



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: October 8, 2024

Time: 10:00 A.M.

LOCATION: Woodstock Police Service Headquarters and via Zoom

1. Call to Order
2. Welcome
3. Approval of Agenda
Recommendation: The Board approves the agenda as circulated.
4. Declaration of Pecuniary Interest
5. Approval of Minutes from September 9, 2024.
Recommendation: That the Board approves the minutes of September 9, 2024 as circulated.
6. Business Arising from the Minutes
7. Verbal Report from the Chair
8. Verbal Report from the Chief
9. Statistics/Reports – Deputy Chief
 - a. Calls for Service Statistic
 - b. Calls for Service Report
 - c. Charge Comparison
 - d. Other reports as necessary**Recommendation: That all statistics and reports under item 9 be received.**
10. Financial Statements – Summary for period ending September 30, 2024
11. Introduction of Recent Graduates from Aylmer Police College
12. Complaints about Special Constables
13. Board Policy Review
 - a. Board Member Participation in Community Events Policy
 - b. Board Member Planning and Performance Assessment Policy

- c. Board Policy Development and Review Policy
- d. Board Property Policy
- e. Board Training and Orientation Policy
- f. Chief and Deputy Chief Absence Policy
- g. Chief of Police Performance Evaluation Policy
- h. Code of Conduct for Police Service Board Members Policy
- i. Collection of Identifying Information Policy
- j. Complaints of Misconduct Policy
- k. Conflicts of Interest Policy
- l. Delegation of Powers and Responsibilities Policy
- m. Deputy Chief of Police Performance Evaluation Policy
- n. Disclosure of Misconduct (Chief and Deputy Chief) Policy
- o. Disclosure of Personal Information Policy
- p. Disconnecting from Work Policy

14. 2023 Annual Report

15. Board Memo – 2025 Capital Budget Request

16. Unfinished Business

17. Closed Session

Recommendation: That the Board adjourns to Closed Session at _____ pm to discuss personal matters about identifiable individuals and labour relations information supplied in confidence to the Board pursuant to S. 44(2)(b) and (h) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively, and that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

18. Motions arising from Closed Session

19. New Business (if necessary)

20. Date of next Board meeting Monday, October 28, 2024 @ 3:00 P.M. at Woodstock Police Service Headquarters and via Zoom.

21. Adjournment



WOODSTOCK POLICE SERVICE **BOARD**

The Woodstock Police Service Board met on September 9, 2024 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Leslie Farrell, Provincial Appointee; Mayor Jerry Acchione, Council Representative; Connie Lauder, Council Representative; and Kristin Barnim, WPSB EA.

Also in attendance were Chief Rod Wilkinson; Deputy Chief Nick Novacich; David Tilley, Zone 4 Police Advisor; and Kristi Lampman, Human Resources Coordinator and City Councillor Kate Leatherbarrow joined via Zoom.

Regrets: Daryl Stevenson, Community Appointee

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 3:01 p.m.

2. WELCOME

Chair Whiteford welcomed everyone.

3. APPROVAL OF AGENDA

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board approve the agenda as circulated.

CARRIED.

4. There were no declarations of pecuniary interest.

5. APPROVAL OF MINUTES – June 10, 2024

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve the minutes of June 10, 2024 as circulated.

CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. VERBAL REPORT FROM CHAIR

- Chair Whiteford reminded everyone of the OAPSB Zone 4 meeting on September 11 and canvassed who was attending from senior management.
- Chair Whiteford acknowledged Minister Kerzner's visit to the Woodstock Police Service Headquarters on August 26. The meeting was highly productive, and Minister Kerzner emphasized the importance of the Service applying for as many grants as possible.

8. VERBAL REPORT FROM CHIEF

- On June 10 WPS was part of the Law Enforcement Torch Run for the Special Olympics which included a run from Headquarters to Boston Pizza.
- Throughout the summer, WPS conducted a number of RIDE programs and traffic enforcement initiatives.
- Chief Wilkinson advised that the high school co-op student program went very well. WPS had an excellent student who was very motivated and mature for his age.
- Chief Wilkinson highlighted the hard work done by the WPS Drug and Intel Unit along with uniform patrol. Many drug charges were laid throughout the summer through investigations and traffic stops.
- WPS Community Response Unit along with volunteer officers teamed up with Big Brothers Big Sisters of Woodstock for a week long summer camp which involved many sporting activities. Chief Wilkinson thanked the kids in the group who sent thank you letters.
- There have been a number of graduates from the Ontario Police College over the summer. There were two graduates in June and two more slated for September 11.
- On June 21, WPS recognized National Indigenous Peoples Day. WPS strives for a future built on respect, understanding, and reconciliation.

- June 27 was PTSD Awareness Day. Chief Wilkinson highlighted several ways the WPS supports its members' wellness and mental health, including the EAP system, an annual \$5,000.00 allowance for psychological services, time off for passing yearly physicals, an eight-hour operational stress training session, wellness check-ins with a clinical psychologist, a peer support team, hiring 16 officers over two years to help distribute call volume, and staff appreciation lunches organized by the Board and administration.
- On July 3, WPS recognized PSD Taz memorial day. The new PSD is doing well.
- Chief Wilkinson advised that WPS is hiring clerks, analysts, communicators, recruits, Special Constables, and experienced officers. WPS is constantly exploring new recruitment strategies, one of which involved creating a video using grant funding. The video can be found on WPS social media pages.
- Officers have been out on foot and bike patrol throughout the summer patrolling downtown, parks, trails and wherever their wheels and feet take them.
- Chief Wilkinson acknowledged a number of WPS officers that have been on social media throughout the summer, stopping by lemonade stands, and showing their police cruisers and gears in an effort to make community connections.
- The therapy dog program continued throughout the summer. The dogs are successful in cheering up personnel who have had a rough day.
- Chief Wilkinson thanked WPS officers who attended a residence fire at Cedarview Gracious Living and assisted with the evacuation of residents.
- WPS is currently conducting its annual back-to-school traffic initiatives.
- As the Chair mentioned, WPS had a visit from the Solicitor General, the Honourable Michael Kerzner for a meet and greet and tour of the facilities. He was very impressed with the Service. About a week later, Chief Wilkinson advised that he received a call from Minister Kerzner who spoke very highly of the Service and what it is doing to make a difference. Minister Kerzner also spoke about the friendly officers and the wonderful city we live in.

9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board receive all statistics and reports presented in Item 9.

CARRIED.

10. FINANCIAL STATEMENTS

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board receive the financial statements ending August 31, 2024 in Item 10.

CARRIED.

11. ADMINISTRATIVE REVIEW OF SIU INVESTIGATION (SIU #24-OCI-131)

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board receive the administrative review of the SIU Investigation Report (SIU #24-OCI-131) as information.

CARRIED.

12. COMPLAINTS ABOUT SPECIAL CONSTABLES

Deferred to the next open session meeting in October to allow senior management additional time for review.

13. BOARD MEMBER EMAIL VOTE REGARDING EXTENSIONS OF TIME TO SERVE NOTICE OF HEARING – RATIFICATION OF VOTE – JUNE 17, 2024

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board deem the delay to be reasonable in the circumstances and approve the request to serve Detective Constable Eric Dopf with a notice of hearing outlining the intention of the WPS to proceed by formal hearing in this matter.

CARRIED.

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board deem the delay to be reasonable in the circumstances and approve the request to serve Constable Pritpal Thind with a notice of hearing outlining the intention of the WPS to proceed by formal hearing in this matter.

CARRIED.

14. BOARD BY-LAW REVIEW

a. Board Proceedings By-Law 01-2024

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board adopt Board Proceedings By-Law 01-2024.

CARRIED.

b. Expense Allowance By-Law 02-2024

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board adopt Expense Allowance By-Law 02-2024.

CARRIED.

The meeting was then turned over to Vice-Chair, Leslie FARRELL, to oversee a vote on an amendment to Remuneration By-Law 03-2024.

c. Amendment to Remuneration By-Law 03-2024

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that section 3.4 of Remuneration By-Law 03-2024 be amended to read as follows, "Effective January 1, 2025 and thereafter, the Chair will receive \$1,000.00 more per calendar year than the remuneration of a Member. In years when collective bargaining is conducted, the Chair will receive an additional \$1,000.00 above the remuneration of a Member for those calendar years."

CARRIED.

Remuneration By-Law 03-2024

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board adopt Remuneration By-Law 03-2024 as amended.

CARRIED.

The meeting was then turned back over to Board Chair, Ken WHITEFORD.

d. The Board rescinds False Alarm By-Law 04-2010.

e. Record Retention By-Law 05-2024

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board adopt Record Retention By-Law 05-2024.

CARRIED.

f. Municipal Freedom of Information and Protection of Privacy Act By-Law 06-2024

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board adopt Municipal Freedom of Information and Protection of Privacy By-Law 06-2024.

CARRIED.

e. Recovering Fees By-Law 07-2024

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board adopt Recovering Fees By-Law 07-2024.

CARRIED.

15. BOARD POLICY REVIEW

a. Acceptance of Gifts by the Board Policy

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board adopt Acceptance of Gifts by the Board Policy.

CARRIED.

b. Accessibility Standards Policy

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board adopt Accessibility Standards Policy.

CARRIED.

c. Active Attacker Incidents Policy

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board adopt Active Attacker Incidents Policy.

CARRIED.

d. Adequate and Effective Policing Policy

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board defer the adoption of the Adequate and Effective Policing Policy for further review.

CARRIED.

e. Annual Reporting Framework Policy

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board adopt Annual Reporting Framework Policy.

CARRIED.

f. Appointment and Recruitment of the Chief and Deputy Chief Policy

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board adopt Appointment and Recruitment of the Chief and Deputy Chief Policy.

CARRIED.

g. Appointment of Police Officers Policy

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board adopt Appointment of Police Officers Policy.

CARRIED.

h. Appointment of Special Constables Policy

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board adopt Appointment of Special Constables Policy.

CARRIED.

i. Board Communications Policy

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board adopt Board Communications Policy.

CARRIED.

16. FILES OF OXFORD COMMUNITY POLICE

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board donate the minutes/agendas of the Oxford Community Police which was active between December 1998 and

September 2009 to the Oxford County Archives in Woodstock.
CARRIED.

17. BOXES OF DOCUMENTS AT HEADQUARTERS

The Board, through the work of the Board's Executive Assistant, is satisfied that the content of the boxes can be shredded. However, since the boxes may contain materials related to the WPS, the Board now defers to the Chief to decide whether all the contents can be shredded or if further review from the WPS's perspective is necessary.

18. SECOND SEPTEMBER MEETING

The Board made good progress at the September 9, 2024 meeting so a second meeting in September is not required.

19. BOARD REPORT – PINCOMBE TOURNAMENT SPONSORSHIP

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board approve the sponsorship in the amount of \$100.00 to support the Jeff Pincombe Golf Tournament.

CARRIED.

20. UNFINISHED BUSINESS

None.

21. CLOSED SESSION

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board adjourns to Closed Session at 4:24 p.m. to discuss personal matters about identifiable individuals, labour relations information supplied in confidence to the board, security of Board property, and litigation or potential litigation affecting the board pursuant to S. 44(2)(a), (b), (e), and (h) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, respectively, and that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.
CARRIED.

22. CLOSED SESSION RISES

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board does now rise from Closed Session and reconvenes at 5:17 p.m.
CARRIED.

23. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 21

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve the Closed Session Agenda as amended and circulated.

Amendments:

i. Amended to add Grievance Decision as item 20

ii. Amended to add Mandatory Thematic Training as item 21

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT

b) STAFFING ACTIVITY

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of September 9, 2024.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board receive the monthly tracking report for information.

CARRIED.

CLOSED SESSION # 4 – STATUS OF LEGAL CASES

Information only.

CLOSED SESSION # 5 – BOARD MEMO – APPOINTMENT OF C. LOGAN

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board formally appoint C. Logan as a police officer with the Woodstock Police Service as of September 10, 2024.

CARRIED.

CLOSED SESSION # 6 – BOARD MEMO – AUXILIARY RECRUITING 2024

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board receive the report for information.

CARRIED.

CLOSED SESSION # 7 – BOARD MEMO – SEPTEMBER 9 2024 FROM CHIEF TO BOARD

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board endorse the recommendation contained in the last paragraph of the Chief's memo to the Board dated September 9, 2024.

CARRIED.

CLOSED SESSION # 8 – BOARD MEMO - SPECIAL CONSTABLE APPOINTMENT OF L. SPARKES

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board formally appoint L. Sparkes as a Special Constable with the Woodstock Police Service as of August 12, 2024.

CARRIED.

CLOSED SESSION # 9 – BOARD MEMO – SPECIAL CONSTABLE APPOINTMENT OF S. PALLESCHI

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board formally appoint S. Palleschi as a Special Constable with the Woodstock Police Service as of June 13, 2024

CARRIED.

CLOSED SESSION # 10 – NOTICE OF RESIGNATION – AUXILIARY K.H.

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 11 – NOTICE OF RESIGNATION – CLERK M.V.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 12 – NOTICE OF RESIGNATION – CRO A.B.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 13 – NOTICE OF RESIGNATION – CRO J.S.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 14 – NOTICE OF RESIGNATION – CRO L.T.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 15 – NOTICE OF RESIGNATION – SCST G.H.

Moved by Jerry ACCHIONE

Seconded by Leslie FARRELL

Resolved that the Board accept the resignation letter.

CARRIED.

CLOSED SESSION # 16 – NOTICE OF RETIREMENT – PC J.D.

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board accept the retirement letter.

CARRIED.

CLOSED SESSION # 17 – CHIEF’S REPORT

The Chief reviewed some components of the budget with the Board.

CLOSED SESSION # 18 – FORREST GREEN CONTRACT

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board issue a letter to Forrest Green to cancel the contract, after which the Chief will assume responsibility for establishing a new contract.

CARRIED.

CLOSED SESSION # 19 – ADMINISTRATIVE REVIEW OF SIU INVESTIGATION (SIU #24-OCI-131)

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board receive the administrative review of the SIU Investigation Report (SIU #24-OCI-131) as information.

CARRIED.

CLOSED SESSION # 20 – GRIEVANCE DECISION

Board Chair, Ken WHITEFORD, will seek the opinion of legal counsel.

CLOSED SESSION # 21 – MANDATORY THEMATIC TRAINING

The Board will start the training together on Thursday, September 12.

24. NEW BUSINESS

None.

25. Date of Next Board Meeting Tuesday, October 8, 2024 at 10:00 a.m. at the Woodstock Police Service Headquarters.

26. ADJOURNMENT

Moved by Connie LAUDER

Resolved that the Board does now adjourn at 5:28 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board

2024 WPS Calls for Service

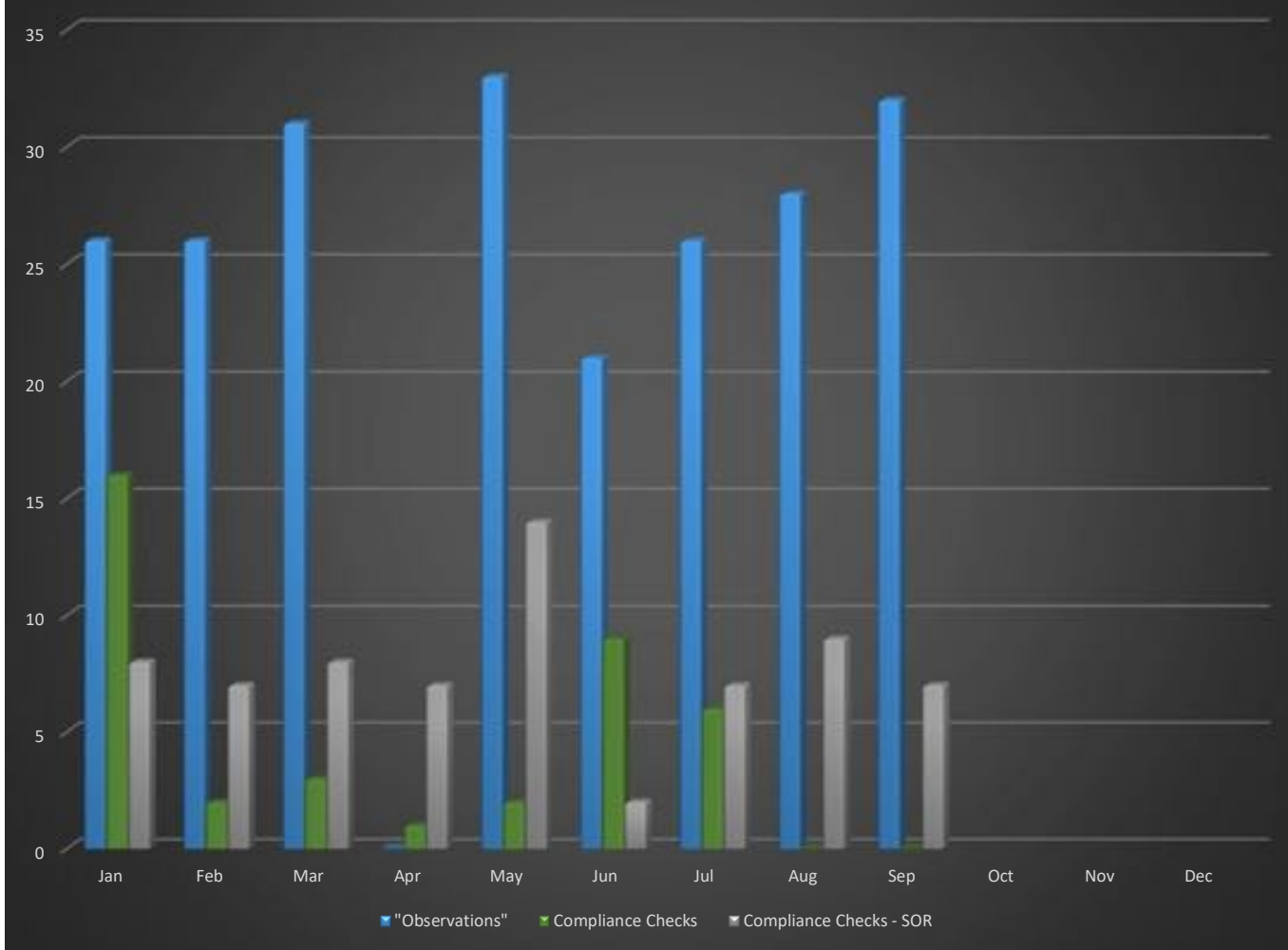


2024

Police Services Board Report

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 to date	year to date	2023 to date	year to date
Calls for Service	1	Calls for Service		1466	1367	1621	1704	1954	1904	1911	1966	2022				15915	21527		
	2	911 Calls		3053	2692	2967	2994	3277	3361	3528	3567	3342				28781	42216		
	3	OPP Transfer		827	729	789	838	949	964	1061	1097	993				8247			
	4	London CACC		1154	1101	1110	1131	1140	1203	1194	1152	1077				10262			
	5	County Fire / Other		92	51	88	60	77	112	102	92	78				752			
	6	WPS and WPF		980	811	980	965	1111	1082	1171	1126	1304				9530			
	7	911 Hang Ups		67	57	78	82	133	112	144	134	110				917	0		
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	11	36	47	31	54	41	41	35	32				328	373		
			Foot Beat Hours	13.25	55.5	64.5	48.75	86	56.75	71.25	63.25	70.5				529.75	432.5		
	2	Bike & Park	Park patrol													0	0		
			Bike patrol			1	2	4	7	4	3	2				23	0		1
Criminal Investigation Services	3	Focused Patrols		3		2	1	3								9	14		
	1	Impaired Driving		3	5	7	7	7	12	9	10	6				66	69		
	2	Criminal Charges Arrests		165	114	110	115	113	99	96	106	156				1074	1350		
				100	126	108	112	110	124	132	128	127				1067	1467		
	3	Controlled Drugs and Substance Act		6	6	22	10	4	10	16	21	14				0	0		
																109	143		
Police Complaints	4	Youth Criminal Justice		3	10	10	12	6	6	8	4	9				68	91		
	5	Warrants Processed		35	37	24	20	26	39	50	36	39				306	426		
	1	LECA Complaints		2	1	0	0	0	2	0	0	0				5	13		
Road Safety	2	Internal Chiefs					1	1	1							3			
	3	Concluded			3		1	1	2										
	1	HTA Radar		31	42	86	82	64	66	52	87	166				676	538		
	2	HTA Offences		57	81	83	58	66	74	95	123	111				748	582		
	3	Provincial Offence (LLA, CAIA, TPA)		25	39	23	28	32	39	20	22	28				256	269		
	4	By-Law / Parking		83	30	101	5	2	3	9	2	2				237	278		
		R.I.D.E		1		1		9		4		4							
		Vehicles Checked		30		75		798		487		410				1,800	3850		
																-			

Observations, Compliance Checks & SOR Person Check-In



WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to
September 30, 2024

	Name	January 1, 2024	2024 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to Operating/Capita	Balance September 30, 2024	
0180-52031	Sick Leave Severance Reserve Fund	689,037.41	10,000.00	19,748.85			200,000.00	518,786.26	Potential y/e transfer
0170-51152-0000	Insurance Loss Reserve	287,861.71	5,000.00					292,861.71	
0170-51153-0000	Reserve for Legal Fees	204,313.34						204,313.34	
0170-51156-0000	Reserve Building & Operations	130,343.35						130,343.35	
0180-52032	Voice Radio Replacement Reserve Fund	19,354.23		797.91				20,152.14	
0170-51157-0000	Honour Guard Reserve	2,100.80						2,100.80	
0170-51158-0000	Labour Relations Reserve	640,989.65						640,989.65	Includes 2023 year end surplus
0170-51159-0000	Reserve for Information Technology	440,805.40					150,000.00	290,805.40	Potential y/e transfer
0170-51161-0000	Canine Unit	13,645.95						13,645.95	
0170-51166-0000	Capital Projects Reserve	326,819.44						326,819.44	
0170-51171-0000	Reserve for Specialized Services & Wellness	18,855.28						18,855.28	
0170-51172-0000	Reserve for Civilian Clothing	2,273.33						2,273.33	
	Totals	2,776,399.89	15,000.00	20,546.76	-	-	350,000.00	2,461,946.65	

Time: 11:14:31 AM

Woodstock Police Service Board - September 30, 2024

<u>Account</u>	<u>Description</u>	2024 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$14,800.00	\$200.00	98.67%
0500-63028-0000	ONTARIO - VICTIM SUPPORT GRANT	100,000.00	100,000.00	0.00	100.00
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	487,170.00	243,585.00	243,585.00	50.00
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	0.00	8,000.00	0.00
0500-63035-0000	ONTARIO - HCEIT GRANT	7,000.00	3,437.35	3,562.65	49.11
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	332,569.00	83,142.40	249,426.60	25.00
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	152,008.00	152,464.73	(456.73)	100.30
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	12,750.00	0.00	100.00
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	10,000.00	0.00	10,000.00	0.00
0500-63042-0000	ONT STRATEGY TO END HUMAN TRAFFICKING	0.00	17,400.00	(17,400.00)	0.00
0500-63046-0000	NG911 GRANT	889,056.00	889,056.00	0.00	100.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	38,626.92	1,373.08	96.57
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	94,300.06	(9,300.06)	110.94
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	140,000.00	106,951.29	33,048.71	76.39
0500-69205-0000	COUNTY 911	49,973.00	0.00	49,973.00	0.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	82,936.00	82,936.00	0.00	100.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	55,972.50	24,027.50	69.97
0500-69219-0000	REVENUE - PAID DUTY	25,000.00	56,302.37	(31,302.37)	225.21
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	4,000.00	6,097.16	(2,097.16)	152.43
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	8,149.80	(2,149.80)	135.83
0500-69223-0000	SALE OF USED VEHICLES	0.00	68,338.05	(68,338.05)	0.00
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	67,207.00	67,737.66	(530.66)	100.79
0500-69229-0000	DONATIONS - CANINE UNIT	0.00	2,000.00	(2,000.00)	0.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	353,000.00	269,834.08	83,165.92	76.44
0500-69259-0000	TRANS FROM SICK LEAVE SEVERANCE RES FUN	200,000.00	0.00	200,000.00	0.00
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	1,317.12	(1,317.12)	0.00
0500-69263-0000	TRANSFER FROM INFO TECHNOLOGY RESERVE	150,000.00	0.00	150,000.00	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	600,000.00	689,705.66	(89,705.66)	114.95
0500-69267-0000	CANADIAN TIRE JUMPSTART CHARITIES	0.00	6,000.00	(6,000.00)	0.00
0500-69268-0000	POLICE - HOSTED TRAINING REVENUE	0.00	320.00	(320.00)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	26,628.22	(6,628.22)	133.14
Total Revenues		\$3,916,669.00	\$3,097,852.37	\$818,816.63	79.09%

Expenditures

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$833,585.00	\$522,216.04	\$311,368.96	62.65%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,777,743.00	\$1,307,271.20	\$470,471.80	73.54%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,008,483.00	\$1,595,349.50	\$413,133.50	79.43%

Woodstock Police Service Board - September 30, 2024

<u>Account</u>	<u>Description</u>	2024 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$15,077,180.00	\$10,434,038.96	\$4,643,141.04	69.20%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$103,437.00	\$118,808.00	(\$15,371.00)	114.86%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$4,301,067.00	\$3,335,154.66	\$965,912.34	77.54%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$5,000.00	\$0.00	\$5,000.00	0.00%
0500-72245-0412	VICTIMS SUPPORT GRANT EXPENSES - OTHR CH	\$100,000.00	\$105,283.08	(\$5,283.08)	105.28%
0500-72247-0412	POLICE -COMMUNITY ENGAGEMENT OFFICER GF	\$0.00	\$5,006.03	(\$5,006.03)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$318,446.00	\$252,894.12	\$65,551.88	79.42%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,448.00	\$255,406.77	\$51,041.23	83.34%
	Total Expenditures	\$24,831,389.00	\$17,930,156.36	\$6,901,232.64	72.21%
	Total Revenues	(\$3,916,669.00)	(\$3,097,852.37)	(\$818,816.63)	79.09%
	Net Difference	\$20,914,720.00	\$14,832,303.99	\$6,082,416.01	70.92%



**WOODSTOCK
POLICE
SERVICE**

Complaint About a Special Constable Form

Have you previously filed a complaint with the Woodstock Police Service? ☐ Yes ☐ No

Is this complaint related to an ongoing criminal court proceeding? ☐ Yes ☐ No

Is this complaint about something that happened to you? ☐ Yes ☐ No

How would you like correspondence to be sent to you? ☐ Mail ☐ Email

YOUR DETAILS (COMPLAINT)

Given name: _____ Surname: _____

Date of Birth (DD/MM/YYYY): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____

Email Address: _____

If you are under the age of 16, please provide your Guardian's name and contact information:

Given name: _____ Surname: _____

Date of Birth (DD/MM/YYYY): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____

Email Address: _____

SPECIAL CONSTABLE DETAILS

Special Constable's Name: _____ Badge #: _____

Special Constable's Name: _____ Badge #: _____

If there are more than two Special Constables involved, please include that information in your complaint details section below.

YOUR COMPLAINT DETAILS

Where did the incident(s) that led to your complaint occur? If you do not know the address or street names, please include landmarks, etc.

Address: _____ Intersection: _____

Landmarks: _____

When did the incident(s) occur? If there is more than one incident, include each date.

Date (DD/MM/YYYY): _____ Time: _____ ☐ AM ☐ PM

Date (DD/MM/YYYY): _____ Time: _____ ☐ AM ☐ PM

Complaints may be screened out if they are made more than six months after the incident. If the incident occurred more than six months ago, please provide the reason(s) for the delay in filing your complaint:

Describe in detail what specifically happened to cause you to make a complaint. Please consider the following:

- You may attach additional information or documents as necessary.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

TRANSLATOR'S DECLARATION

☐ NOT APPLICABLE

I, (print name) _____ declare that I have accurately translated the content of this form for the complaint from English to (insert language) _____. I am proficient in both languages and was able to communicate fully with the complainant. The complainant has indicated that they fully understand the content and answers provided.

Signature: _____ Date (DD/MM/YYYY): _____

I used a translator to fill out this form and I will need to arrange for a translator in the event of an interview. ☐ YES ☐ NO

ACCOMMODATION

If you have a disability, accommodations are available under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act* (AODA).

Please indicate how we may accommodate you:

DECLARATION

I certify that the information provided on this form is true. I understand that the information on this form may be provided to the Woodstock Police Service (WPS) Chief of Police and/or the Woodstock Police Service Board (WPSB), and that this complaint will be investigated by the WPS. I further understand that providing false information could make me subject to prosecution under the *Criminal Code of Canada*.

Name (please print): _____

Signature: _____ Date (DD/MM/YYYY): _____

If you are represented by an agent, please have them contact the Woodstock Police Service.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The personal information that you have provided on this complaint form is collected by the Woodstock Police Service under the *Community Safety and Policing Act* (CSPA). The information will be used to investigate your complaint. As a government agency, the Woodstock Police Service must adhere to the *Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about privacy protection, please contact the Freedom of Information and Privacy Office at the Ministry of the Attorney General at (416) 326-4300.

Please send this complaint form and any additional information/documents to the Woodstock Police Service Deputy Chief Nick Novacich at nnovacich@woodstockpolice.ca or via mail to 615 Dundas Street, Woodstock ON N4S 1E1, Attn: Deputy Chief Nick Novacich.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Member Participation in Community Events
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to aligning the services of the Woodstock Police Service (the "Service") with the community's standards and expectations. To accurately represent public interests, the Board must actively engage with citizens and partner organizations to gain insight into their views and experiences concerning policing and community safety. This interaction will guide the Board in setting priorities, developing policies, managing budgets, and evaluating the fulfilment of community policing needs.

Policy Application

1. Board members are encouraged to participate in a variety of community events, including, public forums and city hall meetings, local festivals and cultural events, school and youth programs, and community safety and wellness initiatives.

2. Participation in community events should align with the Board's objectives and be relevant to the community's interests and concerns.
3. When attending community events, Board members shall represent the Board professionally, adhere to the principles of integrity and respect, and engage with attendees in a constructive and inclusive manner.
4. Board members shall avoid engaging in discussions that may conflict with the Board or its policies.
5. Board members shall seek approval from the Board Chair or designate for participation in events that may have significant impact or media coverage.
6. The Board may undertake the following engagement activities to foster communication and gather feedback:
 - a. meet with the local Member of Provincial Parliament (MPP) to address regional concerns and interests;
 - b. engage with community groups that represent the City's diversity and align with the priorities set out in the Board's Strategic Plan.

Reporting

7. After attending an event, Board members are required to report on their participation, including key observations and feedback gathered, to the Board at the next scheduled meeting.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Member Planning and Performance Assessment
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") is dedicated to ensuring that its members contribute effectively to the governance and oversight of the Woodstock Police Service (the "Service"). To facilitate this, a structures process for self-evaluation and performance assessment shall be established.

Policy Application

1. At the October Board meeting, the Board Chair shall distribute self-evaluation materials to all Board members. These materials will include a self-assessment questionnaire designed to evaluate individual performance, contributions, and adherence to Board responsibilities. The self-evaluation shall address aspects such as attendance and participation in meetings, engagement in discussions and decision-making, compliance with legal and ethical standards, contribution to strategic planning and policy development, and collaboration and teamwork.

2. Board members shall complete and return the self-evaluation in advance of the November Board meeting. The completed self-evaluations shall be reviewed collectively during a debriefing session at the November meeting. During this session, the Board Chair will lead a discussion on the self-evaluations, focusing on key finding and individual feedback, areas of strength and opportunities for improvement, recommendations for professional development or additional support, and strategies for enhancing Board performance and effectiveness.
3. Confidentiality shall be maintained throughout the process. Self-evaluations and related discussions will be handled with discretion, and any sensitive information will be managed in accordance with privacy regulations. The feedback from these evaluations will be used constructively to support both individual and collective growth.
4. This policy and self-evaluation materials shall be reviewed annually or as required by changes in legislation or organizational needs, with revisions made as necessary to ensure it remains effective and current.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Policy Development and Review
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

This policy outlines the principles and procedures for developing, reviewing, and maintaining policies for the Woodstock Police Service Board (the "Board"). It is designed to ensure that policies are relevant, effective, and support the Board's governance responsibilities in accordance with the *Community Safety and Policing Act* (the *Act*), its regulations, and other applicable legislation. This promotes accountability, transparency, and sound decision-making.

Policy Application

1. The Board Executive Assistant is responsible for the development and review of Board policies. In performing this role, the Executive Assistant shall adhere to the following principles:
 - a. all Board policies shall comply with the *Act*, its regulations, and any other relevant legislation;

- b. policies shall be developed in consultation with relevant stakeholders including the Chair of the Board, the Chief of Police (the "Chief"), senior staff, and other relevant entities;
 - c. policies shall be based on accurate, relevant, and up-to-date information;
 - d. policies shall be written in clear, concise, and understandable language;
 - e. policies shall align with the Board's vision and mission and be internally consistent;
 - f. consideration shall be given to the practices of other jurisdictions and any potential negative implications for the Board, the Woodstock Police Service (the "Service"), and the community;
 - g. policies shall include, as appropriate, the subject, policy number, effective date, review date(s), amended date(s), authority/legislative reference, policy statement, policy application, and reporting requirements.
- 2. Policies shall be reviewed annually or as needed based on changes in legislation, government policies, or Board direction. The Executive Assistant shall oversee this process.
 - 3. All new policies, revisions, and deletions must be approved by the Board.
 - 4. The Chief is responsible for ensuring that the Service operations comply with Board policies. The Chief must communicate relevant policies to all members of the Service and ensure their understanding and adherence.
 - 5. An electronic file of Board policies and an updated policy index shall be maintained.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Property
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") recognizes the importance of managing Board property responsibly and in compliance with the *Community Safety and Policing Act*. This policy establishes guidelines for the use, maintenance, and disposal of Board property to ensure accountability, transparency, and effective stewardship of resources.

Policy Application

1. Board property includes, but is not limited to, physical assets such as office equipment, furniture, vehicles, and technology, as well as intangible assets such as intellectual property and documentation related to Board activities.
2. All Board property is to be used solely for the performance of Board duties and in the best interests of the Woodstock Police Service (the "Service"). Personal use of Board property is prohibited unless explicitly authorized for

specific circumstances. Board members and staff shall ensure that property is used efficiently, maintained properly, and safeguarded against loss, theft, or damage.

3. Maintenance of Board property involves regular inspections and repairs to ensure that assets are in good working condition. Any maintenance issues or damage should be reported immediately to the Board Chair for appropriate action.
4. When Board property is no longer needed, is obsolete, or is beyond repair, it shall be disposed of in a manner that is both environmentally responsible and compliant with applicable regulations. The disposal process shall include an evaluation of the asset's value and a decision on whether it should be sold, donated, recycled, or discarded. Disposal decisions should be documented, and any proceeds from sale of property should be directed to the Service.
5. Board members and staff are responsible for returning any Board property in their possession when their term ends or upon request by the Board Chair. Any loss or damage to Board property must be reported immediately, and individuals may be held accountable for negligence or misuse resulting in significant loss or damage.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Member Training and Orientation
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The purpose of this policy is to establish guidelines and procedures for the training and orientation of Woodstock Police Service Board ("Board") members as mandated by the *Community Safety and Policing Act* (the "Act"). This policy aims to ensure that Board members possess the necessary knowledge, skills, and understanding to effectively fulfil their governance responsibilities.

Policy Application

1. The orientation of Board members shall include:
 - a. taking an oath of secrecy;
 - b. an overview from the Board's Executive Assistant and/or Chair on the roles and responsibilities of Board members;
 - c. an overview from the Chief of Police (the "Chief") on the operational

- policing environment and other relevant matters;
 - d. a briefing from Senior Management on their respective areas of responsibility; and
 - e. an introductory meeting with representatives of the Woodstock Police Association.
2. Board members shall successfully complete all training mandated and approved by the Minister.
 3. A Board member shall not exercise the powers or perform the duties of a Board or committee member until the member has successfully completed the aforementioned training.
 4. Board members are encouraged to participate in the activities to assist them in developing their knowledge and understanding of the Service, including ride-alongs, community events and functions sponsored by the Board, new recruit/member ceremonies, and the City of Woodstock council meetings.
 5. Board members are encouraged to attend additional learning and networking sessions related to policing and/or governance, subject to the availability of sufficient funds in the annual Board budget. These sessions may be organized by:
 - a. Ontario Association of Police Service Boards;
 - b. Canadian Association of Police Governance;
 - c. Police Association of Ontario;
 - d. Canadian Association of Chiefs of Police;
 - e. Ontario Association of Chiefs of Police; or
 - f. Other related organizations.

6. Detailed records of training and orientation attendance, including dates, topics covered, and participation details, shall be maintained by the Executive Assistant of the Board or designated personnel.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Chief of Police and Deputy Chief of Police Absence
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

This policy outlines the procedure for managing the absence of the Chief of Police (the "Chief") and/or Deputy Chief of Police (the "Deputy Chief") due to illness, injury, or an extended leave of absence, ensuring continuity of leadership and effective operations. The Woodstock Police Service Board (the "Board") is committed to maintaining the smooth operation of the Woodstock Police Service (the "Service") during any absence of the Chief or Deputy Chief. This policy provides clear guidelines for the appointment of acting leadership during such absences, whether short-term (4 weeks or less) or extended (beyond 4 weeks).

Policy Application

1. In the event that the Chief or Deputy Chief is absent due to illness, injury, or an extended leave of absence for a period of 4 weeks or less, the Board delegates authority to the Chief to appoint an Acting Chief or Acting Deputy Chief, as applicable. This appointment shall ensure uninterrupted leadership

and operational continuity during the short-term absence.

2. If the absence of the Chief or Deputy Chief exceeds 4 weeks, the Board reserves the right to appoint an Acting Chief or Acting Deputy Chief. The Board will base the appointment on the operational needs of the Service and the qualifications of potential candidates from the Senior Management team.
3. The Board shall be notified of any appointment of an Acting Chief or Acting Deputy Chief, regardless of the duration of the absence.
4. The Board will maintain clear and up-to-date records of all appointments and temporary assignments related to the absence of the Chief and Deputy Chief. These records will include the duration of the absence, the name of the individual appointed, and the specific duties and responsibilities assigned.
5. All appointments and temporary assignments will comply with relevant legislation, including the *Community Safety and Policing Act* and other applicable regulations. The Board will review and update this policy as necessary to reflect changes in legislation, organizational structure, or operational needs.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Chief of Police Performance Evaluation
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The purpose of this policy is to establish guidelines and procedures for the Woodstock Police Service Board ("Board") in monitoring the performance of the Chief of Police (the "Chief") in accordance with the *Community Safety and Policing Act* (the "Act"). This policy aims to ensure that the Chief of Police is held accountable for the adequate and effective management of the Woodstock Police Service (the "Service"), while upholding the highest standards of professionalism and integrity.

Policy Application

1. The Board, in consultation with the Chief, shall establish annual performance objectives aligned with the Strategic Plan of the Service and the expectations of the community. Performance objectives may include, but is not limited to:
 - a. crime reduction;

- b. community engagement;
 - c. officer morale; and
 - d. compliance with legislative requirements.
- 2. The Board shall conduct regular evaluations of the Chief's performance based on the established objectives. Evaluation methods may include, but is not limited to:
 - a. review of operational reports and statistical data;
 - b. community feedback and surveys;
 - c. assessments by independent experts, if necessary; and
 - d. performance reviews by the Board.
- 3. The Chief shall provide regular updates to the Board on progress towards the established objectives.
- 4. The Board shall provide constructive feedback and guidance to the Chief based on the evaluation findings.
- 5. The Chief's performance evaluation shall be discussed with the Board members at a "Board only" session to ensure confidentiality and candour.
- 6. While specific details of performance evaluations may be conducted in a "Board only" session to protect confidentiality, the Board shall ensure transparency in its overall assessment process. Summary reports or general findings regarding the Chief's performance may be made available to the public, as appropriate.
- 7. A comprehensive performance evaluation of the Chief shall be conducted at least once annually, covering achievements, challenges, compliance, leadership, and management effectiveness.

8. Based on the performance evaluation, the Board may develop action plans for improvement or further development and provide the Chief with the necessary support and resources to achieve set goals.
9. The performance evaluation shall be used as a basis on which to determine the remuneration and working conditions of the Chief.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Code of Conduct for Police Service Board Members
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 408/23 Code of Conduct for Police Service Board Members

Policy Statement

This policy establishes the expectations and requirements for Board members of the Woodstock Police Service Board (the "Board"), in alignment with the *Community Safety and Policing Act* (the "Act") and its regulations. It aims to ensure that all Board Members adhere to the highest standards of conduct and governance as stipulated by provincial legislation and regulation.

Policy Application

1. All Board members shall:
 - a. at the time of their appointment as a member of the Board, take an oath or affirmation of office in the form prescribed by the Minister;
 - b. familiarize themselves with, and comply with the provisions of this policy

and *Ontario Regulation 408/23 Code of Conduct for Police Service Board Members* attached as Schedule "A";

- c. ensure the confidentiality of issues and topics of a sensitive nature and all matters discussed by the Board during closed sessions; and
 - d. successfully complete mandatory training as prescribed by the Minister;
2. A Board member shall disclose to the Board any charges laid against them under the *Criminal Code of Conduct* (Canada), the *Controlled Drugs and Substances Act* (Canada), or the *Cannabis Act* (Canada). Such disclosure may result in disciplinary action, including but not limited to suspension.

Schedule "A" to Code of Conduct for Police Service Board Members Policy

ONTARIO REGULATION 408/23

made under the

COMMUNITY SAFETY AND POLICING ACT, 2019

Made: December 14, 2023

Filed: December 18, 2023

Published on e-Laws: December 18, 2023

Published in *The Ontario Gazette*: January 6, 2024

CODE OF CONDUCT FOR POLICE SERVICE BOARD MEMBERS

APPLICATION AND INTERPRETATION

1. (1) This Regulation sets out the code of conduct with which every member of a police service board must comply.

(2) For greater certainty, the existence of a good faith exception in this code of conduct does not limit the grounds on which it may be determined that a member of a police service board has not contravened this code of conduct.

2. In this Regulation,

"conflict of interest" means a situation in which a member of a police service board's private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the police service board; ("conflit d'intérêts")

"personal relationship" includes, but is not limited to, a relationship with any of the following persons:

1. A current or former spouse or common-law partner of the board member.
2. A current or former intimate partner of the board member.
3. The board member's children, including biological and adoptive children and stepchildren.
4. The legal dependants of the board member.
5. A child in the board member's care.
6. The board member's grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law. ("rapports personnels")

CONDUCT BECOMING OF A BOARD MEMBER

3. (1) A member of a police service board shall not conduct themselves in a manner that undermines or is likely to undermine the public's trust in the police service board or the police service maintained by the police service board.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a board member.

4. A member of a police service board shall comply with the Act and the regulations made under it.

5. A member of a police service board shall not, by act or omission, conduct themselves in a manner that is likely to cause the board to fail to comply with the Act or the regulations made under it.

6. A member of a police service board shall comply with any rules, procedures and by-laws of the police service board.

7. A member of a police service board shall not substantially interfere with the conduct of police service board meetings.

8. A member of a police service board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) that was committed after they were appointed as a member of the police service board.

9. (1) A member of a police service board shall not, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

10. (1) A member of a police service board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

STATEMENTS AND ATTENDANCE

11. A member of a police service board shall not knowingly make false statements pertaining to the duties of a member of a police service board.

12. A member of a police service board shall not purport to speak on behalf of the police service board unless authorized by the board to do so.

13. A member of a police service board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the police service board, the police service maintained by the board or a member of the police service.

14. A member of a police service board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law.

15. (1) A member of a police service board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the police service board or as required by law.

(2) Subsection (1) does not apply to information that was already made available to the public by a person who was authorized to do so prior to the member's disclosure.

16. A member of a police service board shall attend all police service board meetings unless able to provide a reasonable explanation for the absence.

MISCONDUCT AND CONFLICTS OF INTEREST

17. A member of a police service board shall disclose any conduct of another member of the police service board that the member reasonably believes constitutes misconduct,

- (a) to the chair of the board; or
- (b) if the misconduct involves the chair, to the Inspector General.

18. (1) A member of a police service board shall disclose any charges laid against them under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) and any finding of guilt made in relation to those charges.

(2) Subsection (1) only applies to charges or findings that were made after the member's appointment to the police service board.

(3) The disclosure required by subsection (1) must be made to the person or body that appointed the individual as a member of the police service board or, in the case of a member appointed by the Lieutenant Governor in Council, to the Minister.

19. A member of a police service board shall not apply for employment with the police service maintained by the police service board unless they resign from the board before applying.

20. (1) A member of a police service board shall promptly disclose any conflict of interest,

- (a) to the chair of the board; or
- (b) if the conflict of interest involves the chair, to the Inspector General.

(2) After making the disclosure required by subsection (1), the member shall disclose the conflict at the next meeting of the police service board.

21. A member of a police service board shall not use their position as a police service board member to,

- (a) benefit themselves;

- (b) benefit one or more persons with whom they have a personal relationship; or
- (c) interfere with the administration of justice.

22. A member of a police service board shall not participate in discussion of or voting with respect to matters at police service board meetings if the member has a conflict of interest in the matter.

COMMENCEMENT

Commencement

23. This Regulation comes into force on the later of the day subsection 35 (6) of Schedule 1 (*Community Safety and Policing Act, 2019*) to the *Comprehensive Ontario Police Services Act, 2019* comes into force and the day this Regulation is filed.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Collection of Identifying Information Policy
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 399/23 General Matters Under the Authority of the Lieutenant Governor in Council

Ontario Regulation 400/23 Collection of Identifying Information in Certain Circumstances – Prohibition and Duties

Ontario Regulation 87/24 Training

Policy Statement

The Woodstock Police Service Board (the “Board”) is dedicated to building trust and confidence in the Woodstock Police Service (the “Service”) by ensuring that all services are delivered impartially and without discrimination. This policy establishes the procedures and requirements for collecting identifying information by the Service, in accordance with the *Community Safety and Policing Act* (the “Act”) and its regulations. It ensures that the collection of identifying information is conducted ethically, transparently, and in accordance with legal requirements.

Policy Application

1. The Chief of Police (the “Chief”) shall ensure that the collection of identifying information complies with *Ontario Regulation 400/23 Collection of Identifying Information in Certain Circumstances – Prohibition and Duties* (O. Reg. 400/23) and the *Ontario Human Rights Code*, and is free from racial or biased profiling or arbitrary actions.
2. The Chief shall establish procedures in line with the regulation and this policy to guide and assist officers in collecting identifying information.
3. A Chief shall ensure that all officers who attempt to collect identifying information about an individual, from the individual, and any member of the Service to whom the Chief delegates any powers or duties of the Chief under section 10 of *O. Reg. 400/23*, have successfully completed the training prescribed by the Minister within the previous 36 months.
4. The Chief shall ensure requirements under section 10.1 of *O. Reg. 400/23* are complied with.
5. At least once annually, the Chief shall review a random sample of identifying information entries to determine compliance with sections 6 (limitations on collection of certain information), 7 (duties to inform before attempting to collect information), and 8 (documents for individuals) of the regulation, using a margin of error of plus or minus, at a 95% confidence level.

Reporting

6. The Chief’s annual report to the Board, as required by *Ontario Regulation 399/23 General Matters Under the Authority of the Lieutenant Governor in Council*, shall include the following:
 - a. the number of attempted collections and the number of attempted collections in which identifying information was collected;
 - b. the number of individuals from whom identifying information was

- collected;
- c. the number of times each of the following provisions was relied on to not do something that would otherwise be required under subsection 7(1):
 - i. subsection 7(2);
 - ii. clause 7(3)(a);
 - iii. clause 7(3)(b);
 - iv. clause 7(3)(c);
 - d. the number of times an individual was not given a document under clause 8(1)(b) because the individual did not indicate that they wanted it;
 - e. the number of times each of the following clauses was relied on to not do something that would otherwise be required under subsection 8(1):
 - i. clause 8(2)(a);
 - ii. clause 8(2)(b);
 - f. for each of the following categories of gender identity, the number of attempted collections from individuals who are perceived, by a police officer, to be within that category:
 - i. male;
 - ii. female;
 - iii. transgender, non-binary or other gender identity;
 - g. for each age group established by the Chief for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that age group;

- h. for each racialized group, the number of attempted collections from individuals who are perceived, by a police officer, to be within that racialized group;
 - i. a statement, based on an analysis of the information provided under this subsection, as to whether the collections were attempted disproportionately from individuals within a group based on gender identity, a particular age or racialized group, or a combination of groups and if so, any additional information that the Chief considers relevant to explain the disproportionate attempted collections;
 - j. the neighbourhoods or areas where collections were attempted and the number of attempted collections in each neighbourhood or area;
 - k. the number of determinations, referred to in subsection 10(5), that section 6 or clause 10(4)(a) was not complied with;
 - l. the number of determinations, referred to in subsections 10(6) and (7), that section 6, 7, or 8 was not complied with;
 - m. the number of times members of the Service were permitted under subsection 10(10) to access identifying information to which access must be restricted.
7. The Chief shall ensure that the annual report includes all required information and that the document and any amendments are provided to the Board for its information and input, if any, before use.
 8. Following an analysis of the annual report referred to in section 6 of this policy, if it reveals that identifying information was attempted to be collected disproportionately from individuals perceived to be within a group or combination of groups, the Chief shall review the practices of the Service and shall prepare a report setting out the results of the review and the Chief's proposals, if any, to address the disproportionate attempted collection of

information.

9. On receipt of a report under section 8 of this policy, the Board shall:
 - a. publish the report on the internet in a manner that makes it available to the public free of charge and may make the report available to the public free of charge in any other manner that the Board deems appropriate; and
 - b. consider the report and the proposals, if any, set out in the report and consider whether to give directions under section 40 of the *Act*.
10. The Chief shall ensure that all identifying information collected be retained, accessed, and disclosed in accordance with *O. Reg. 400/23*.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Complaints of Misconduct
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

S. 38 of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 406/23 Discipline

Ontario Regulation 411/23 Complaints about Special Constables

Policy Statement

The Woodstock Police Service Board (the "Board") acknowledges that sustaining the trust and confidence of the community is crucial for adequate and effective policing. To foster and safeguard public trust, it is essential that the community perceives the Woodstock Police Service (the "Service") as accountable and upholding the highest standards of conduct for all its members. The Board is committed to implementing a thorough, impartial, and transparent complaints process to ensure that allegations of misconduct are addressed with due diligence, thereby guaranteeing that both members of the Service and the community are treated with fairness and respect

Policy Application

1. Definitions

- 1.1. The "Complaints Director" under the *Community Safety and Policing Act (the "Act")*, handles public complaints about police officer conduct in Ontario. As head of the Law Enforcement Complaints Agency (LECA), they ensure an independent and fair complaints system, oversee investigations into senior police officials, and review systemic issues.

2. General

- 2.1. The Chief of Police (the "Chief") shall ensure that procedures are in place to maintain an effective and efficient complaint system and to adhere to all requirements under the *Act* and associated Regulations. The procedures shall provide that:
- a. the Deputy Chief of Police (is this accurate? Or is it Inspector Taylor?) shall liaise with the Complaints Director, and receive and investigate public complaints in accordance with *the Act*;
 - b. well defined and comprehensive processes exist for the purpose of investigating public complaints into alleged misconduct by sworn members and Special Constables (what about civilian members?);
 - c. adequate training is provided to all members of the Service in respect of the complaints procedures of the Service and relevant parts of *the Act*;
 - d. the Deputy Chief of Police (is this accurate? Or is it Inspector Taylor?) shall co-operate and follow the direction of the Complaints Director in respect of all public complaints;
 - e. a mechanism is developed and implemented to provide assistance for public complaints who may not be literate, or who may not be fluent in English.

- 2.2. Any complaints received by a Board member against a police officer or a Special Constable shall be forwarded to [REDACTED].
[REDACTED] shall forward a complaint against a police officer to the Complaints Director and shall notify the complainant, in writing, that the complaint has been forwarded to the Complaints Director. The Board shall also provide the complainant with information regarding the role of the Complaints Director. Any complaints received by the Board about a Special Constable shall be referred to [REDACTED], and the complainant shall be notified that the complaint has been forwarded to [REDACTED].
- 2.3. If the Board receives a report from a person or body responsible for reviewing complaints about police officers in another province or territory about a complaint made against an Ontario police officer appointed to act as a police officer in that province or territory, the Board shall forward the report to the Complaints Director.

REPLACE WHAT IS ABOVE WITH: If the Board receives a report from an authority responsible for handling complaints about police officers in another province or territory, regarding a complaint against an Ontario police officer assigned to that jurisdiction, the Board shall forward the report to the Complaints Director.

- 2.4. If a person makes a complaint to the Board, a Board member, the Chief, or any member of the Service about the conduct of a Board member, the person or entity in receipt of the complaint shall forward the complaint to the Inspector General, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Inspector General.

3. Policy and Procedure Complaints

- 3.1. If a person makes a complaint to the Board, a Board member, the Chief, or any member of the Service about:

- a. the adequacy and effectiveness of policing provided;
- b. a failure of the Board, the Chief, the Service, prescribed policing provider to comply with the *Act* or its regulations, other than misconduct, including a systemic failure;
- c. the policies of the Board or the procedures of the Chief, ~~the complaint shall be forwarded to the Inspector General, and the person who made the complaint shall be informed that the complaint has been forwarded, and the person shall be provided with information about the role of the Inspector General.~~

the complaint shall be forwarded to the Inspector General. The person who made the complaint shall be informed that the complaint has been forwarded, and the person shall be provided with information about the role of the Inspector General.

- 3.2. If the Inspector General refers a complaint to the Board about the Board's policies or the procedures of the Chief, the Board shall:
 - a. review the complaint as it relates to the policies and procedures referred to;
 - b. report back to the Inspector General within the time specified by the Inspector General, if any, about any steps taken in response to the complaint; and
 - c. report to the Minister about any steps taken in response to the complaint.

4. Complaints about Sworn Members

- 4.1. The Chief shall investigate all complaints referred to the Chief by the Complaints Director, in the manner directed by the Complaints Director and in accordance with the requirements of *the Act* and associated regulations.
- 4.2. In conducting an investigation, the Chief shall endeavour to ensure that the

investigation is concluded within 120 days of its commencement, not including any period during which an investigation is postponed or suspended in accordance with *the Act*.

- 4.3. If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant, the person who is the subject of the investigation, the applicable designated authority and the Complaints Director every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation.
- 4.4. On concluding an investigation, the Chief shall cause the investigation to be reported on in a written report. The Chief shall promptly give a copy of the report to the Complaints Director. A copy of the report shall be provided to the complainant, the person who was subject of the investigation, and any applicable designated authority, after the Complaints Director determines that providing a copy of the report will not interfere with a criminal investigation or proceeding.
- 4.5. The Chief may conduct an investigation of a police officer employed by the Service, other than a Deputy Chief of Police, and shall cause the investigation to be reported on in a written report.
- 4.6. The Chief shall promptly give notice of the substance of the reason for the investigation to the police officer, unless in the opinion of the Chief, to do so might prejudice an investigation into the matter.
- 4.7. In finally resolving the complaint, the Chief shall take no action, resolve the matter informally, or order a hearing, as appropriate, in accordance with the requirements of *the Act*.

5. Complaints about Special Constables

- 5.1. If **the Chief** receives a complaint about a Special Constable, **the Chief** shall:

- a. provide the complainant with written acknowledgement that the complaint has been received;
 - b. ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's certificate of appointment or contravened any provision of *the Act* or the regulations;
 - c. ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the Service or of another police service;
 - d. advise the complainant of the outcome of the investigation of the complaint and report on the outcome of the investigation to the Board; and
 - e. endeavour to complete any investigation of a Special Constable under this section within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended.
- 5.2. If the timing requirements above are not met in respect of an investigation, **the Chief** shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the investigation is concluded unless, in the opinion of the Chief, doing so might prejudice the investigation.
- 5.3. If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their certificate of appointment or contravened any provision of *the Act* or the regulations, the Chief shall take appropriate action to remedy the contravention.
- 5.4. Notice to the public about how to make a complaint against a Special Constable shall be published on the Service's website.

6. Complaints Against the Chief of Police or a Deputy Chief of Police

- 6.1. If the Board receives a complaint about the Chief of Police or a Deputy Chief of Police, the Board shall:
- a. forward the complaint to the Complaints Director in accordance with *the Act* and associated regulations;
 - b. adhere to all requirements of *the Act* and associated regulations in executing its responsibilities under this section;
 - c. seek legal counsel as required.

7. Reporting

- 7.1. The Chief shall submit annual reports to the Board. The report shall include comparative data for the previous reporting period.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Conflicts of Interest
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 401/23 Conflicts of Interest

Policy Statement

To maintain impartiality and build public trust, members of the Woodstock Police Service (The "Service") must be vigilant about potential conflicts of interest and take appropriate actions to address and avoid them. Conflicts of interest can arise in various forms within policing, and strict adherence to established procedures is essential to prevent any perception of bias or unfairness in law enforcement. This policy is designed to align with the requirements set forth in the *Community Safety and Policing Act*, and *Ontario Regulation 401/23 Conflicts of Interest* (O. Reg. 401/23), ensuring transparency and adherence to ethical standards within the Service.

Policy Application

1. Definitions

In this policy:

- 1.1. "actual institutional conflict" means a potential institutional conflict for which a determination has been made by the Chief of Police (the "Chief") that an informed and reasonable person would not believe that a member of the police service who must take action or make a decision in the situation could do so impartially;
- 1.2. "intimate partner" includes a current or former spouse, common-law partner and dating partner as defined in s. 2 of the *Criminal Code* (Canada);
- 1.3. "personal conflict" means a situation in which a member of the Service's private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their professional duties with respect to the provision of policing functions;
- 1.4. "personal relationship" includes, but is not limited to, a relationship with any of the following people:
 - a. a current or former spouse, common-law partner or other intimate partner of the member
 - b. the member's children, including biological and adoptive children and stepchildren
 - c. a legal dependent of the member
 - d. a child in the member's care
 - e. a grandparent, parent or sibling, including grandparent-in-law, parent-in-law or sibling-in-law, of the member;
- 1.5. "potential institutional conflict" means a situation in which a member of the Service must take action or make a decision in relation to criminal conduct that is alleged or reasonably suspected to have been committed by or against any of the following persons, but does not include criminal conduct that is alleged or reasonably suspected to have been committed against a peace

officer acting in the course of their duties:

- a. any other member of the Service, including the Chief of Police (the "Chief") or a Deputy Chief of Police (the "Deputy Chief")
- b. a member of the Board
- c. a member of a municipal council or of a band council of a First Nation, as applicable, in the area for which the Board has policing responsibility.

2. Written Procedures

- 2.1. The Chief shall establish written procedures to address actual institutional conflicts and potential institutional conflicts, as well as personal conflicts, in the provisions of policing functions by the Service. The procedures shall:
 - a. Outline steps to avoid or resolve potential institutional conflicts;
 - b. designate a supervisor to whom a member of the Service is required to report potential institutional conflicts, actual institutional conflicts and personal conflicts and, if the matter to be reported relates to the member's own supervisor, an alternative supervisor;
 - c. identify the members of the Service who are authorized to determine if a personal conflict has arisen or is likely to arise;
 - d. ensure the impartiality of investigations by the Service; and
 - e. specify how investigations referred by another police service will be conducted. If a conflict of interest investigation is referred, the Chief shall:
 - i. investigate the matter according to conflict procedures; or
 - ii. Refer the investigation to another police service.

3. Personal Conflicts

- 3.1. If it is determined, in accordance with the conflict procedures, that a personal conflict respecting a member of the Service has arisen or is likely to arise with respect to a policing function that the member is providing, the Chief shall:
 - a. assign another member to handle the matter or refer it to another police service's Chief of Police; or
 - b. if the conflict involves the Chief or Deputy Chief, refer the matter to another police service's Chief of Police.
- 3.2. The Chief of Police shall document the steps taken, using a format approved by the Minister.
- 3.3. If the Chief or Deputy Chief is involved, the report shall include a statement confirming compliance with the conflict procedures. If non-compliance occurred, an explanation of the circumstances shall be provided. This report shall be submitted by the Chief to the Inspector General and the Board.

4. Institutional Conflicts

- 4.1. When a potential institutional conflict arises, the Chief shall determine whether a reasonable person would believe the member can act impartially. Relevant factors include:
 - a. whether the member involved is in a reporting relationship or personally connected to someone under investigation;
 - b. whether the Service has procedures for consulting with the Crown Attorney and has done so;
 - c. any other relevant factor, including the importance of maintaining public trust in the impartiality of investigations.

- 4.2. The Chief is not required to make the determination above with respect to the following:
- a. an incident reported to the SIU Director under section 16 of the *Special Investigations Unit Act, 2019* or the SIU Director causes the incident to be investigated under section 15 of that *Act*; or
 - b. the conflict arises outside the Board's jurisdiction and is investigated by another police service.
- 4.3. If the Chief determines that an actual institutional conflict of interest exists, the Chief shall refer the investigation to the Chief of Police of a different police service.
- 4.4. The Chief remains responsible for ensuring an effective investigation until the other police service assumes responsibility.
- 4.5. If the Chief determines that a potential institutional conflict does not meet the conditions of an actual conflict under section 7(2) of *O. Reg. 401/23*, the Chief shall either:
- a. investigate the matter according to the Service's procedures; or
 - b. refer the investigation to another police service.

In exercising their discretion to retain or refer an investigation, the Chief shall consider the costs of an external investigation and the circumstances that justify the costs. If the investigation is retained, the Chief shall notify the Inspector General in the prescribed form including a summary of the steps taken under the applicable conflict procedure.

- 4.6. The Chief shall inform the Board of all actual institutional conflict and of every potential institutional conflict that is determined to not be an actual institutional conflict. If the Chief retains an investigation that is determined to not be an institutional conflict, the Chief shall explain the rationale for

retaining the investigation to the Board and the Inspector General.

5. Reporting

- 5.1. The Chief shall report to the Board as mandated under sections 3.3., and 4.6. of this policy.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Delegation of Powers and Responsibilities
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") is dedicated to ensuring effective governance and operational efficiency by establishing clear procedures for delegation of its powers and responsibilities. This policy complies with the *Community Safety and Policing Act* (the "Act") and relevant regulations, outlining the framework for delegating authority.

Policy Application

1. Under this policy, the Board may delegate specific powers, duties, or responsibilities to officers or staff as deemed necessary for the efficient operation of the Board and the Woodstock Police Service (the "Service"). The delegation of authority must be consistent with the *Act*, relevant regulations, and the Board's governance framework.
2. The delegation of powers and responsibilities must be formalized through a

written resolution or document. This documentation will specify the scope of authority being delegated, the duration of the delegation, and any conditions or limitations associated with it. Delegations will be reviewed periodically to ensure they remain relevant and effective.

3. When delegating authority, the Board shall ensure that the delegate possesses the necessary qualifications, expertise, and capacity to fulfil the assigned responsibilities. Delegates must be provided with clear instructions and the necessary resources to carry out their duties effectively.
4. Delegates must act within the scope of their authority and report regularly on the performance of delegated responsibilities to the Board. This reporting will include updates on progress, challenges, and any issues requiring the Board's attention.
5. The Board reserves the right to revoke or amend any delegation of authority at its discretion. The revocation or amendment of delegation will be communicated in writing.
6. In cases where a delegation involves significant policy or operational matters, the Board may require that the delegate seek prior approval before making final decisions or taking actions. This ensures that important decisions align with the Board's overall strategic objectives and policies.
7. The Board will maintain a central record of all delegations, including the nature of the delegation, the delegate's name, and the terms and conditions of the delegation. This record will be reviewed regularly to ensure accuracy and compliance with relevant regulations.
8. This policy will be reviewed annually or as required to ensure ongoing compliance with the *Act*, relevant regulations, and best practices. Any necessary updates or revisions will be made to address changes in legislation, organizational needs, or operational requirements.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Deputy Chief of Police Performance Evaluation
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring that the performance of the Deputy Chief of Police (the "Deputy Chief") is evaluated fairly, transparently, and in accordance with the *Community Safety and Policing Act* (the "Act") and relevant regulations. This policy outlines the procedures and criteria for conducting performance evaluations for the Deputy Chief.

Policy Application

1. The performance evaluation of the Deputy Chief is conducted annually or as required by the Board. The evaluation process aims to assess the Deputy Chief's effectiveness in fulfilling their duties, achieving strategic objectives, and contributing to the overall success of the Woodstock Police Service.
2. The performance evaluation will be based on pre-established criteria aligned with the roles, responsibilities, and objectives of the Deputy Chief. These

criteria will include, but are not limited to, leadership effectiveness, operational performance, adherence to policies and procedures, strategic planning, and community engagement.

3. The evaluation process will include a review of the Deputy Chief's performance against the established criteria. This review will be conducted by the Chief of Police (the "Chief"), in consultation with the Board. The Chief will provide a comprehensive assessment, which may be supplemented by feedback from other senior management members, staff, and where applicable, community stakeholders.
4. The Deputy Chief will have the opportunity to provide self-assessment and feedback during the evaluation process. This includes discussing accomplishments, challenges faced, and areas for improvement. The Deputy Chief's self-assessment will be considered alongside the evaluations provided by others.
5. The performance evaluation will be documented in a formal report, which will outline the Deputy Chief's strengths, areas for development, and any recommendations for improvement. This report will be reviewed and approved by the Board.
6. If the performance evaluation identifies areas for improvement, a development plan will be created in collaboration with the Deputy Chief. This plan will include specific goals and support mechanisms to address the identified areas and enhance overall performance.
7. The Board will ensure that the performance evaluation process is conducted in a manner that respects the Deputy Chief's privacy and maintains confidentiality. All evaluation materials and discussions will be kept confidential and shared only with individuals directly involved in the evaluation process.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Disclosure of Misconduct (related to the Chief of Police or Deputy Chief of Police)
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") recognizes the essential need for handling complaints against senior leaders of the Woodstock Police Service (the "Service") with fairness and consistency. The Board is committed to ensuring that a comprehensive, confidential, and respectful process is in place to address allegations of misconduct involving the Chief of Police (the "Chief") or Deputy Chief of Police (the "Deputy Chief"). This policy details the procedures for members or former members of the service who wish to report alleged misconduct by these senior officials. It is crucial to emphasize that any form of retaliation for making such disclosures or seeking advice about the process will not be tolerated and may result in disciplinary action.

Policy Application

1. A member or former member of the Service may disclose alleged misconduct by the Chief or Deputy Chief. The identities of those involved in the disclosure will be protected unless doing so would conflict with fairness or applicable law. The

individual making the disclosure will be safeguarded from any form of reprisal in accordance with *the Community Safety and Policing Act* (the “Act”).

2. The member or former member may submit allegations of misconduct against the Chief or the Deputy Chief through:
 - a. the Board; or
 - b. Inspector General.
3. If the complaint is submitted to the Board, it shall be in writing, addressed to the Board Chair (the “Chair”), and include relevant details such as dates, witness names, and supporting documents.
4. The Chair shall review the complaint and assess if urgent Board action is required. Legal counsel shall be consulted to determine how to address the alleged misconduct, including whether the interests of fairness require the disclosure of the identity of those involved in the complaint.
5. The Board may refuse to address a disclosure of misconduct or a portion of it under section 183 of *the Act* if one or more of the following circumstances apply:
 - a. the subject matter of the disclosure is being handled by another person or body as a matter of law enforcement or in accordance with a procedure established under the *Act*;
 - b. the matter concerns employment or labour relations that could be dealt with through a dispute resolution mechanism, including a grievance procedure, established under the *Act* or any other Act, under a collective agreement or under an agreement of another kind;
 - c. the disclosure is frivolous, vexatious or made in bad faith;
 - d. there has been a substantial delay between the disclosure and the incidents that are the subject matter of the disclosure.

6. If the Board declines to act on a disclosure or a portion of it, the Board shall inform the complainant, and may provide reasons for the refusal. If dissatisfied, the individual may contact the Inspector General under s. 185(b).
7. The Chair, Board members and Board staff shall take all necessary measures to protect the identity of persons involved in the complaint process. If fairness requires disclosure of an identity, it will only occur:
 - a. with the written consent of the complainant; and
 - b. to a person whose interests of fairness would be compromised if the identity of the person alleging misconduct was not disclosed.
8. Any correspondence, including electronic correspondence, related to misconduct allegations shall be clearly labelled "confidential".
9. The complainant shall be informed of the protections against reprisals under the *Act*.

Reporting

10. The Board shall inform the public of any significant information regarding the application of this policy, while maintaining the confidentiality necessary to protect the integrity of complaint processes and the identity of those involved in the processes.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Disclosure of Personal Information
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 412/23 – Disclosure of Personal Information

Policy Statement

The Woodstock Police Service Board (the “Board”) prioritizes the safety of the community as the foremost consideration in decision-making. When determining the release of personal information, various factors must be evaluated within the relevant legislative framework to balance privacy concerns with the public interest. The Woodstock Police Service (the “Service”) must earn and uphold the community’s trust to effectively ensure public safety. Consequently, it is essential that the Service is perceived as acting in the public interest when disclosing personal information. This policy aims to foster accountability and consistency by setting clear criteria and conditions for the disclosure of personal information.

Policy Application

1. The Chief of Police (the “Chief”) shall ensure full compliance with section 80 of the *Community Safety and Policing Act* (the “Act”) and *Ontario Regulation*

412/23 – Disclosure of Personal Information (O. Reg. 412/23).

2. When deciding whether to disclose personal information, the Chief shall consider the following factors:
 - a. public safety;
 - b. protection of victims of crime;
 - c. law enforcement needs;
 - d. correctional purposes;
 - e. the administration of justice, including the conduct of civil proceedings;
 - f. enforcement of and compliance with any federal or provincial Act, regulation or government programs; and
 - g. informing victims of crime and the public about relevant law enforcement, judicial or correctional processes.
3. In addition, the Chief shall also consider:
 - a. available resources and information;
 - b. what is reasonable in the specific circumstances of the case; and
 - c. compliance with the law and public interest, ensuring that the resolution of criminal proceedings is not delayed.
4. The Chief or a designate may disclose any personal information about an individual if:
 - a. the individual has been convicted or found guilty of an offence under any federal or provincial law;
 - b. the Chief or designate reasonably believes the individual poses a

- significant risk to other persons or property; and
- c. the Chief or designate reasonably believes that the disclosure of personal information is necessary to reduce the risk described in clause b.
5. The Chief or designate may disclose the following personal information about an individual charged with, convicted of, or found guilty of an offence under any federal or provincial law:
- a. the individual's name, age, date of birth and address;
 - b. the offence in question and, if the individual has been convicted or found guilty of the offence, any sentence imposed;
 - c. the outcome of all judicial proceedings related to the offence;
 - d. the procedural stage of the criminal justice process, including custody status and terms of releases, if applicable;
 - e. the date of release or impending release of the individual from custody, including parole or temporary absence.
6. Upon request from a crime victim, the Chief or designate may disclose the following information about the accused:
- a. the progress of investigations that relate to the offence;
 - b. the charges laid or reasons for not laying charges;
 - c. the dates and locations of all proceedings related to the prosecution;
 - d. the outcome of all proceedings, including appeals;
 - e. any pre-trial arrangements related to any plea;
 - f. details of interim release or sentencing;

- g. any application for release, impending release or program of temporary absence, parole, or unescorted temporary absence if convicted;
 - h. any escape from custody;
 - i. if the individual is found unfit to stand trial or is found not criminally responsible due to mental disorder:
 - i. any disposition made under the Criminal Code (Canada); and
 - ii. any hearing held by the Review Board established or designated for Ontario under the Criminal Code (Canada).
 - iii. any disposition made under the Criminal Code (Canada); and
 - iv. any hearing held by the Review Board established or designated for Ontario under the Criminal Code (Canada).
- 7. The Chief or designate may disclose personal information about an individual who is under investigation, charged, convicted, or found guilty of an offence to:
 - a. any police service in Canada;
 - b. any correctional or parole authority in Canada;
 - c. any person or agency involved in public protection or the administration of justice; or
 - d. any person or agency involved in law enforcement or compliance with any federal or provincial Act, regulation or government program.
- 8. When deciding whether to disclose personal information about an individual charged, but not convicted, the Chief or designate shall consider:
 - a. whether the potential exists for unnecessary harm from public disclosure

- of personal information;
- b. whether the alleged offender is a repeat offender;
- c. whether releasing the information could advance the investigation or related investigations;
- d. whether the publication could help identify other potential victims.

Reporting

9. The Chief shall report to the Board on any matters of significant public interest as they arise in the application of this policy.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Disconnecting from Work
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Employment Standards Act, 2000 (herein referred to as "the Act")

Policy Statement

The Woodstock Police Service Board (the "Board") is dedicated to fostering a positive workplace culture and promoting the health and wellness of its staff. By creating a supportive environment where members feel valued and respected, the Board is better positioned to achieve its organizational goals. Ensuring that Board staff can appropriately disconnect from work is crucial for maintaining a productive workplace and for supporting their mental and physical well-being. A staff member's ability to disconnect must be balanced with the Board's operational needs and their legal obligations to provide adequate and effective policing.

Policy Application

1. In this policy, "disconnecting from work" means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from performance of work.

2. This policy applies exclusively to Board staff.
3. This policy does not apply to Civilian or Sworn Members of the Woodstock Police Service.
4. This policy does not afford Board staff a “right to disconnect” or a “greater right or benefit” beyond what is contained within the terms and conditions of their employment and/or their minimum statutory entitlements under the *Act*.
5. It is the policy of the Board that:
 - a. the Board commits to the health and well-being of its staff and will provide support to ensure they achieve a healthy work-life balance;
 - b. Board staff are not required to respond to work related emails or communications, or be expected to complete work related tasks outside of their standard working hours, except:
 - i. in cases of emergency;
 - ii. as required by operational needs; or
 - iii. there has been a previous agreement to do so;
 - c. should Board staff have concerns surrounding their standard working hours or if they are unable to disconnect from work, they shall notify the Board Chair or Vice-Chair to resolve any concerns;
 - d. all new Board staff are to be provided with a copy of this policy and any relevant Service directive, process or procedure within 30 days of their hire; and
 - e. all existing Board Staff are to be provided with a copy of this policy, any amended versions of this policy, and any relevant Service directive, process or procedure within 30 days of approval.

Woodstock 2023 Police Service ANNUAL Service REPORT

PROFESSIONALISM
ACCOUNTABILITY
EXCELLENCE
TEAMWORK
INTEGRITY

WOODSTOCK

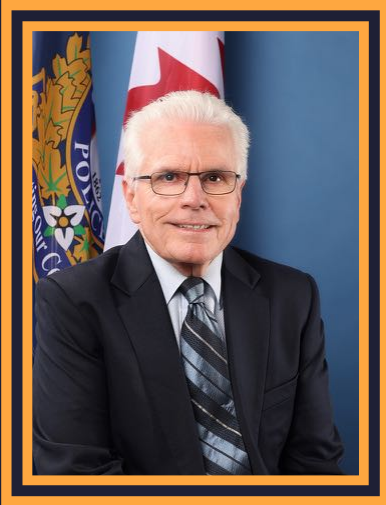


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Prepared & Graphic Design by: Community Service Officer.
For the online version of this report, visit www.woodstockpolice.ca.

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As we reflect on 2023, it was a year of significant change and progress for the Woodstock Police Service. The dedication and resilience demonstrated by our team in navigating these changes have been truly commendable.

I want to express my deep gratitude for the common sense of purpose that has been established among the Board members. Our collaborative efforts have strengthened our collective purpose and mission. This year, Board members took full advantage of numerous educational opportunities, preparing diligently for the enactment of the Community Safety and Policing Act, which will come into effect in the Spring of 2024. This proactive approach ensures that we are well-equipped to continue serving our community under the new legislative framework.

In the fall, we were pleased to welcome Kristin Barnim to the part-time position of Executive Assistant to the Board. I would like to take this opportunity to thank Amy Hartley for her excellent service and contribution to the Board starting in October 2020.

In 2023, the Service welcomed Inspector of Operations Jamie Taylor, who joined us on April 2nd with 22 years of experience from the Stratford Police Service. His expertise and leadership have already made a positive impact. Additionally, we were pleased to welcome three new recruits from the Ontario Police College, a significant step forward in our ongoing commitment to personnel growth and development among our uniform members.

This year also brought with it profound loss. On July 3rd, 2023, our dedicated police service dog, Taz, was tragically killed in the line of duty. A procession and memorial service was held on August 1st to honor Taz's service, attended by police personnel from across the province, friends, and family. Taz's contribution to our Service and community will never be forgotten.

Throughout the year, the Service and the Board have worked closely together to implement our Strategic Plan for 2023-2026. The strategic priorities we established—improving community safety, fostering a culture of collaboration and engagement with the community, and enhancing organizational excellence—will guide us as we continue to strive for excellence in all we do.

In closing, I would like to extend my heartfelt thanks to all our civilian, sworn, and auxiliary members. Your dedication and hard work not only drive our success but also inspire confidence and trust within our community.

Ken Whiteford
Board Chair, Woodstock Police Service Board

FROM THE BOARD CHAIR

On behalf of all members of the Woodstock Police Service, I am pleased to present the 2023 Annual Report.

The year saw officers dispatched to over 20,000 occurrences, as they investigated crimes, engaged in crime prevention initiatives, assisted victims of crime, and collaborated with stakeholders and citizens. I am continually grateful for our members' commitment and dedication to addressing crime and enhancing citizen safety in our community.

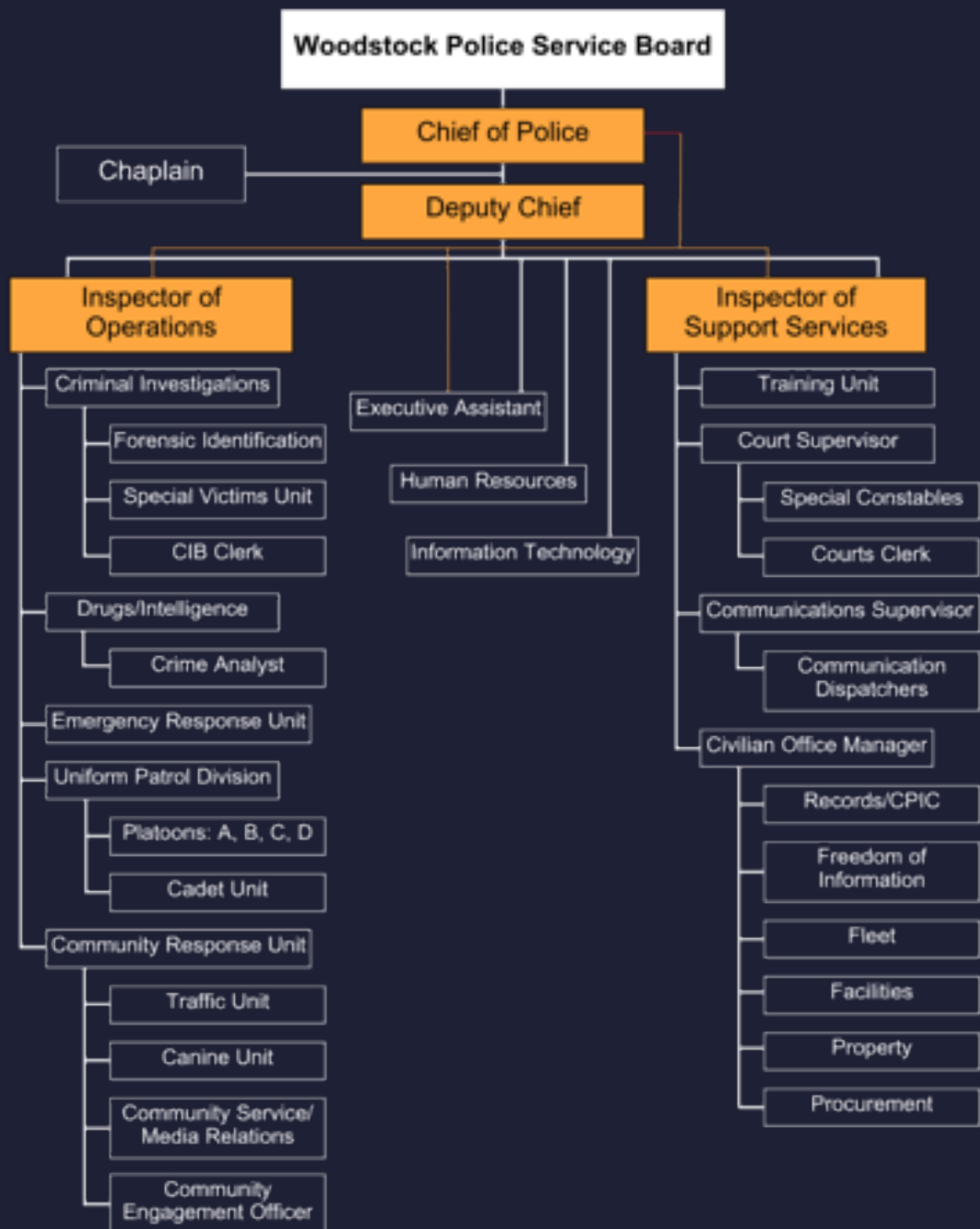
I want to thank the members of the Woodstock Police Service Board for their continued guidance, governance, and oversight. Their work, on behalf of all Woodstock residents, is vital to ensuring effective service delivery that promotes public safety in our city.

Lastly, thank you for taking the time to read this report, for sharing your insights and opinions about policing and safety, and for your ongoing contributions to community wellbeing. By working together, we can continue to build Woodstock into a safer and stronger community for all.



Rod Wilkinson
Chief of Police, Woodstock Police Service

FROM THE CHIEF OF POLICE



ORGANIZATIONAL CHART





Ken Whiteford
Board Chair
Provincial Appointee



Leslie Farrell
Board Member
Provincial Appointee



Daryl Stevenson
Board Member
Community Appointee



Connie Lauder
Board Member
Council
Representative



Jerry Acchione
Board Member
Council
Representative

POLICE SERVICE BOARD



Rod Wilkinson
Chief of Police



Nick Novacich
Deputy Chief

Heidi Becks
Inspector of
Support Services



Jamie Taylor
Inspector of
Operations



SENIOR COMMAND

In 2023, the Woodstock Police Service welcomed 17 new members to the WPS family. Four of these new members are experienced police officers who joined us from Stratford Police Service, Brantford Police Service, and Hamilton Police Service.

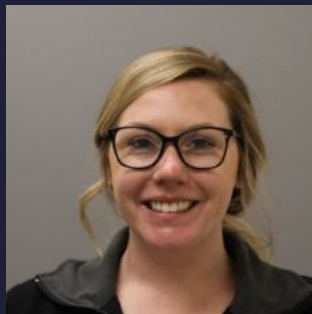
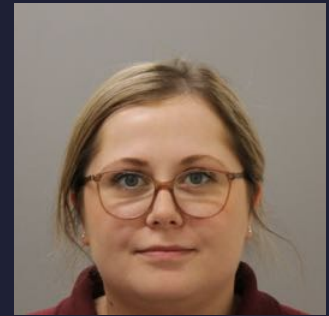
WPS hired three recruits, two cadets, five part-time dispatchers, two part-time special constables, and one part-time records clerk.

Additionally, WPS hosted two summer students through the Youth In Policing Initiative program. These students spent the summer learning about careers in policing and working with our Community Service Unit.

While we welcomed 17 new members in 2023, three members retired, and eight members resigned to explore new life and career opportunities.



New Members



WPS FAMILY

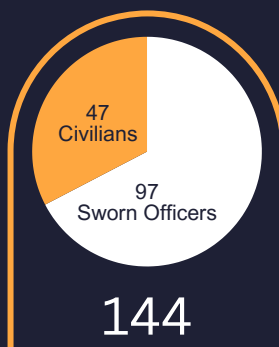


2023 Promotions

- One detective was promoted to Detective Sergeant.
- Two cadets were promoted to recruit, then eventually constable after attending the Ontario Police College (OPC) Basic Constable Training course.
- One part time clerk was promoted to a full time clerk position.
- One full time officer pursued a new career, but returned as a part time officer.
- One officer took a secondment as an instructor at OPC.
- One part time officer became a full time officer.
- Two part time communications dispatchers became full time.



Estimated
Population Served



WPS Members



Freedom of
Information Requests



Record Checks
Processed

WPS FAMILY

21,527



calls for service

3180



total charges laid

1529



total arrests

691



crimes of violence

2225



property crimes

69



criminal driving offences

736



other reported crimes

22



child exploitation
charges

143



CDSA charges

547



provincial offences

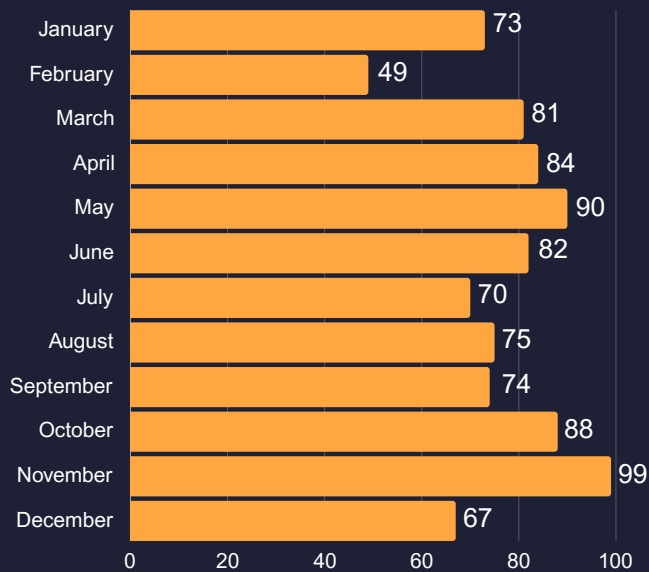
50



CDSA arrests



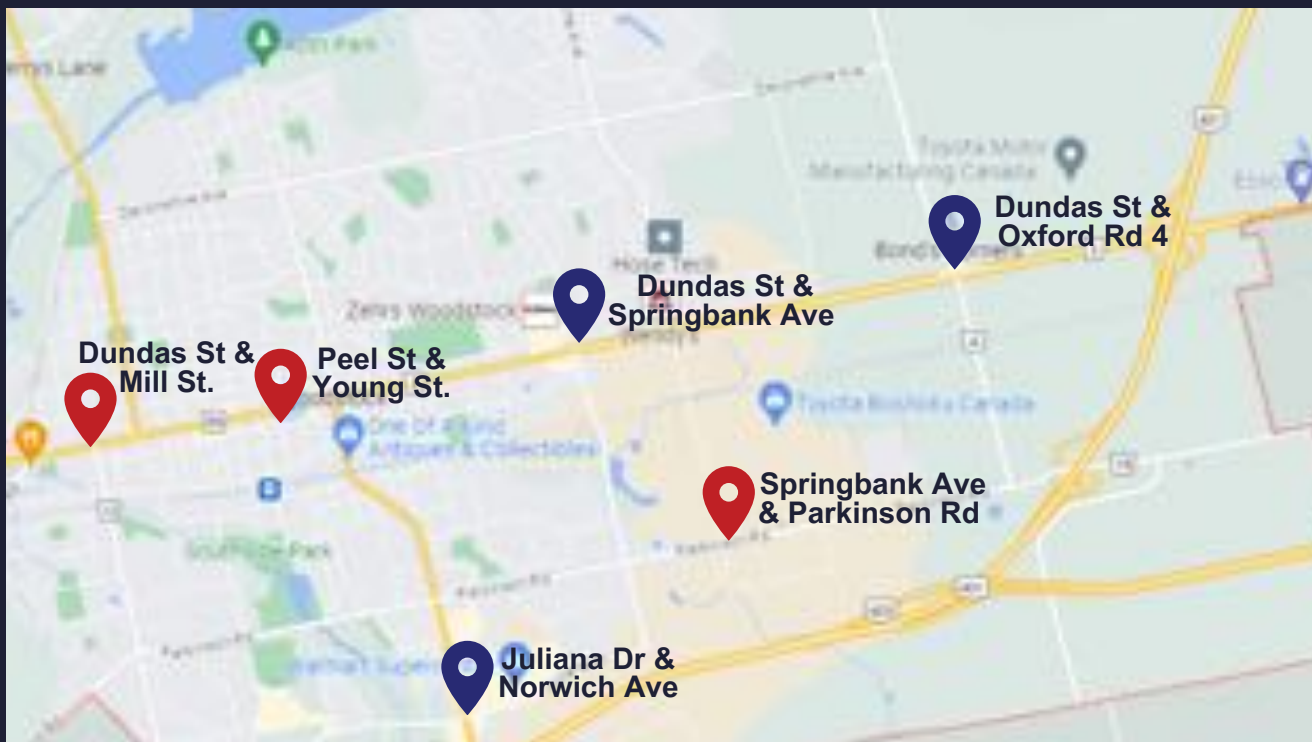
CRIME STATISTICS



Types of Collisions	2023	2022	2021
Involving Drugs &/or Alcohol	12	15	12
Involving Cyclists	10	11	11
Involving Pedestrians	20	11	10
Involving Fail to Remain	147	117	114
Total Collisions	930	873	721

82% of the total collisions in 2023 took place when the environmental conditions were clear and 76% had dry road conditions.

The plot points on the map below represent intersections with the highest number of collisions in 2023. The blue plot points indicate these intersections were among those with the highest collision rates in 2022 as well.



COLLISION STATISTICS





In early 2023, the Woodstock Police Service acquired a Remotely Piloted Aircraft System (RPAS or drone) to assist officers in a variety of investigations. Six Woodstock Police Service officers are trained to operate and deploy the RPAS.

The RPAS was officially deployed for the first time in an investigative capacity in March 2023. It was utilized on 83 occasions throughout the year for a range of investigations, training and community service engagements, including; missing person calls, break and enters, stolen vehicles, weapons calls, drug offences, arsons, impaired driver collisions, memorial service parade in honour of PSD Taz and mock disaster scenarios.

Within the first year, the RPAS demonstrated its value by capturing overhead video and images of scenes that could be used as evidence, and providing a bird's eye view to assist in search for missing people and outstanding suspects.

Investigative	Training	Community Service	Assisting Other Agency	Total
41	37	4	1	83

REMOTELY PILOTED AIRCRAFT SYSTEM

As street drugs become increasingly toxic and prevalent, the Woodstock Police Service Drug Enforcement & Criminal Intelligence Unit (Drugs & Intel Unit) works diligently to combat drug trafficking in the City of Woodstock.

The Drugs & Intel Unit authored **29 warrants** that contributed to drug trafficking investigations in 2023. In the same year, **66 charges under the Controlled Drugs & Substances Act (CDSA)** and **35 charges under the Criminal Code of Canada (CCC)**, were laid by the Unit. They seized a **total street value of \$2,201,970 worth of drugs**, including fentanyl, methamphetamine, and cocaine from the streets of Woodstock. Additionally, the unit seized a number of weapons, property, and currency as proceeds of crime.



Pictured are some of the weapons and drugs seized in the investigation detailed below.

In late September 2023, the Woodstock Police Service investigated a suspicious vehicle report that lead to one of the most significant seizure of the year. A combined **28 charges against two individuals** were laid including several related to drug trafficking and firearms.

During this investigation, police seized varying amounts of **fentanyl, methamphetamine, cocaine and LSD (acid)**. Additionally, a number of weapons including a loaded sawed off semi-automatic rifle, airsoft replica handgun, cattle prod, knives, axes and a baseball bat were all seized.

DRUG ENFORCEMENT & CRIMINAL INTELLIGENCE





The mandate of the WPS Emergency Response Unit (ERU) is to safely contain situations involving dangerous suspects. This could include but is not limited to; a barricaded person, hostage situations, active shooters, and executing higher risk search or arrest warrants. The ERU consists of 14 specially trained police officers who perform other police duties, such as Uniform Patrol Officer, Detective, etc. as their primary function.

In 2023 the ERU had 12 active members, seven training days, responded to seven call outs and were deployed in a number of different capacities. Additionally, members of the ERU were used while on duty for a number of critical incidents that resolved prior to the full team being deployed.

The ERU has two Team Leaders (TL), one of which is an Administrative Team Lead who is responsible for equipment procurement, operational planning, annual requalifications and training.

The ERU works closely with the Canine Unit, Negotiators, Incident Command, Training Unit, Communications, Media Relations, Scribes, etc. in both training and real life scenarios to ensure community safety efficiently.

EMERGENCY RESPONSE UNIT



The Woodstock Police Service currently has **one full time** Forensic Identification (Ident) Officer. The Ident Officer is responsible for the day to day operations of the Forensic Identification Section (FIS). Supporting the FIS are **15 Scenes of Crime Officers** (SOCO) who collect and photograph items requiring further examination and processing.

Additionally, Special Constables in the court security and cadet roles are trained in the collection of DNA samples from those convicted of criminal offences.

In 2023, the unit:

- Executed 84 DNA orders for the National DNA Data Bank.
- Fingerprinted 375 people for Pardons, Employment, Immigration and Vulnerable Sector checks.
- Fingerprinted 656 individuals for criminal charges.
- Conducted 10 3D scans of crime scenes.

FORENSIC IDENTIFICATION





The WPS Training Unit is responsible for coordinating training for all members of the Woodstock Police Service. They train new members in varying roles while also ensuring active members' skills remain up to WPS, ministry and provincial standards. Some internal training facilitated or coordinated by the WPS Training Unit includes:

- ministry mandated training
- practical and classroom session on a number of legal issues
- wellness topics
- containment and perimeter principals
- defensive tactics
- bias awareness and anti-racism
- use of force
- de-escalation tactics
- firearms and taser training
- CPR, First Aid, AED, tourniquet training
- Online Training modules

In addition to standard annual training, WPS provides opportunities for members to attend additional training courses hosted by external organizations such as the Ontario Police College, other police services and community agencies, to improve skills and knowledge in policing and supporting the community. WPS is committed to training on a provincial level as well, by providing a constable(s) seconded to the Ontario Police College who assists with training new police recruits on a full cost recovery basis.

TRAINING UNIT

The Community Response Unit (CRU) is a dedicated team of officers focused on proactive policing measures to address the community's needs and concerns.

The unit is comprised of one sergeant and three constables. The CRU Sergeant oversees the CRU constables, Traffic Unit, Canine Unit, Community Engagement Officer and Community Service Officer.

CRU prioritizes policing initiatives and targeted enforcement based on community concerns, crime trends and identified hot spots within the city. This unit also conducts daily foot patrol in the downtown core to increase police presence and deter crime. Members of CRU actively engage with downtown business owners and their staff to collaboratively address their safety concerns, ongoing issues in the area or crime they witness.

Additionally, CRU assists Uniform Patrol, Drugs & Intel and ERU to execute warrants, assist in investigations or manage the volume of calls for service.



COMMUNITY RESPONSE UNIT



The Woodstock Police Service conducts a number of traffic initiatives throughout the year. Some initiatives involve partnering with other WPS units and outside agencies, such as: the Ministry of Transportation, Ministry of Finance, City of Woodstock By-Law Officers and various other police services, including Oxford OPP.

WPS has an officer qualified as a Level IV Traffic Reconstruction Investigator and Drug Recognition Expert. This specialized training provides expertise in the investigation of major collisions and impairment by drugs. The Traffic Officer also provides training to other officers in the use of speed measuring devices including RADAR and LiDAR.

Some initiatives the Traffic Unit focuses on includes:

- Operation Zero
- Operation Borders
- National Teen Drivers Safety
- R.I.D.E. Programs
- Operation Impact
- Commercial Motor Vehicle Blitz
- Four Counties Traffic Blitz
- School Zone Safety
- Bylaw Parking
- Speed Enforcement
- Distracted Driving
- Stop Signs & Traffic Lights
- Seatbelt Safety
- Impaired Drivers

TRAFFIC UNIT



The Canine (K9) Unit spends a significant amount of time training and honing the skill of WPS's Police Service Dogs (PSDs) to ensure they are prepared to successfully handle dynamic calls for service of varying nature. To keep their skills sharp, the WPS K9 Unit dedicates time training with the K9 Units of other partnering police services, including: London Police Service, St. Thomas Police Service, Stratford Police Service and Strathroy Caradoc Police Service.

The K9 Unit maintains a busy schedule that includes training, tracking people, searching for evidence, executing warrants, working with ERU, Community Service and the Traffic Unit.



Drug
Detection



Community
Service



Firearm
Detection



Ammunition
Detection



Currency
Detection

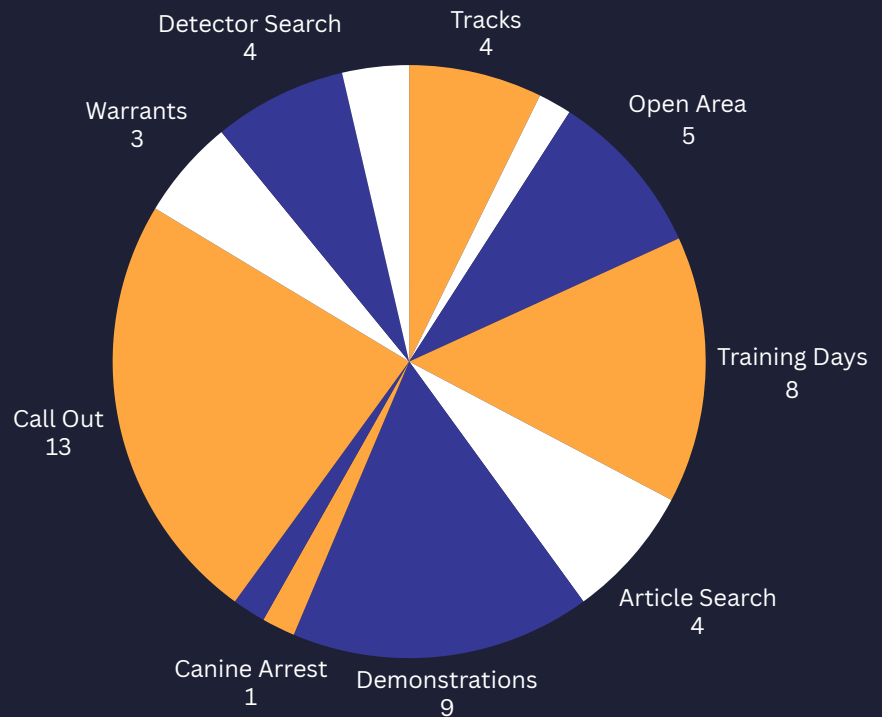


Person
Detection

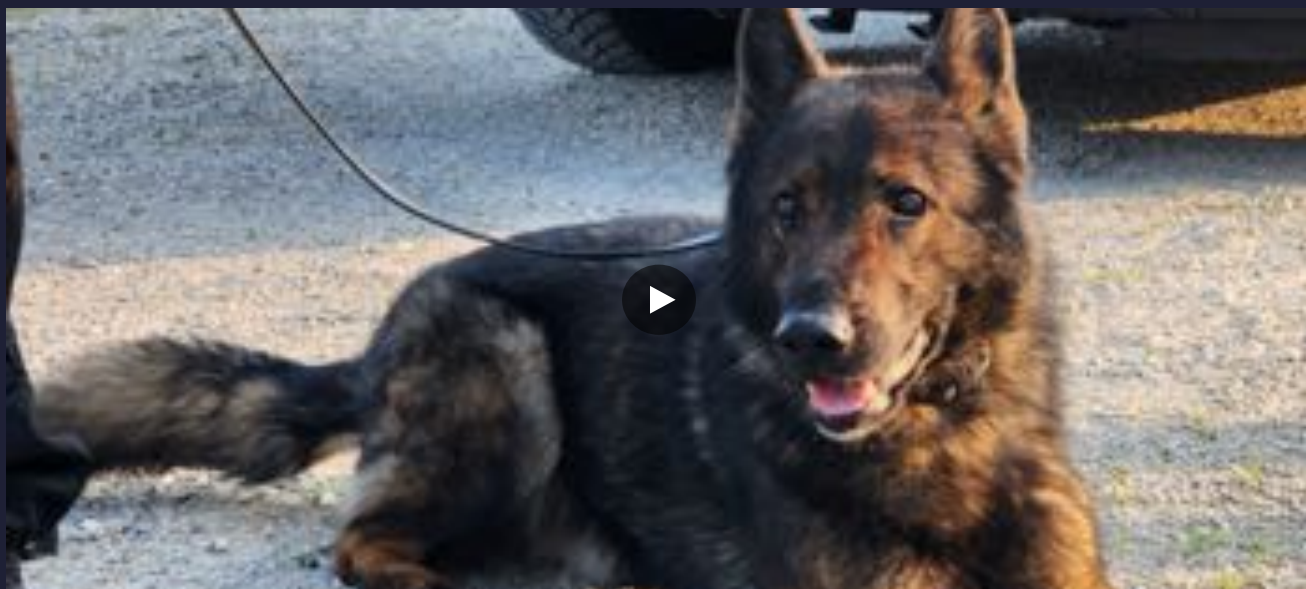
PSD Taz



PSD Striker



CANINE UNIT



Click the image to view the memorial video.

On July 5th, 2023 the Woodstock Police Service publicly announced the line of duty death of Police Service Dog Taz.

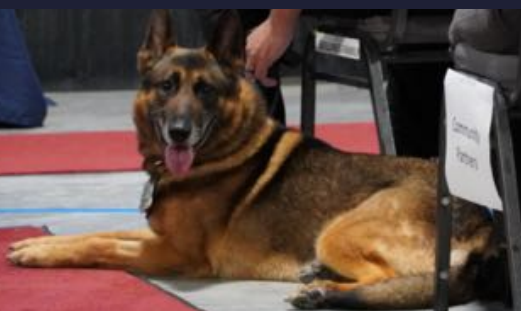
The WPS K9 Unit responded to a request for assistance by the Stratford Police Service with a drug related investigation Monday, July 3, 2023. While conducting a search, PSD Taz and PSD Striker both appeared to ingest drugs. Narcan was administered and both Police Service Dogs were rushed to a Veterinarian Clinic. PSD Taz did not recover and died in the line of duty. PSD Striker remained at the clinic under observation, but was released a few days later and was able to make a full recovery.

PSD Taz joined the Woodstock Police Service K9 Unit and began his training in 2021 and was officially deployed in 2022. He was young but respected throughout the K9 community, as he had developed into an outstanding detection dog. In his short but successful career, PSD Taz, assisted with a number of arrests, drugs and weapons investigations, missing persons investigations and community service engagements.

PSD Taz was well loved and cared for. He is greatly missed by his family, the entire Woodstock Police Service, his K9 friends and all of the groomers, vets and therapists who worked closely with him.

On August 1, 2023 a memorial service was held at the Community Complex where approximately 70 K9 teams from various police services walked, while community members lined the streets of the parade route in honour of PSD Taz.

PSD TAZ MEMORIAL





Click the image to view the informative MHEART video.

Calls for service related to mental health and individuals in crisis are continuing to rise for police services across the country.

The Community Engagement Officer (CEO) role was created specifically to address mental health calls for service. The CEO is responsible for providing primary assistance and responding to calls involving individuals in crisis or suffering from mental illness. The CEO collaborates closely with the Mental Health Engagement and Response Team (MHEART) and the Community Response Unit (CRU). MHEART, a team of crisis clinicians from the Canadian Mental Health Association (CMHA), responds to mental health-related calls alongside the CEO or other available officers to offer support and community referrals.

Additionally, the CEO and MHEART work with community partners at the Oxford County Situation Table to connect those at acute risk with various community agencies for support and resources. Follow-up check-ins and outreach by the CEO and MHEART are part of the preventative actions offered to the community.

The CEO possesses extensive knowledge in mental health, heads the Negotiators team, and facilitates crisis intervention training for staff members of WPS, other police services, and organizations.

MENTAL HEALTH

The Woodstock Police Service partners with a number of local community organizations for a wide variety of community events, engagement programs, and educational opportunities.

With community safety and well-being at the forefront of WPS's policing mission, positive community engagement is an important way to connect with the citizens of Woodstock, while providing accessible personal and community safety and crime prevention education.

In 2023, the Community Service Officer (CSO) hosted two students for the Youth In Policing Initiative summer student program. These two youth were provided the unique opportunity to learn more about policing from behind the scenes and developing leadership and life skills through various community engagements. They were tasked with volunteering at local organizations including the YMCA and Operation Sharing and also coordinating a food drive for the local food bank and a fundraiser for the charity of their choice.

WPS also utilizes a number of social and traditional media outlets as tools to engage with members of the community and provide important information relating to safety, crime prevention, and ongoing investigations. The CSO is responsible for managing and maintaining these platforms and ensuring the public is updated with accurate information.



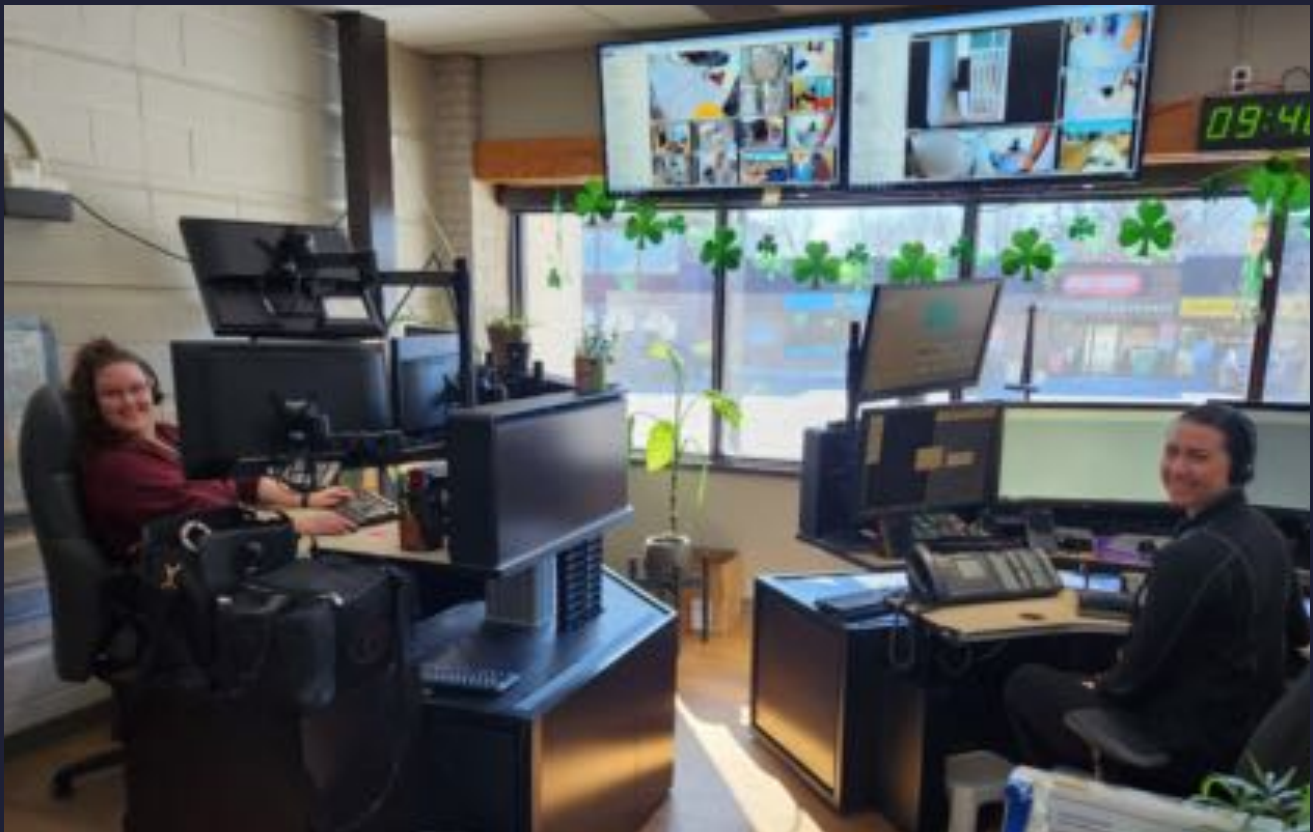
COMMUNITY SERVICE



The Woodstock Police Service Communications Centre is a Primary Public Safety Answering Point. This means all 9-1-1 calls made within Oxford County are routed through and answered by the WPS Communications Centre. These calls are then dispatched to WPS officers or transferred to the appropriate Communications Centre for other services (i.e. Ontario Provincial Police, Oxford County Paramedic Services, other county fire departments, etc.).

In addition to answering 9-1-1 calls, non-emergent calls for service and general inquiries, these dedicated staff were responsible for dispatching calls for service to the Woodstock Police Service and the Woodstock Fire Department. In some larger services, call takers and dispatchers have separate roles and responsibilities. At the WPS, Communicators work as a cohesive team while managing both call taking and dispatching responsibilities.

The Communications Centre is made up of one supervisor, ten full time and six part time call communicators, who are responsible for handling the tens of thousands of phone calls from the public each year. Three communicators manage dayshift calls, while two manage night shift, with a third covering a busier portion of the night shift and breaks.



COMMUNICATIONS CENTRE

The WPS Auxiliary Unit is made up of a compliment of 13 dedicated local volunteers that work along side WPS officers to ensure the safety and well-being of the community. They partake in regular training to ensure they can support officers in a variety of situations and volunteer thousands of hours each year.

Auxiliary members volunteer at various events throughout the year such as:

- Major city events (Canada Day, etc)
- Parades (Victoria Day, Santa Claus, etc.)
- Summer Programming (Kids & Cops Baseball, Day Camp, etc)
- Fill A Cruiser Food Drives
- Touch-a-truck events
- Walks/runs for a cause (Hike for Hospice, Terry Fox Run, etc.) & more!

Auxiliary members also assist officers with patrolling the community by going on ride alongs and assisting in investigations such as searching for missing people.

In 2023, the WPS Auxiliary Unit contributed a total of 2130 hours of their time to patrol, training, and community events with a majority of the events taking place between April - September.



AUXILIARY UNIT



Category of Expenditure	2023 Budget	2023 Actual	Variance
Personnel Costs	\$18,144,080	\$18,103,626	\$40,454
Police Service Board	\$102,428	\$104,607	(\$2,179)
Administrative Expenses	\$3,517,607	\$4,551,575	(\$1,033,968)
Grant Expenses	\$97,800	\$97,629	\$171
Building Maintenance and Utilities	\$354,876	\$308,641	\$46,235
Fleet	\$306,448	\$303,014	\$3,434
Total Expenditures	\$22,523,239	\$23,469,094	(\$945,855)
Revenues	(\$3,092,329)	(\$4,678,541)	\$1,586,212
Net Budget Allocation	\$19,430,910	\$18,790,553	\$640,357



ANNUAL BUDGET

	2023	2022	2021
Total Chief's Complaints	0	3	1
Total Public Complaints	13	10	12
• Conduct	5	8	11
• Service	4	2	2
• Policy	4	0	0
Allegations			
• Incivility/Insubordination	1	1	0
• Neglect of Duty	1	1	1
• Discreditable Conduct	0	6	10
• Excessive/Unnecessary Use of Force	3	1	0
• Unlawful/Unnecessary Exercise of Authority	1	1	2
• Unsatisfactory Work Performance	1	0	0
• Other Service Complaints	4	1	0
Resolutions			
• Deemed frivolous, vexatious, bad faith, outdated or not affected by the Office of the Independent Review Director	5	2	7
• Informal Resolution without a hearing	0	1	1
• Withdrawn by Complainant	3	2	2
• Unsubstantiated Through Investigation	2	2	2
• Police Service Act Hearing	0	0	0
• Lost Jurisdiction	3	0	0
• Early Resolution	0	2	0

COMPLAINTS



615 Dundas St.
Woodstock, ON
N4S 1E1



519-537-2323
(non-emergent line)
519-421-2800
(administration line)



woodstockpolice.ca



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[@woodstockpoliceservice](https://www.instagram.com/woodstockpoliceservice)



[@woodstock_ps](https://www.x.com/woodstock_ps)

CONNECT WITH US



October 8, 2024

Board Report October 2024 - OPEN

Re: WPSB Capital Budget Request (2025)

The following capital budget requests have been identified for 2025:

A renovation to the rear entrance vestibule with installation of additional Key-Scan proximity scanners for the two employee entrances and completion of the “man-trap” controls for the main public entrance.

1. REAR ENTRANCE VESTIBULE RENOVATION

- Replace two (2) existing doors – original 1985 construction to meet same design as 2016 renovation project
- Replace vestibule windows – remove “chicken-wire” security panes and install more modern tempered glass to match entry-way glass panes
- Installation of permanent metal cabinets for improved storage of fleet supplies and other patrol equipment
- Improved lighting of entire vestibule area

PROJECT QUOTE – **\$26,000**

2. KEY-SCAN PROXIMITY SCANNER ADDITIONS

- Hardware purchase and installation of two (2) additional Key-Scan proximity scanners for the west employee entrance. One scanner to control access to the lower level of the building and one scanner to control access to the main floor of the building.
- Hardware purchase and installation of three (3) additional Key-Scan proximity scanners for the east employee entrance. One scanner to control access to the lower level of the building, one scanner to control access to the main floor and one scanner to control access to the elevator.
- Hardware purchase and installation of a “man-trap” system for the main public entrance

allowing WPS Staff to immediately secure the front entrance in a “lock-down” status. The original intention for this security feature was planned for with the 2016 renovation however due to project funding issues was not fully integrated.

PROJECT QUOTE – \$12,000

TOTAL NEW 2025 PROJECTS: \$38,000

Recommendations:

- 1. That the Board approve the Woodstock Police Service 2025 Capital Budget outlined in #1 and #2 above in the amount of \$38,000.00 to replace the rear vestibule doors, windows and cabinets and add further safety and security hardware within the front and rear entrances to the Police Headquarters at 615 Dundas St., Woodstock.**

Rod Wilkinson
Chief of Police