

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

Board Report Number: 4.1 (Regular)

Date of Report: January 6, 2025

Date of Board Meeting: January 15, 2025

Reference: New Hires, Elevations, Promotions and Retirements

Recommendation: Receive and approve the report

New Hires

As a result of a hiring process, it is recommended that Shelomi Legall be hired as Full-Time Corporate Communications, Grade 7 Level 1, effective January 2, 2025.

As a result of a hiring process, it is recommended that Part-Time ECO's Danielle Bird-Evans and Brook-lyn Phelan be hired as a Full-Time ECO's, Grade 7b Level 2, effective January 1, 2025.

As a result of a hiring process, it is recommended that Part-Time Data Entry Melissa Daigneau, be hired as Full-Time Digital Evidence Management Systems (DEMS) Clerk, Grade 6 Level 2, effective January 6, 2025.

Elevations

It is recommended that Inspector Matt Stezycki be elevated from Inspector Level 2 to Inspector Level 1, effective January 1, 2025.

It is recommended that Administrative Clerk Lauren Perry, be elevated from Grade 6 Level 2 to Grade 6 Level 3, effective January 3, 2025.

It is recommended that Administrative Clerk Kayla Johnson, be elevated from Grade 7 Level 3 to Grade 7 Level 4, effective February 6, 2025.

It is recommended that Full-Time ECO Eben Vankoughnett, be elevated from Grade 7b Level 2 to Grade 7b Level 3, effective February 3, 2025.

Promotions

It is recommended that Cadets Victor Morassutti, Daniel McFadden and Jacob Levielle be promoted to the rank of Fourth Class Constables effective January 6, 2025.

Retirements

Constable Jeff Teetzel has tenured his retirement notice, effective August 1, 2025. He will have completed 27 years of service with CKPS.

Prepared by:



Lori McDonald

Recommended by:



Chief of Police, Kirk Earley

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

Board Report Number: 5.1 (Regular)
Date of Report: January 6, 2025
Date of Board Meeting: January 15, 2025
Reference: New Board Donation Policy

In the past and on multiple occasions, the Chatham-Kent Police Service has been the beneficiary of generosity from the general public and/or local businesses in the form of donations, sponsorships or private sector funding. The monies received in the past have helped to develop various programs or add vital equipment to the overall benefit of the community in aiding the Service's law enforcement activities.

In each of those occasions, proposals were put forward and eventually approved by the Board and Chief of Police and deemed to be a general benefit to the entire community.

Routinely, members of the service have been approached with respect to subsequent offers of donation, sponsorship or private sector funding to aid our members in providing professional service to the community.

Donations from the community to the Service are a valuable form of public support. It is important that the acceptance of these donations be subject to a clear, transparent, and accountable process. Donations must not compromise the integrity, impartiality or objectivity of the Service and must not be seen to do so. It is critical that donations be consistent with the goals, objectives, and priorities of the service and that they benefit the community at large. In addition, donations must not be made or accepted with any conditions attached to their use.

Adoption of a new policy will legitimize the review and approval process used by the Board and Chief of Police going forward.

Recommendation:

Receive the report and approve the new board policy.

Recommended by:



Deputy Chief of Police, Jason Chickowski

Approved by:



Chief of Police, Kirk Earley



Chatham-Kent Police Service Board Procedures

PSB.AI.019 – SOLICITATION AND ACCEPTANCE OF DONATIONS, SPONSORSHIPS OR PRIVATE SECTOR FUNDING

Effective **January 1, 2025** PO# **XXXXXXXX**

Approved by Patrick Weaver, Chair of the Board

A **PURPOSE**

- A1 The purpose of this policy is to govern the way donations from the community towards law enforcement activities are received and administered. Donations from the community to the Service are a valuable form of public support. It is important that the acceptance of these donations be subject to a clear, transparent, and accountable process. Donations must not compromise the integrity, impartiality or objectivity of the Service and must not be seen to do so. It is critical that donations be consistent with the goals, objectives, and priorities of the service and that they benefit the community at large. In addition, donations must not be made or accepted with any conditions attached to their use.

B **STANDARDS**

- B1 *Community Safety and Policing Act, 2019 ("CSPA")*
- B2 WHEREAS subsection 37 (1) of the *Community Safety and Policing Act, 2019 S.O. 2019, c. 1, Sched. 1* provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the Act.
- B3 WHEREAS subsection 38 (1) of the said *Act* provides that the Board shall establish policies respecting the administration of the police service;
- B4 WHEREAS subsection 38 (2) of the said *Act* provides that a Police Services Board may establish policies respecting matters related to the Police Service or the provision of policing;
- B5 WHEREAS subsection 79 (3) of the said *Act* provides that the Chief of Police shall administer the police service and oversee its operation in accordance with the Board's policies and official plan;
- B6 WHEREAS subsection 79 (4) of the said *Act* provides that the Chief of Police shall develop written procedures regarding the administration of the police service.

C **DEFINITIONS**

- C1 **DONOR** - means a private individual, or a corporation, partnership, club or other organization, whether for profit or not, which contributes money, goods, or services to the Service pursuant to a Donation agreement.
- C2 **SPONSOR** – means a private individual, or a corporation, partnership, or organization, whether for profit or not, which contributes money, goods, or services to the Service pursuant to Sponsorship agreement.



C3 **PRIVATE SECTOR FUNDING** – means any money paid or proposed to be paid to the Service from any non-government source.

D GUIDING PRINCIPLES

D1 The public donation, sponsorship or private sector funding received by the Service shall be consistent with the principles as outlined in Section 1 of the Act.

D2 The public donation, sponsorship or private sector funding arrangement shall support the objectives and priorities of the Board and provide a law enforcement benefit to citizens of the Municipality of Chatham-Kent.

D3 There shall be no binding conditions attached to the public donation, sponsorship or private sector funding, which shall only be used for the sole purpose approved by the Chief of Police in accordance with this procedure.

D4 The acceptance of any public donation, sponsorship or private sector funding shall not commit the Service to additional, unbudgeted resources, unless approved by the Board, in consultation with the Chief of Police.

D5 All public donations, sponsorships or private sector funding and offers of public donations, sponsorships or private sector funding, including the nature, extent and planned use, must be made in writing to the Chief.

D6 Absent exceptional circumstances, no public donation, sponsorship or private sector funding shall be accepted from an anonymous source or donor, and in all circumstances the identity of the donor shall be made known to the Board.

D7 No public donations, sponsorships or private sector funding shall be accepted from a person whose background, including criminal record, lifestyle or association, would cause or have the potential to cause embarrassment to the Service or the Board.

E RESTRICTIONS/LIMITATIONS

E1 The Chief shall ensure that no solicitation for a public donation, sponsorship, or private sector funding arrangement is made by any Service Member without prior approval.

E2 The Chief shall ensure that no offer of public donation, sponsorship or private sector funding arrangement is accepted by any Service Member, except in accordance with the provisions of this procedure.



E3 Neither the Service nor the Board shall enter into any agreement in which the Service of the Board endorses a product or service.

E4 The Board shall not approve a public donation, sponsorship or private sector funding arrangement, which may in the opinion of the Board compromise the integrity, objectivity or impartiality of the Service.

F DIRECTION TO THE CHIEF

F1 The Chief shall establish written procedures and processes with respect to public donations, sponsorships or private sector funding arrangements in accordance with this procedure.

G FUNDING NOT TO EXCEED \$5,000

G1 The Chief may accept an offer of public donation, sponsorship, or private sector funding arrangement without Board approval if:

- a) The amount of the funding offered by the sponsor or donor, including past donations by that sponsor or donor, does not exceed \$5,000;
- b) The cost of the program for which the funding is to be used does not exceed \$5,000;
- c) The chief ensures that the approval criteria in Article I are met; and
- d) A report on the public donation, sponsorship, or private sector funding arrangement is included in annual reporting requirements set out in Article H4.

G2 Any public donation, sponsorship, or private sector funding arrangement which exceeds \$5,000, including past donations by that sponsor or donor, require Board approval in accordance with Article H2 of this procedure.

H REPORTS TO THE BOARD

H1 Initial Reporting Requirements

This article applies to any offer of a public donation, sponsorship, or private sector funding arrangement, except those defined in Article F.

H2 Prior to acceptance of any offer of a public donation, sponsorship, or private sector funding arrangement, the Chief shall make a written report to the Board containing the following information:



- a) Full particulars of the offer;
- b) Full particulars of the proposed program for which the funding is being offered including a program budget, and including a statement as to whether or not, in the opinion of the Chief, the program is a Qualified Program as defined by this procedure;
- c) A statement as to whether or not, in the opinion of the Chief, the program would benefit the Service, or the public, with reasons;
- d) The cost to the Board, if any, including personnel costs;
- e) Full particulars of the donor or sponsors including a statement as to whether, in the opinion of the Chief, the donor or sponsor are Qualified Donors or Sponsors as defined in this procedure.

H3 Interim Reporting Requirements

The Chief shall:

- a) Make a written report to the Board in the event that the program or the program budget changes, with an explanation of such changes and an explanation of the cost, if any, to the Board, including personnel costs;
- b) Make a written report to the Board in the event that further funding is offered in respect to the program; and
- c) Ensure compliance with this procedure of such changes or subsequent offers.

H4 Annual Reporting Requirements

On or before November 30th of each year, the Chief shall make a written report to the Board containing the following information:

- a) The number of programs funded through public donation, sponsorship, or private sector funding arrangement, together with a brief description of the programs;
- b) An explanation of the status of the program funded by the public donation, sponsorship, or private sector funding arrangement;

I APPROVAL CRITERIA



- In deciding whether to approve an offer of public donation, sponsorship, or private sector funding arrangement, the Board shall consider the criteria set out in this article.
- 11 With respect to public donation, sponsorship, or private sector funding arrangement:
- a) The proposed donor or sponsor must meet the requirements of Article 13.
 - b) The public donation, sponsorship, or private sector funding must relate to a specific program or programs which meet the requirement of Article 12.
 - c) The Board must approve the public donation, sponsorship, or private sector funding arrangement.
- 12 With respect to programs funded through public donation, sponsorship, or private sector funding:
- a) The program must be consistent with the Service's mission, vision and values;
 - b) The program must not, in the Board's opinion, form part of adequate and effective policing, which the Board is obligated to provide pursuant to the Act.
- 13 With respect to donors and sponsors:
- a) Marketing methods must not compromise the integrity, objectivity or impartiality of the Service and its community partners;
 - b) Promotional material must be compatible with the Service's community policing messages;
 - c) The public image in the marketplace must be favourable;
 - d) Past and present activities must not be in conflict with those of the Service;
 - e) Products and services should not have a negative impact on the environment;
 - f) Must be a good corporate citizen;
 - g) Must be of good standing in the community;
 - h) Must have values consistent with the Service's mission vision and values;



- i) Must have a reputation of integrity and ethical standing;
 - j) The Board shall consider whether or not the donor or sponsor is involved in the sale of tobacco or liquor, the nature of that involvement, and whether or not the nature of the such involvement offended any aspect of the above approval criteria.
- I4 With respect to solicitations for sponsorship:
- a) The solicitation must be approved by the Board;
 - b) The solicitation must be in good taste in the opinion of the Board;
 - c) There must be no general solicitation to the public-at-large;
 - d) Solicitations must be made to potential sponsors who meet the requirements of Article I3.
 - e) The solicitation must relate to a specific program or programs which meet the requirements of Article I2.
 - f) The solicitation must not compromise, or appear to compromise, the integrity or impartiality of the Service.

J REVIEW

- J1 The Board Chair shall be responsible for the annual review of this policy.

PREVIOUS ISSUE	PROCEDURAL ORDER & DATE



Chatham-Kent Police Service Procedures

XXX.XX.XXX – SOLICITATION AND ACCEPTANCE OF DONATIONS, SPONSORSHIPS OR PRIVATE SECTOR FUNDING

Effective **January 1, 2025** PO#**XXXXXXXX**

Approved by Kirk Earley - Chief of Police

A **PURPOSE**

- A1 This procedure is enacted to ensure that members of the Chatham-Kent Police Service understand their obligations, and the procedures relating to donations, sponsorships and private sector funding arrangements.
- A2 The purpose of this policy is to govern the way donations from the community towards law enforcement activities are received and administered. Donations from the community to the Service are a valuable form of public support. It is important that the acceptance of these donations be subject to a clear, transparent, and accountable process. Donations must not compromise the integrity, impartiality or objectivity of the Service and must not be seen to do so. It is critical that donations be consistent with the goals, objectives, and priorities of the service and that they benefit the community at large. In addition, donations must not be made or accepted with any conditions attached to their use.

B **STANDARDS**

- B1 PSB.AI.019 – CKPS Board Procedure – Solicitation and Acceptance of Donations, Sponsorships or Private Funding

C **DEFINITIONS**

- C1 **DONOR** - means a private individual, or a corporation, partnership, club or other organization, whether for profit or not, which contributes money, goods, or services to the Service pursuant to a Donation agreement.
- C2 **SPONSOR** – means a private individual, or a corporation, partnership, or organization, whether for profit or not, which contributes money, goods, or services to the Service pursuant to Sponsorship agreement.
- C3 **PRIVATE SECTOR FUNDING** – means any money paid or proposed to be paid to the Service from any non-government source.

D **PROCEDURE**

- D1 No member shall solicit a public donation, sponsorship or private sector funding agreement unless approved by the Chief of Police.
- D2 No member shall enter into any arrangement in which the Service endorses a product or service.



- D3 A member shall not accept an offer of public donation, sponsorship or private sector funding agreement unless approved by the Chief of Police. In seeking approval, the member shall provide a written report to the Chief of Police outlining full particulars including:
- a) Details about the offer and the Donor or Sponsor;
 - b) The amount of funding offered by the Donor or Sponsor, including past donations by that Donor or Sponsor;
 - c) Full particulars of the proposed program for which the funding is being offered, including a program budget;
 - d) The member's opinion, with reasons, on:
 - i) Whether the program is qualified or suitable;
 - ii) Whether the program is one that would benefit the Service or public;
 - iii) Whether the donor or sponsor is qualified or suitable,
 - e) The costs if any, including personnel costs.
- D4 The member shall immediately make a written report to the Chief;
- a) If the program or program budget changes, explaining such changes, including the costs, if any (including personnel costs); or
 - b) If further funding is offered in respect of the program.

E REVIEW

- E1 The Deputy Chief of Police shall be responsible for the annual review of this policy.

PREVIOUS ISSUE	PROCEDURAL ORDER & DATE

Chatham Goodfellows

P.O. BOX 114
CHATHAM, ONTARIO
N7M 5K1

CKPSB REGULAR

ITEM #

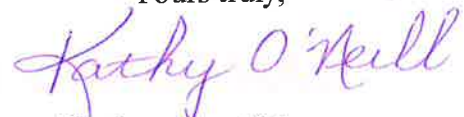
6.2

Chatham Kent Police Services Board
P.O. Box 366
Chatham ON
N7M 5K5

Dear Friends:

Please accept our heartfelt appreciation for this generous donation for the 2024 Christmas campaign. Each year, the Chatham Goodfellows experience the ongoing support of the citizens of Chatham Kent. Contributions come in many forms, whether it is financial or physical, and together this provides literally hundreds of less fortunate children with the opportunity to enjoy the magic of the holiday in a way that they might otherwise have missed. We have appreciated all of these special gifts that resulted from so much time and unselfish devotion for our unique goal; that there will be "No child without a Christmas." Please know that many children will enjoy the benefits of your generosity and thoughtfulness.

Yours truly,



Chatham Goodfellows



Ontario
Association of
Police Service
Boards

Carol Holling
Chatham-Kent Police Service

December 13, 2024

Dear Carol,

On behalf of the **Ontario Association of Police Service Boards (OAPSB)**, it is our sincere pleasure to thank you for sponsoring the 2024 Labour Conference. Your partnership is appreciated and valued.

This year's conference was a great success! We had an excellent agenda, a great group of speakers and many generous supporters. Learnings gained from the informative sessions were perhaps the greatest value as we collectively worked through some important and timely issues. Together we shared information and different perspectives and learned from each other. We have some great momentum that we need to continue to build on. We can and will accomplish more together.

Your sponsorship contribution was used to:

- Help keep costs as low as possible for our members attending the Labour Conference
- Offset the expenses related to delivering the event
- Support the marketing and outreach required to inform and communicate with members
- Deliver upgrades to our education & training to membership

We thank you so much for providing your partnership and hope you will return in 2025!

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Weaver'.

Patrick Weaver
Chair

A handwritten signature in black ink, appearing to read 'Lisa Darling'.

Lisa Darling
Executive Director



Ontario
Association of
Police Service
Boards

CC Holly Doty

Ontario Association of Police Service Boards

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