

POLICE SERVICES BOARD REPORT

Meeting date: July 15, 2025
Department: Police Services
Report No.: POL-2025-20
Submitted by: Mark Campbell, Chief of Police
Approved by: Jennifer Pereira, Police Board Secretary
SUBJECT: Staff Sergeant Role

RECOMMENDATION: THAT: the board receive POL-2025-20 for information; and THAT: the board approve the two Staff Sergeant roles.

BACKGROUND

The Service currently operates with 41 sworn members and 16 civilian members providing policing operations including uniform patrols, support services, criminal investigations and emergency services through our CERP (911 Centre).

The Chief of Police in concert with the Deputy Chief maintain oversight of operations under the governance of the Police Services Board. The following corporate structure outlines the current supervision model at the Service:

Staff Sergeant (1) – Overall Operations of the Uniform & Support Services and Fleet administration

Sergeant – Crime/Court (1) supervision of the Criminal Investigation Bureau including as an active investigator and Court Services

Sergeant – Administrative (1) supervision of support services including Traffic and Community Services along with Records/Quality Assurance

Civilian Supervisor (1) supervision civilian 911 operators

Sergeant – Uniform Division (4) supervision of uniform patrol units/groups, operational supervision/oversight supporting front line policing activities

COMMENTS

The Service has undergone a review of the current supervision model determining many overlaps in the structure and functions in three of the roles including the current Staff Sergeant, CIB Sergeant and Administrative Sergeant. As the Service has grown in staff complement and expanded our level of services, including call volumes and programming, these three positions have continued to carry their primary management roles along with expanding administrative tasks.

The examination of duties specifically for these three positions has identified the Service would create more efficiency and effectiveness in **re-creating the two Staff Sergeant model** that previously existed in the organization.

This change of a Supervision structure would return a balance of **administrative** and **operations** across two Staff Sergeant positions and would create an opportunity for the CIB Sergeant to return to a greater investigative role within CIB and provide proactive guidance to our support services members.

CONSULTATION

A review with comparative services including Cobourg PS, LaSalle PS and Owen Sound PS have maintained a similar supervisory structure that provides greater clarity and direct accountability to the role and function in delivering public safety.

The comparative organizations further highlighted the importance of the rank of Staff Sergeant, specifically in Small-Mid-sized services that use this rank as a launch pad for succession planning and leadership development. The OACP includes membership to the Staff Sergeant rank affording an abundance of leadership training and networking opportunities that potentially prepare them for the next steps in their professional journey.

Our use and reliance on technology including ensuring a reliable functionality has included a greater focus on acquiring and deploying software/hardware applications that enhance our ability to deliver community safety. This work, along with expanding our NG911 operations, ensuring adequacy standards and enhancing digital evidence protocols that align to justice disclosure have also added greater accountability and administrative tasks to these roles.

The CSPA outlined many new regulations including required training and skill requirements, specifically as it relates to criminal investigations. Utilizing the CIB Sergeant and their current skills enhances the effectiveness while increasing our capacity to investigate complex cases efficiently.

FINANCIAL IMPLICATIONS

The proposed change impacts the Uniform salary budget line by less than \$10,000 as any member eligible for the position enters at the Level 1 Staff Sergeant salary amount, a small increase from the Level 3 Sergeant rate.

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

The Strathroy-Caradoc Police Service implements recruiting, professional development and other contemporary people practices that strive to create both organizational and cultural excellence.

ATTACHMENTS

See 2025 Organizational Chart