



Kingston Police

Public Agenda Recommendation Report

To: Kingston Police Service Board
From: Adam MacIntosh
Subject: Appointment of Kingston Police Officers
Date: June 10, 2026

Strategic Priority Alignment:

Administrative/Procedural

Recommendation:

That the Kingston Police Service Board appoint, contingent upon each candidate obtaining an Ontario Police College Basic Constable Training Certificate, on the date of swearing-in, Joshua Conner, Sean Finn, Sarah Heath, Clayton Hunt, Jacob Ritchie, and Ashlynn Sylvain, pursuant to Section 37(1)(c) of the *Community Safety and Policing Act* (CSPA).

Background/Analysis:

The CSPA grants the Kingston Police Service Board (the Board) with the authority to appoint members of the police service:

37(1) A police services board shall:

...

(c) appoint the members of the municipal police service as police officers.

Section 83(4) of the CSPA further provides that:

(4) The police service board or the Commissioner shall issue a certificate of appointment to a person at the time of his or her appointment as a police officer.

By way of this report, the Kingston Police is confirming that the recruits named in this report have been successful in the Kingston Police constable selection process and as of the date of swearing-in, will have met all conditions required by Section 83(1) of the CSPA for the appointment of a police officer. Additionally, in accordance with Section 83(2) of the CSPA, Kingston Police confirms that no candidates recommended have previously been terminated for cause or resigned in lieu of termination from a police service in Canada.

The appointed probationary constables will enter a 12-month probationary period effective as of the appointment date, of continued training as prescribed in Section 84(1) of the CSPA.

After successful completing the Kingston Police Constable Selection Process, each candidate at the time of swearing-in will have fulfilled all training requirements of the Basic Constable Training Course at the Ontario Police College (OPC). OPC certifications for each candidate will be filed within their respective employment records.

The approval of Police Constable status for the employees listed will enable them to undertake the full scope of their duties. This appointment is in alignment with Kingston Police strategic priorities that seek to advance and support a resilient thriving membership through the stabilization of the workforce.

Financial Considerations:

These positions are in alignment with the approved 2026 Operating Budget.

Contacts:

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Exhibits Attached:

N/A