



PROVINCIAL COMMISSIONER'S DIRECTIVE

Directive No.
08/98

Issued
01 December 1998

Supersedes
02/91

Subject

RETENTION ON SUPPLEMENTARY LIST

Direction

A Supplementary List is, at the discretion of the Provincial Commissioner, maintained in Ontario by Provincial Headquarters for Commissioned Officers (only) who have completed/relinquished their appointment and are between appointments.

In Ontario such officers shall not be placed on the Supplementary List unless it is intended that they will fill a vacant appointment within 12 months and have completed a minimum of three years at their last appointment. Officers transferring to the Supplementary List shall be subject to the same screening processes as all members who change Brigade status.

While on the Supplementary List they may retain appointment (position) markings appropriate to their last appointment.

It is the responsibility of each member on the Supplementary List to maintain his or her own service qualifications, including requirements for service awards. It is also their responsibility to notify Provincial Headquarters (not their previous Brigade Unit) of these qualifications (e.g. service hours) and of any changes in name and/or address.

In exceptional cases, and at the discretion of the Provincial Commissioner, the above qualifications may be modified. Such cases will be dealt with on an individual basis and shall require the written authorization of the Provincial Commissioner.

Officers wishing to be placed on the Supplementary List must apply in writing to the Provincial Commissioner.

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Authority

Provincial Commissioner

Direction

This application will be in the form of a completed Membership Form (obtained from the line officer of the transferring Brigade Unit) indicating a transfer to Supplementary List and a letter outlining the reasons why they wish to be placed on the Supplementary List and the type of service they intend to perform (if any) while they are on the Supplementary List.

The completed membership form and letter are to be forwarded to the Provincial Commissioner at Provincial Headquarters for review.

If the transfer is approved, Supplementary List applicants and their transferring Brigade Units will be sent a copy of the signed off Membership Form.

If the transfer is not approved, Supplementary List applicants will be notified by letter, and will be given the option of reverting to general membership or assuming a *mutually agreeable** leadership position. They will also be given the option of remaining with, or transferring to, a *mutually agreeable** Brigade Unit, or choosing one of the leave options (e.g. resign, retire).

Officers transferring to the Supplementary List may be required to provide a police records check and in such cases will be notified by Provincial Headquarters prior to an approval being granted.

Members on the Supplementary List who are leaving Ontario to reside in another province shall relinquish their Supplementary List affiliation.

* - agreement between Brigade Unit line officer and member changing status.