board (Signature)

Name (Please Print)

Date of Signature

**REPORT OF THE POLICE SERVICE
TO
THE CHATHAM-KENT POLICE SERVICES BOARD**

Board Report Number: 5.2 (Regular)

Date of Report: April 16, 2024

Date of Board Meeting: April 29, 2024

Reference: Appointment of Special Constables
Chatham- Kent Police Service Special
Constable Appointments’.

Recommendations: Receive and Approve the Report

The Community and Safety Policing Act (CSPA) came into effect April 1, 2024. Section 92 of the Act requires Police Services Boards to appoint special constables working within their organization. As part of this new responsibility Police Services Boards, may appointment all newly hired or re-appointed special constables for their respective police services if they meet the prescribed requirements.

On April 29, 2024, we will be hiring five new special constables, therefore we respectfully request that the Chatham-Kent Police Services Board review and consider approval for their appointment as special constables effective April 29, 2024.

The following individuals are requested to be appointed as special constables by the Chatham-Kent Police Services Board:

Cory Henry, #107455
Sean Savage, #107458
Autumn Sloan, #107459
Kyle Cattrysse, #107460
Sydney Bakker, #107465

Special Constable appointment forms are attached for all individuals listed above. If appointed, the Chatham-Kent Police Service shall retain each appointment in their personnel file, for review prior to the applicable expiry date.

Prepared by:


Deputy Chief Kirk Earley

Recommended by:


Chief Gary Conn