



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: October 28, 2024

Time: 3:00 P.M.

LOCATION: Woodstock Police Service Headquarters and via Zoom

At 2:00 p.m., the Board will present the Certificate of Completion for Basic Constable Training to the successful recruits. Following this, the Jeff Pincombe Memorial Bursary will be awarded to two recruits who have demonstrated enthusiasm, passion for policing, respect, professionalism, and academic excellence throughout their training.

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 October 8, 2024.
Recommendation: That the Board approves the minutes of October 8, 2024 as circulated.
6. Business Arising from the Minutes
7. Verbal Report from the Chair
 - a. OAPSB 2025 Membership Renewal
8. Verbal Report from the Chief
9. Board Policy Review
 - a. Electronic Monitoring of Employees Policy
 - b. Equity and Inclusion Policy
 - c. Extreme Incident Response Plan Policy
 - d. Financial Management Policy
 - e. Hiring Policy
 - f. Human Rights Policy
 - g. Interprovincial Policing Policy
 - h. Investigations Policy
 - i. Major Case Management Policy
 - j. Media Relations Policy

- k. Police Facilities Policy
- l. Political Activity of Police Officers Policy
- m. Protocol for Shared Service Agreements and Contracts Policy
- n. Public Consultation Policy
- o. Purchasing Policy
- p. Reporting of Secondary Activities Policy
- q. Respect in the Workplace Policy
- r. Strategic Planning Framework Policy
- s. Succession Planning Policy
- t. Use of Board Equipment and Technology Policy
- u. Vehicle Pursuit Policy

10. Board Self-Evaluation

11. Unfinished Business

12. Closed Session

Recommendation: That the Board adjourns to Closed Session at _____ pm to discuss personal matters about identifiable individuals, litigation or potential litigation affecting the Board and labour relations information supplied in confidence to the Board pursuant to S. 44(2)(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.*

13. Motions arising from Closed Session

14. New Business (if necessary)

15. Date of next Board meeting Monday, November 25, 2024 @ 10:00 A.M. at Woodstock Police Service Headquarters and via Zoom.

16. Adjournment



WOODSTOCK POLICE SERVICE **BOARD**

The Woodstock Police Service Board met on October 8, 2024 at Woodstock Police Service Headquarters and via ZOOM at 10:00 a.m.

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

Also in attendance were Chief Rod Wilkinson; Deputy Chief Nick Novacich; Jamie Taylor, Inspector; and Kristi Lampman, Human Resources Coordinator joined via Zoom.

Mayor Jerry Acchione, Council Representative, joined the meeting during the discussion of Item 9 and departed from the meeting at 11:55 a.m.

Regrets: David Tilley, Zone 4 Police Advisor

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 10:00 a.m.

2. WELCOME

Chair Whiteford welcomed everyone.

3. APPROVAL OF AGENDA

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board approve the agenda as circulated and amended.

Amendments:

- i. Amended to remove item 11*

CARRIED.

4. There were no declarations of pecuniary interest.

5. APPROVAL OF MINUTES – September 9, 2024

Moved by Leslie FARRELL

Seconded by Connie LAUDER

Resolved that the Board approve the minutes of September 9, 2024 as circulated.

CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. VERBAL REPORT FROM CHAIR

- The Board received a thank you card from Stephanie, mother-in-law of Board member Daryl Stevenson, thanking the Board for their donation to Bluewater Health Foundation in memory of her husband, Jim DeGurse.
- Chair Whiteford reminded everyone of the upcoming OAPSB Labour Conference at the end of November, noting that rooms are very limited. He encouraged anyone interested in attending to book their accommodations as soon as possible.
- Chair Whiteford confirmed that all Board members have successfully completed the Mandatory Thematic Training as required by the Ministry.

8. VERBAL REPORT FROM CHIEF

- On September 11, the WPS paused to honour the lives lost and the bravery of the first responders and all those affected by the tragic events of 9/11.
- Also on September 11, Constable Devries and Constable Dartch graduated from the Ontario Police College. They have now joined their platoons and are completing their training.
- The Farm Show took place in September, with several paid duty assignments. Several officers were in attendance to assist including members of the Canine Unit, Auxiliary Unit, and bike patrol.
- On September 12, National Police Women's Day, the WPS honoured and celebrated the contributions of women in law enforcement.
- September 14 was the 20th anniversary of the Special Olympics Truck

Convoy travelling from Paris to Woodstock. The WPS Auxiliary Unit showcased some of the Service's newer vehicles in the parade.

- Chief Wilkinson advised that on September 19, he, Inspector Taylor and Constable Duckworth attended the "Take Back the Night" event to raise awareness about domestic abuse and the right of everyone to feel safe in our community.
- On September 21, the Auxiliary Unit participated in the Hike for Hospice to raise funds for Sakura House. With their increase in numbers, the Auxiliary Unit has been highly active in the community recently.
- Chief Wilkinson thanked Constable Wubs and Constable Hussein who attended the Police Memorial Service in Ottawa to remember those who made the ultimate sacrifice.
- September 30 was the National Day for Truth and Reconciliation. The WPS paused to reflect on the painful legacy of residential schools in Canada. This day calls for all of us to listen, learn and commit to meaningful action in support of healing and reconciliation with Indigenous Peoples.

9. STATISTICS/REPORTS – DEPUTY CHIEF NOVACICH

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

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

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

CARRIED.

10. FINANCIAL STATEMENTS

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board receive the financial statements ending September 30, 2024 in Item 10.

CARRIED.

~~11. INTRODUCTION OF RECENT GRADUATES FROM AYLMER POLICE COLLEGE~~

12. COMPLAINTS ABOUT SPECIAL CONSTABLES

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

Resolved that the Board endorse the Complaints About Special Constables form.

CARRIED.

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

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve all policies listed in item 13 A) through P) as amended.

CARRIED.

14. 2023 ANNUAL REPORT

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board approve the 2023 Annual Report as amended.

CARRIED.

15. BOARD MEMO – 2025 CAPITAL BUDGET REQUEST

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

Resolved that the Board approve the Woodstock Police Service 2025

Capital Budget outlined in #1 and #2 of the memo dated October 8 from the Chief to the Board 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.

CARRIED.

16. UNFINISHED BUSINESS

None.

17. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board adjourns to Closed Session at 11:01 a.m. to discuss security of Board property, personal matters about identifiable individuals, and labour relations information supplied in confidence to the board pursuant to S. 44(2)(a), (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.

CARRIED.

CLOSED SESSION RISES

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board does now rise from Closed Session and reconvenes at 11:56 a.m.

CARRIED.

18. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 6

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

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

Amendments:

- i. Amended to add an information item from a member of the Board about a staffing matter to item 6*
- ii. Amended to add building consultant update to item 6*

CARRIED.

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT
b) STAFFING ACTIVITY

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board receive for information the Staffing Report and Staffing Activity Report dated as of October 8, 2024.

CARRIED.

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

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

CARRIED.

CLOSED SESSION # 4 – BOARD MEMO – APPOINTMENT OF R. SCHNURR

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

Resolved that the Board formally appoint R. Schnurr as a Special Constable with the Woodstock Police Service as of September 23, 2024.

CARRIED.

BOARD MEMO – APPOINTMENT OF M. POOLE

Moved by Connie LAUDER

Seconded by Daryl STEVENSON

Resolved that the Board formally appoint M. Poole as a police officer with the Woodstock Police Service as of October 1, 2024.

CARRIED.

CLOSED SESSION # 5 – BOARD ONLY SESSION

No motion arising.

CLOSED SESSION # 6 – OTHER ITEMS AS NECESSARY

Information only.

19. NEW BUSINESS

None.

20. Date of Next Board Meeting Tuesday, October 28, 2024 at 3:00 p.m.
at the Woodstock Police Service Headquarters.

21. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board does now adjourn at 12:03 p.m.

CARRIED.

"Original Signed by"

Ken Whiteford, Chair
Woodstock Police Service Board

"Original Signed by"

Leslie Farrell, Vice Chair
Woodstock Police Service Board

OAPSB Membership Renewal Invoice

From Meghan DaPonte <finance@oapsb.ca>

Date Tue 2024-10-22 1:20 PM

To kristinbarnim@hotmail.com <kristinbarnim@hotmail.com>

 1 attachments (163 KB)

Ontario Association of Police Services Boards Invoice #64.pdf;

Dear Kristin,

As we approach the new year, we are pleased to inform you that your membership invoice for 2025 is enclosed with this letter.

This year has been one of significant change and growth, marked by the introduction of the Community Safety and Policing Act (CSPA). In response, the Ontario Association of Police Service Boards (OAPSB) has expanded its supports and training programs to ensure all our members are well-equipped to navigate these changes. Additionally, we have continued to expand our Strategic Actions in Advocacy, Education, and Expertise, including member services, providing you with more robust resources and tools to aid in your governance roles.

For some of you, the membership amount will look very different as it did in past years. As many of you know, the OAPSB of the past was not funded as a working organization. In 2022, the Board decided it was time to hire a full-time Executive Director and, with funding help from the Ministry of the Solicitor General, expand our services into supports and training for Boards, with the introduction and enforcement of the CSPA. Along with the transition to OPP Detachment Boards, the OAPSB needed to ensure our membership pricing was not only reflective of these changes but in a manner that was fair. As a result, the membership fees now reflect a price per property, much like the cost model for OPP services. The increase in fees is to help our organization remain committed to supporting your activities while providing expanded tools and training to meet your needs and the expectations of the CSPA; keep boards operating with best practices in Police Governance.

The OAPSB remains committed to supporting police service boards, First Nation boards and OPP detachment boards across Ontario. Our mission is to provide ongoing tools and training, networking opportunities, and advocacy to help you fulfill your legislated responsibilities and enhance public safety in your communities.

Your continued membership is vital to our collective efforts in promoting effective police governance and fostering a safer Ontario. We appreciate your ongoing dedication and look forward to another year of collaboration and progress.

We recognize that for some of you, this new fee structure may look higher than your board was prepared for this coming year. Should you need to discuss your membership fees with us, I invite you to contact us at membership@oapsb.ca for a review and discussion.

Please find the enclosed invoice for your membership dues for 2025. Payment can be made via online payment or you can pay by mail by January 31, 2024. Should you have any questions or require further assistance, please do not hesitate to contact us.

We encourage you get the most from your membership by ensuring you are accessing the website and participating in events and discussion groups and utilizing the tools available to you. We also recommend to renew your membership promptly to ensure uninterrupted access to our expanded resources and support. Your timely renewal will enable us to continue providing the high-quality services and training you expect and deserve.

Thank you for your ongoing support and commitment to public safety.

Best Regards,

Lisa Darling, M.O.M.

Executive Director
Ontario Association of Police Service Boards
P.O. Box 43058
London RPO Highland ON N6J 0A7
lisadarling@oapsb.ca
705-238-9439

Ontario Association of Police Services Boards
PO Box 43058
London RPO Highland, ON N6J 0A7
Tel 1-800-831-7727
E-Mail oapsb@oapsb.ca



Ontario
Association of
Police Services
Boards

INVOICE 64 PO NUMBER

2024-10-21

BILL TO

MESSAGE

Woodstock Police Service Board
Kristin Barnim
505 Finkle Street Unit 816
Woodstock, ON N4V 0B4

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Force Size 51-100 Annual	4,500.00	4,500.00
SUBTOTAL			4,500.00
SALES TAX			585.00
SHIPPING & HANDLING			0.00
TOTAL			5,085.00
PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED			(0.00)
TOTAL DUE BY 2024-10-21			5,085.00

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
5,085.00	0.00	0.00	0.00	5,085.00

[Submit payment online here](#)



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Electronic Monitoring of Employees
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

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

Employment Standards Act, 2000, S.O. 2000, c. 41

Policy Statement

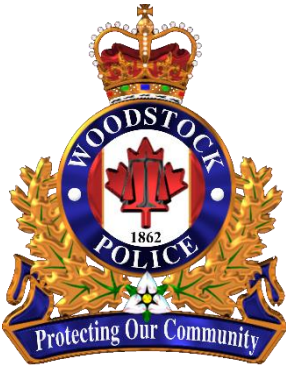
The Woodstock Police Service Board (the "Board") is dedicated to updating its employment practices to guarantee transparency in the electronic monitoring of employees of both the Board and the Woodstock Police Service. This policy outlines the circumstances under which the Board may electronically monitor employees and the purposes for which such information may be utilized.

Policy Application

1. Monitoring of employer-owned technology devices is crucial for upholding procedures, maintaining a respectful work environment, and safeguarding IT resources. This applies to both employer-provided devices and personal devices used via remote desktop connections. Employees should not assume privacy when using employer systems. All activities conducted on employer-

owned electronic assets are subject to monitoring in accordance with Board policies and procedures.

2. The Chief of Police (the “Chief”) is responsible for establishing and maintaining procedures that comply with the *Employment Standards Act* (ESA). These procedures should detail:
 - a. the conditions under which electronic monitoring of employees occurs;
 - b. the purposes for which information obtained from monitoring may be used; and
 - c. any additional information as required by law.
3. Employees must acknowledge that there is no exception of privacy regarding their use of employer systems and devices, including but not limited to computers, tablets, networks, and other IT infrastructure.
4. The employer is authorized to employ electronic monitoring tools such as video/audio surveillance, computer monitoring, telephone monitoring, electronic access controls, and GPS systems in accordance with the established procedures.
5. The Chief (for Civilian Members) and the Board’s Executive Assistant (for Board staff) are responsible for ensuring that:
 - a. new employees received a copy of this policy and related procedures within 30 days of their hire date;
 - b. existing employees receive updates on this policy and any amendments within 30 days of approval; and
 - c. temporary employees receive this policy and any amendment within 24 hours of their assignment.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Equity and Inclusion
Policy Number:	AI-003
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

Canadian Charter of Rights and Freedoms

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 (herein referred to as "the Act")

Ontario Human Rights Code, R.S.O. 1990, c. H.19

Policy Statement

The Woodstock Police Service Board (the "Board") is dedicated to fostering a police service that embodies respect, equity, and inclusion, aligned with the principles of the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code (OHRC)*, the *Accessibility for Ontarians Act (AODA)* and other applicable legislation. This policy is designed to ensure that all individuals, both within the Woodstock Police Service (the "Service") and the broader community, are treated fairly and without discrimination or harassment.

Policy Application

1. The Board is committed to ensuring that all procedures, practices, and behaviours of the Service promote equitable and fair treatment of both the public and Service members. Discrimination and harassment against any individual, whether they are a member of the public or a Service member, will not be tolerated under any circumstances. Any practices or behaviours that are discriminatory, or that support discriminatory practices, will not be condoned.
2. The Chief of Police (the "Chief") will develop and implement a comprehensive strategy and procedures aimed at promoting equity, inclusion, and diversity at all levels of the organization. This strategy will also work to prevent discrimination and harassment in both public service delivery and the workplace environment.
3. The strategy and procedures shall address:
 - a. service delivery that ensures that programs and services are provided in a manner that supports diversity and inclusivity, and is fair, respectful, and equitable;
 - b. employment practices that adhere to principles of inclusivity, equity, and fairness in recruitment, selection, hiring and promotion to reflect the community served at all levels and areas within the organization;
 - c. communications that are crafted to meet the diverse needs of the community and will be made available in accessible formats upon request; and
 - d. professional development and training for all Service members that aligns with this policy and related legislative requirements, with programs reinforcing positive practices and protecting human rights.
4. In addition to these requirements, the Board shall prepare and adopt a

diversity plan to ensure that the members of the Service reflect the diversity of the area for which the Board has policing responsibility. By fostering an environment that is inclusive and equitable, this plan will contribute to a workplace culture where diversity is valued, and all individuals feel respected, empowered, and supported. This commitment to diversity will enhance the Service's ability to serve the community fairly and effectively.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Extreme Incident Response Plan
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

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

Ontario Regulation 392/23 Adequate and Effective Policing (General)

Policy Statement

This policy aligns with the Provincial Extreme Incident Response Plan, approved by the Ministry of the Solicitor General and detailed in *Ontario Regulation 392/23 Adequate and Effective Policing (General)* (O. Reg. 392/23). The Woodstock Police Service Board (the “Board”) is committed to ensuring a systematic, coordinated, and effective response to any extreme incident. The Board is dedicated to implementing all requirements outlined in the Provincial Extreme Incident Response Plan, thereby ensuring thorough preparedness and efficient crisis management.

Policy Application

1. In this policy, “extreme incident” means a situation in which there is a reason to suspect either:
 - a. a terrorism offence within the meaning of section 2 of the *Criminal Code*

- (Canada) that will cause or has caused casualties or negative impacts to critical infrastructure in the Service's area of policing responsibility will be or has been committed;
- b. a criminal offence that will cause or has caused mass casualties will be or has been committed, and the effects of that offence could potentially exceed the capacity of the Service;
 - c. a criminal offence that will cause or has caused negative impacts to critical infrastructure, requiring a response by the police service that could potentially exceed its capacity, will be or has been committed;
 - d. multiple active attacker incidents, at least one of which is in the Service's area of policing responsibility, will occur or are occurring simultaneously, and there is reason to suspect the incidents are related;
 - e. a protest, demonstration or occupation that will pose a serious threat to human life or critical infrastructure will occur or is occurring.
2. The Chief, or designate, shall:
- a. ensure that the notification protocol in the Provincial Plan is communicated to all appropriate members, from front-line staff to senior command within the Service;
 - b. ensure the protocol is up to date, including current contact information, titles, roles and responsibilities;
 - c. contact risk assessments at least annually, or more frequently as required, to identify potential targets (e.g. persons, locations, objects, or systems) that may be the subject of an extreme incident including, but not limited to:
 - i. creating and maintaining an updated inventory of potential targets within the Service's jurisdiction;

- ii. assessing the risk of an extreme incident (high/medium/low) associated with these targets;
- d. maintain open lines of communication for sharing intelligence and information related to extreme incidents with other police services and relevant entities, including but not limited to OPP Provincial Operations Centre (POC);
- e. ensure that a process is in place to identify and access necessary resources, such as:
 - i. personal protective equipment;
 - ii. specialized services (e.g. tactical units);
 - iii. vehicles;
 - iv. training;
 - v. temporary accommodation;
 - vi. decontamination equipment;
 - vii. telecommunications equipment (which are also interoperable).
- f. review, train on and exercise their respective procedures at a minimum every two years, and following legislative and operational changes affecting extreme incident response as applicable. This process will consist of:
 - i. reviewing their respective procedures for compliance with legislative and operational changes, including linkages with the municipal emergency plan within their jurisdiction;
 - ii. conducting a simulated drill or sequence of events that places participants in a situation requiring them to function in that

capacity that would be expected of them in the event of a real extreme incident. The simulated drill or sequence of events shall be performed concurrently with other police services and should also involve other relevant entities (e.g. emergency service providers). This simulated drill or sequence of events shall at a minimum, test the interoperability of communication systems between the Service and other participating police services and any participating other relevant entities;

- iii. considering how recent extreme incidents were responded to and lessons learned.

- 3. Based on information received regarding an extreme incident, the Chief shall ensure that the following responsibilities are fulfilled as the circumstances require in addition to satisfying any other operational priorities that may exist:

- a. implementing initial response and determining priorities, roles, and responsibilities of responding police officers on the scene(s);
- b. undertaking the applicable steps from the Notification Protocol;
- c. establishing an incident command or an integrated unified incident command (as applicable);
- d. co-ordinating actions of responding police officers and specialized responders as applicable, including liaising with other emergency service providers, such as fire and emergency medical services;
- e. activating any applicable agreements, as required, including agreements for the transfer of command to other police services or the RCMP, where applicable;
- f. following the inter-agency cooperation and information and intelligence sharing protocols;

- g. providing timely and relevant information to the media, including issuing public alerts, as required;
 - h. providing assistance to victims and witnesses, including the provision of referrals that are appropriate in the circumstances to emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.
4. The Chief of Police or designate shall ensure that notification is given to municipal, provincial, and federal government emergency service providers, as applicable, when it is safe for them to start addressing the consequence(s) of an extreme incident. To ensure a coordinated effort with respect to consequence management response, including rescue and recovery efforts, the Chief of Police or designate shall liaise with other emergency services providers, such as fire, emergency medical services, hospitals and public health officials, as applicable.
5. The Chief or designate shall exercise primary responsibilities in resulting investigations subject to the *Security Offences Act* or other legislation assigning primary responsibility to a specific police service or to an agreement pursuant to section 14 of the *Community Safety and Policing Act, 2019* with another police service to undertake the relevant investigation.
6. The Chief may request that the Commissioner of the OPP or the Chief of Police of another police service provide assistance, if the Chief is of the opinion that the extreme incident is an emergency. The Board may also request the OPP's or another police service's assistance by resolution.
7. The Chief or designate shall provide updates to the OPP Provincial Operations Centre (POC) as per the Notification Protocol in the Provincial Plan. The Chief shall share information, including intelligence relevant to an extreme incident with other Chiefs of Police and relevant entities as necessary to support an effective response, maintain situational awareness

and public safety, and facilitate coordination of resources in accordance with local plans and standard operating procedures, or on an ad hoc basis, to the extent such disclosure is legally permitted.

8. The Chief or designate shall inform the Board of the extreme incident and continue providing appropriate updates through the Chair of the Board or their designate.
9. The Chief shall decide whether to make public any information relating to the extreme incident. The Chief or designate shall, where appropriate:
 - a. disseminate directions to personnel with regards to media scene access restrictions and access to the perimeters of the scene, as appropriate;
 - b. release appropriate information to the media and members of the public;
 - c. maintain ongoing liaison with the media.
10. The Chief or designate shall ensure that public alerts are made as required using:
 - a. social media notification; and
 - b. an emergency alert system that delivers alerts through television, radio and wireless devices.

Reporting

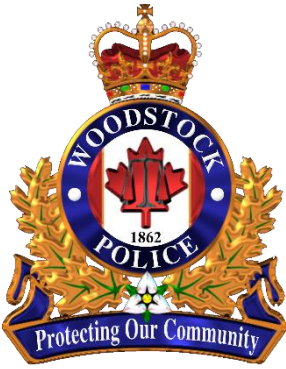
11. The Chief or designate shall, following an extreme incident, prepare a report reviewing and evaluating the Service's response to the incident. The report must include:
 - a. general information regarding the incident, including the nature of the incident, the date, time and location of the incident, the environment in which the incident occurred and the details on the response to the incident;

- b. the type of personnel from the Service and other agencies involved in responding to the incident and their role in the response;
- c. an analysis of the outcome of the incident, including what worked well and recommendations for improvements, including matters to be addressed through changes to procedures and/or training;
- d. as applicable, the impact of the extreme incident and the Service's response to the extreme incident as it related to:
 - i. victims;
 - ii. the community;
 - iii. the Service and other first responder agencies; and
 - iv. individual members of the Service.

If the extreme incident involves the members of another police service, the Chief shall prepare the above report in consultation with the Chiefs of Police of the other involved police services.

- 12. The Chief shall ensure the report is prepared within 120 days after:
 - a. the day of the incident, if there is no Special Investigations Unit investigation into the incident;
 - b. if there is a Special Investigations Unit investigation into the incident, the day on which public notice in respect of the incident is given under section 33 of the *Special Investigations Unit Act, 2019*, or a report is published in respect of the incident under section 34 of that Act.
- 13. If the Chief is unable to complete the report within the timeframe above, the Chief shall notify the Board of the status of the report every 30 days, until the report is complete.

14. The Chief shall provide the Board the report within 30 days after the Chief approves the report. The Board shall publish the report on the internet, subject to the following:
 - a. the Board shall not make any information from the report available to the public without consulting with the Chief regarding whether any information from the report should not be disclosed and whether the information could be redacted if access to the report were requested under the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
 - b. The Board shall not redact any information in the report that would be required to be disclosed in response to the request for access under the FIPPA or MFIPPA.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Financial Management
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 clear guidelines and procedures for the financial management of the Woodstock Police Service (the "Service") to ensure transparency, accountability, and compliance with the *Community Safety and Policing Act* (the "Act").

The Woodstock Police Service Board (the "Board") is dedicated to upholding principles of fiscal responsibility and transparency in the financial planning and management of the Service. This includes ensuring that police programs and initiatives align with the goals and priorities detailed in the Strategic Plan. Additionally, the Board aims to provide services efficiently, delivering maximum value to taxpayers.

Policy Application

1. The Board acknowledges its primary responsibility for overseeing corporate

funds. As such, it holds the Chief of Police (the "Chief") accountable for the effective use of financial resources within the approved annual budget, adherence to legal and administrative policies, operational efficiency, and achievement of the Strategic Plan's annual objectives.

2. The Chief shall develop annual operating and capital budgets in line with City Council's formats and timelines. These budgets should be sustainable, responsible, and manageable in both the short and long term while ensuring the delivery of adequate and effective public services. The budgets should also include projections that reflect evolving needs, standards, and legislation, and support industry-leading objectives.
3. The Chief shall keep the Board apprised of the status of the operating and capital budgets.
4. In collaboration with the Chief and various stakeholders, the Board will set objectives and priorities for policing in Woodstock. This process involves creating long-term plans, defining goals, strategies, and performance indicators in the Strategic Plan, and preparing specific annual operating and capital budgets.
5. The Chief must promptly inform the Board of any extraordinary budgetary circumstance as they arise.
6. The Chief is responsible for ensuring that effective internal control processes are in place and that staff comply with legislative and statutory requirements, Board policies, municipal and Ministry directives, and financial principles and regulatory audits.

Reporting

7. The Chief must ensure that financial reports are timely, accurate, and pertinent. This includes meeting all external reporting obligations and implementing internal reporting mechanisms within the organization. Reports to the Board should include:

- a. regular updates on actual financial performance and year-end financial forecasts;
- b. information on the disposition of any surplus; and
- c. any additional financial reports requested by the Board.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Hiring
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

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

Ontario Human Rights Code, R.S.O. 1990, c. H.19

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to a fair and transparent hiring process that complies with the *Community Safety and Policing Act* (the "Act") and other relevant legislation. The purpose of this policy is to guide the recruitment, selection, and hiring of personnel to ensure that qualified individuals are chosen to uphold the standards and values of the Woodstock Police Service (the "Service").

Policy Application

1. The hiring process begins with the identification of staffing needs, which is determined by the Chief of Police in consultation with the Board. This involves reviewing current staffing levels, operational requirements, and strategic priorities to determine when new hires or replacements are

necessary.

2. Each position within the Service will have a clear and detailed job description. The descriptions shall outline the duties, responsibilities, qualifications, and competencies required for the corresponding role. Job descriptions will be reviewed and updated regularly to reflect the current needs and expectations of the position.
3. Positions shall be advertised publicly to attract a broad and inclusive pool of candidates. Advertisements will provide a summary of the job role, qualifications, and application procedures. Efforts will be made to reach diverse groups to promote equal employment opportunities.
4. Applications shall be received and screened to ensure that candidates meet the minimum qualifications outlines in the job description. This process includes reviewing resumes, conducting preliminary interviews, and assessing candidates based on their education, experience, and other relevant criteria.
5. The selection process involves a series of evaluations, including interviews, practical assessments, and background checks. The selection panel may include representatives from the Board, the Chief of Police, and relevant department heads. The purpose is to assess the candidates' suitability for the role, alignment with the values of the Service, and their ability to perform the job effectively.
6. Candidates who are recommended for hire shall undergo thorough background checks, including criminal record checks, employment history verification, and reference checks. These checks are essential to ensure that candidates meet the integrity and reliability standards required for police service roles.
7. Once a candidate has been selected, a formal offer of employment will be extended. This offer will be contingent on the successful completion of any

remaining pre-employment requirements, including but not limited to, medical examinations or additional background checks.

8. New hires will undergo an on boarding process designed to integrate them into the Service. This includes orientation programs, training, and familiarization with policies, procedures, and organizational culture. The goal is to ensure that new employees understand their roles and responsibilities and are prepared to contribute effectively to the Service.
9. The hiring process must adhere to the *Act*, the *Ontario Human Rights Code*, and other relevant legislation. All procedures will be conducted fairly and transparently, adhering to principles of equity and non-discrimination.
10. The Board will review this policy annually or as necessary to ensure ongoing compliance with legislation and best practices.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Human Rights
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

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

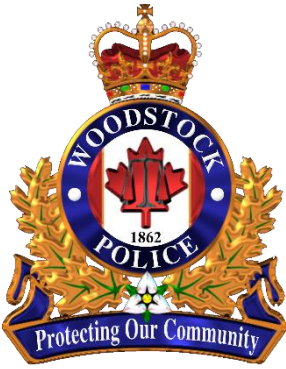
Policy Statement

The Woodstock Police Service Board (the "Board") is committed to upholding the principles of human rights, fairness, and equality in all its operations and interactions. This policy is designed to ensure compliance with all relevant human rights legislation, and to foster an environment of respect and inclusivity within the Board and the Woodstock Police Service Board.

Policy Application

1. All Board members, employees, and contractors associated with the Woodstock Police Service are expected to conduct themselves in a manner that respects the human rights of others. This includes treating everyone with dignity and respect, regardless of race, ethnicity, gender, sexual orientation, age, disability, religion, or any other characteristic protected by law.

2. Discrimination, harassment, and retaliation are strictly prohibited.
Discrimination refers to unequal treatment based on personal characteristics that are protected under the *Ontario Human Rights Code*. Harassment includes any conduct that is offensive, abusive, or threatening, which creates an intimidating, hostile, or humiliating environment for individuals.
Retaliation involves any adverse action taken against an individual for making a human rights complaint or participating in an investigation.
3. The Board is committed to creating and maintaining a work environment where individuals feel safe to raise concerns about human rights violations. Procedures are in place to address complaints of discrimination or harassment in a timely and effective manner. Complaints can be made to the human rights coordinator. All complaints will be investigated thoroughly and confidentially, with appropriate actions taken based on the findings.
4. Training on human rights and anti-discrimination will be provided to all Board members, employees, and contractors. This training will include information on recognizing and addressing discrimination, harassment, and other human rights issues, as well as understanding the rights and responsibilities of individuals under the applicable legislation.
5. Regular reviews of policies and practices will be conducted to ensure ongoing compliance and to address any changes in the legal landscape or organizational needs.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Interprovincial Policing
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

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

Interprovincial Policing Act, 2009, S.O. 2009, c. 30

Policy Statement

This policy establishes guidelines and procedures for the Woodstock Police Service Board (the "Board") regarding interprovincial policing in accordance with the *Community Safety and Policing Act* (the "CSPA") and the *Interprovincial Policing Act* (the "IPA"). The objective is to ensure that the Board and Woodstock Police Service (the "Service") adhere to legal requirements while facilitating effective and cooperative policing across provincial boundaries.

Policy Application

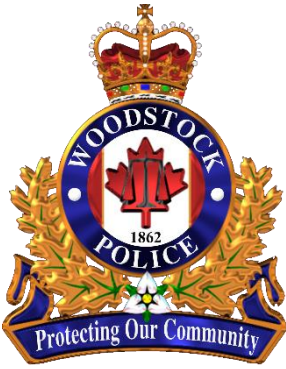
1. For interprovincial cooperation, the Board will enter into formal agreements with other provincial or territorial police services as needed, detailing the scope of cooperation and the responsibilities of each party. A liaison officer will be designated to coordinate with other jurisdictions, ensuring effective

communication and operational support.

2. Members of the Service must adhere to jurisdictional boundaries when operating outside Ontario. Any assistance to other jurisdictions must comply with the IPA and be approved by the Board. Officers need proper authorization, including potential written consent from the host jurisdiction, before participating in interprovincial operations. They will also receive training on IPA requirements and the protocols of the host jurisdiction.
3. Legal compliance mandates that all interprovincial policing activities be documented, including agreements, operational plans, and reports. These records should be maintained for review and audit purposes. Regular reviews will be conducted to ensure compliance with interprovincial agreements and relevant legislation.
4. The Board shall ensure that appropriate information-sharing protocols are established with other jurisdictions to support effective policing and public safety. Where applicable, the Board will communicate with the public regarding significant interprovincial policing activities to ensure transparency and maintain public trust.
5. This policy will be reviewed annually or as necessary to ensure compliance with the *CSPA* and *IPA*.

Reporting

6. Any issues or concerns arising from interprovincial operations must be reported to the Board.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Investigations
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

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

Section 6 of Ontario Regulation 395/23 Investigations

Policy Statement

Investigations into criminal and other matters are a fundamental responsibility of the Woodstock Police Service (the "Service"). The Woodstock Police Service Board (the "Board") acknowledges that effective investigations enhance community safety and build public trust in the police. Conversely, investigations that result in wrongful accusations can significantly damage community confidence. Therefore, the Board is committed to applying rigorous standards to ensure that the highest levels of investigative excellence are consistently upheld.

Policy Application

1. The Chief of Police (the "Chief") shall comply with *Ontario Regulation 395/23 Investigations (O. Reg. 395/23)* and ensure that:
 - a. the Service has at least one of each of the following individuals available

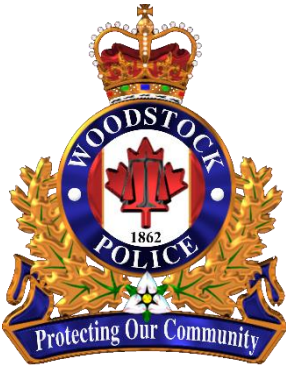
24 hours a day:

- i. a senior investigator;
 - ii. a supervisor; and
 - iii. a case manager
- b. the following procedures are established and maintained in accordance with *O. Reg. 395/23*:
- i. procedures regarding notifying supervisors of matters for the purposes of section 6 of *O. Reg. 395/23*;
 - ii. procedures for undertaking investigations;
 - iii. procedures for the management of information relating to investigations; and
 - iv. procedures for managing informers and agents and ensuring their security;
- c. consultation occurs with the Crown Attorney in accordance with *O. Reg. 395/23*, including with respect to any concerns raised by the Crown Attorney of judiciary regarding the investigation procedures or the practices of members of the Service related to any aspect of an investigation, and appropriate follow up and review is conducted when concerns are identified.
- d. members of the Service are deployed as required to undertake or supervise investigations.
- e. the following factors are considered when determining the number of members of the Service that are required to undertake and supervise an investigation:

- i. data on the workload of members conducting investigations from the previous 5 years;
- ii. the crime severity index for areas being policed;
- iii. the clearance rates for the areas being policed;
- iv. the strategic plan for the Service; and
- v. the geographical characteristics of the community.

Reporting

- 2. The Chief shall submit an annual report to the Board demonstrating compliance with this policy.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Major Case Management
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

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

Ontario Regulation 87/24 Training

Ontario Regulation 90/24 General Matters Under the Authority of the Minister

Ontario Regulation 394/23 Major Case Management and Approved Software Requirements

Policy Statement

This policy outlines the responsibilities of the Chief of Police (the "Chief") regarding compliance with procedural standards and reporting requirements. The Woodstock Police Service Board (the "Board") mandates that procedures be established and maintained in accordance with the Major Case Management Manual.

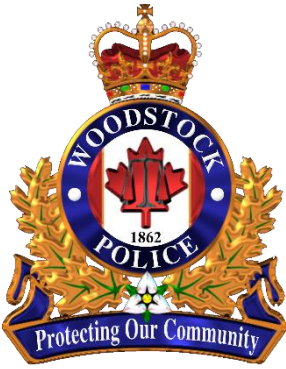
Policy Application

1. The Chief shall ensure that:

- a. procedures on major case management are developed that are consistent with *Ontario Regulation 394/23 (O. Reg. 394/23)* and address, at minimum, how to structure a major case investigation and who is responsible for each task in a major case investigation.
- b. the procedures outlined above reflect and acknowledge the importance of the following principles in major case investigations:
 - i. following a consistent and thorough investigative methodology;
 - ii. effective management of large volumes of investigative information;
 - iii. effective communication among members of the investigative team;
 - iv. maintaining clear and detailed investigative chronologies and records of investigative decisions
 - v. effective investigation management planning with clear objectives and strategies to achieve them; and
 - vi. preventing tunnel vision in major case investigations;
- c. any individual assigned as a major case manager has the necessary competence, experience, and training to fulfil the role in accordance with *O. Reg. 394/23* and *Ontario Regulation 87/24 Training*;
- d. a major case manager is assigned to every threshold investigation conducted by a member of the Service and shall ensure that the major case manager assigns a primary investigator and file co-ordinator;
- e. a major case manager is assigned to every non-threshold investigation conducted by a member of the Service.

Reporting

2. The Chief shall prepare and submit a report to the Ministry of Community Safety and Correctional Services, as stipulated by *Ontario Regulation 90/24*.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Media Relations
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

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

The Woodstock Police Service Board (the "Board") is committed to maintaining transparency, accountability, and public trust in its communications. This policy outlines the procedures for managing interactions with the media to ensure compliance with the *Community Safety and Policing Act* and associated regulations.

Policy Application

1. All media inquiries should be directed to the Board Chair or a designated spokesperson authorized by the Board. Board members are not permitted to make statements or provide information to the media, unless explicitly authorized by the Board to do so. This ensures that the information disseminated is accurate, consistent, and aligned with the Board's official stance.

2. Any information that is intended for public release shall be reviewed and approved by the Board Chair or their designate. This includes media releases, public statements, and any other form of media communication. Unauthorized disclosures or misrepresentations by Board members are prohibited and may lead to disciplinary action.
3. Board members must adhere to the principles of professionalism and respect when interacting with the media. They are expected to conduct themselves in a manner that upholds public trust and avoids any conduct that could undermine the credibility of the Board or the Woodstock Police Service.
4. In the event that a Board member is approached by the media for comment, they must refer the inquiry to the Board Chair or designated spokesperson. If a Board member inadvertently provides information, they shall promptly inform the Board Chair and correct any inaccuracies as soon as possible.
5. All communications with the media must comply with legal and regulatory requirements. Board members shall not disclose confidential or sensitive information obtained in the course of their duties unless authorized to do so. This includes respecting the confidentiality of ongoing investigations and operational details.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Police Facilities
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

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 all police facilities, including police lock-ups, meet the standards set forth by the *Community Safety and Policing Act* (the "Act"). Facilities must be adequately equipped and maintained to support operational needs, safety, and accessibility, while complying with all relevant legislation.

Policy Application

1. The Chief of Police (the "Chief") shall ensure that facilities provide a safe environment for both police personnel and the public. This includes secure holding areas, appropriate surveillance systems, and measures to prevent unauthorized access.
2. Facilities must be designed and maintained to support the effective operation

of police services including adequate space for administrative functions, evidence storage, and operational support.

3. Facilities must comply with accessibility standards to ensure that all individuals, including those with disabilities, have equal access to police services. For more details, refer to the Board's Accessibility Standards Policy.
4. Facilities must be maintained to ensure a healthy environment for all users. This includes proper ventilation, sanitation, and overall cleanliness.

Reporting

5. The Chief shall report any significant facility issues to the Board, along with recommended actions for resolution.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Political Activity of Police Officers
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

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

Ontario Regulation 402/23 Political Activity

Policy Statement

The purpose of this policy is to outline the guidelines and restrictions regarding the political activities of police officers employed by the Woodstock Police Service (the "Service"), in accordance with the *Community Safety and Policing* (the "Act") and *Ontario Regulation 402/23 Political Activity* (O. Reg. 402/23).

The Woodstock Police Service Board (the "Board") recognizes the right of police officers to engage in political activities while ensuring that such activities do not compromise their duties, impartiality, or public confidence in the Service. This policy sets forth the permissible political activities, conditions, and restrictions for police officers.

Policy Application

1. Police officers have the right to vote in elections, be a member of or hold a position in a political organization, and make contributions to political organizations or candidates.
2. When off-duty and not in uniform, police officers may:
 - a. attend and participate in public meetings, including those with elected representatives, government officials, or candidates;
 - b. attend and participate in meetings or conventions of a political organization;
 - c. canvass for or act as a scrutineer for a political organization or candidate; and
 - d. on polling day, transport voters to polling places on behalf of a candidate.
3. Police officers must not:
 - a. express views on issues directly related to their responsibilities as police officers;
 - b. associate their views with their police position or represent those views as those of the Service;
 - c. solicit or receive funds on behalf of political organizations or candidates; or
 - d. engage in any political activities that would or could place them in a conflict of interest.
4. On-duty activities are only permissible if authorized by the Chief or, in the case of the Chief, by the Board.
5. Officers may express views on issues not related to election campaigns and

may attend public meetings as long as they do not support or oppose candidates or political parties during election periods.

6. Police officers may not seek or hold candidacy in federal or provincial elections unless on a leave of absence without pay as granted by the Board.
7. Officers may seek candidacy or serve on a band council or municipal council if the Service does not operate within the relevant band or municipality, and the candidacy does not interfere with their duties or create a conflict of interest. In such cases, officers may not need a leave of absence, but must apply for one if required.
8. Officers elected to federal or provincial positions must resign immediately.
9. Officers elected to band councils or municipal councils may not need to resign if it does not interfere with their duties or create a conflict of interest. However, they must abstain from discussions or votes related to the Service's budget.
10. The Chief will address any concerns or complaints related to political activities to ensure adherence to this policy.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Protocol for Shared Service Agreements and Contracts
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative Reference

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

Ontario Regulation 398/23 Alternative Provision of Policing Functions

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring that all shared service agreements and contracts are managed effectively and comply with the *Community Safety and Policing Act* (the "Act") and its regulations. Agreements and contracts must be entered into with due consideration for legal compliance, operational effectiveness, and fiscal responsibility.

Policy Application

1. In accordance with section 2(1) of *Ontario Regulation 398/23 Alternative Provision of Policing Functions*, the Board may enter into an agreement with another police service board, the Ontario Provincial Police (OPP), or any other applicable entity to provide policing functions.
2. All proposed service agreements and contracts shall be reviewed and

approved by the Board.

3. Prior to approval, a detailed proposal must be prepared, including the scope of services, objectives, roles and responsibilities, financial implications, and performance metrics.
4. The proposal shall include an assessment of how the agreement or contract aligns with the strategic goals of the Service and the community safety objectives outlined in the *Act*.
5. Legal counsel shall review all proposed shared service agreements and contracts to ensure compliance with the *Act* and other relevant legislation.
6. Agreements and contracts shall include provisions for accountability, performance monitoring, and dispute resolution mechanisms.
7. All shared service agreements and contracts must be documented in writing and signed by authorized representatives of the Service and the partner organization.
8. Copies of the agreements, contracts, and related documentation must be retained for ten years.
9. Renewal or extension of agreements and contracts must be based on performance evaluations and continued alignment with strategic objectives.
10. Evaluations may be conducted upon completion of any shared service agreement or contract to assess outcomes and identify lessons learned for future contracting processes.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Public Consultation
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 engaging with the community to ensure that its policing practices reflect public needs and expectations. This policy outlines the procedures and principles for conducting consultations in compliance with the *Community Safety and Policing Act* (the "Act") and relevant regulations.

Policy Application

1. The Board will conduct public consultations to gather input from the community on matters related to policing, policy development, and service delivery. This engagement will help ensure that the Board's decisions and policies are informed by community perspectives and concerns.
2. Public consultations will be carried out through various methods, including public meetings, surveys, focus groups, and online platforms. The methods

chosen will depend on the nature of the issue, the target audience, and the resources available. All methods will be designed to facilitate meaningful and accessible participation by a diverse range of community members, including those with disabilities and those from marginalized or underrepresented groups.

3. The Board will provide clear and timely notice of upcoming consultations. This notice will include information about the purpose of the consultation, how to participate, and any relevant deadlines. Notices will be distributed through multiple channels such as, but not limited to, the Woodstock Police Service website, social media, and community organizations, to ensure broad awareness.
4. During the consultation process, the Board will ensure that all feedback is collected and reviewed in a transparent manner. Public consultations will be conducted in a manner that respects participants' privacy and ensures that their input is considered in the decision-making process. Feedback will be documented, and summaries of the input received may be made available to the public.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Purchasing
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 all purchasing activities are conducted in a transparent, fair, and accountable manner, in compliance with the *Community Safety and Policing Act*. This policy establishes the procedures and guidelines for the procurement of goods and services to support the operations of the Woodstock Police Service (the "Service").

Policy Application

1. All purchasing decisions must adhere to principles of fairness, transparency, and cost effectiveness. The procurement process must be designed to achieve best value while ensuring that expenditures are necessary, reasonable, and within budgetary constraints.
2. All purchases must follow a structured procurement process, which includes identifying the need for goods or services, obtaining quotes or proposals,

evaluating bids, and making a selection based on predetermined criteria. The process should ensure competition and impartiality, avoiding any conflicts of interest.

3. Different levels of approval are required based on the value of the purchase. Purchases below a specified threshold may require approval from designated staff, while higher-value purchases must be approved by senior management or the Board, as appropriate.
4. For significant expenditures, a competitive bidding process must be conducted to ensure fairness and transparency. Requests for proposals (RFPs) or invitations to tender (ITTs) should be issued and bids must be evaluated based on criteria such as cost, quality, and vendor qualifications. The evaluation process must be documented to ensure accountability.
5. All individuals involved in the procurement process must disclose any potential conflicts of interest. Any actual or perceived conflicts must be managed in accordance with the Board's Conflict of Interest Policy to maintain the integrity of the procurement process.
6. Contracts must be formalized in writing and clearly outline the terms and conditions, including deliverables, timelines, and payment terms. Contract performance should be monitored to ensure compliance with agreed-upon terms and any issues must be addressed promptly.
7. Accurate records of all purchasing activities must be maintained, including documentation of procurement processes, approvals, contracts, and payments. Records must be retained for the period specified in the Board's Record Retention By-Law, and accessible for review as needed.
8. All purchasing activities must comply with ethical standards and regulations, including those related to anti-bribery, anti-corruption, and fair trade practices. Board members and staff must conduct themselves with integrity and transparency throughout the procurement process.

9. This policy will be reviewed annually or as needed to reflect changes in legislation, regulations, or organizational needs. Revisions will be made to ensure the policy remains relevant and effective in guiding the Board's purchasing activities.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Reporting of Secondary Activities
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") acknowledges that members may pursue professional and employment opportunities beyond their policing duties, provided they adhere to the guidelines established by the *Community Safety and Policing Act* (the "Act") and the directives of the Chief of Police (the "Chief"). It is crucial for the community to have confidence that officers will conduct themselves in a manner that upholds public interest and aligns with the values of the Woodstock Police Service (the "Service"). The Board expects all members to uphold the highest standards of integrity and ethical behaviour, with their primary professional responsibility being the fulfilment of their policing duties throughout their employment.

Policy Application

1. Members of the Service shall not engage in any activity:
 - a. that interferes with or influences adversely the performance of their duties as a member of the Service or is likely to do so;

- b. that places them in a position of conflict of interest, or is likely to do so;
 - c. that would otherwise constitute full-time employment for another person;
or
 - d. in which they have an advantage derived from being a member of the Service.
- 2. Paragraph 1 does not prohibit a member from performing, in a private capacity, services that have been arranged through the Service, in accordance with the policies as determined by the Chief.
 - 3. A member of the Service who proposes to undertake an activity that may contravene a section described in paragraph 1, or who becomes aware that an activity that the member has already undertaken may do so, shall disclose full particulars of the situation to the Chief. In the case of the Chief, the full particulars of the situation shall be disclosed to the Board.
 - 4. The Chief or the Board, as the case may be, shall decide whether the member is permitted to engage in the activity, subject to any conditions or restrictions that may be set out in the decision. The member shall be notified of the decision in writing, with reasons, and a report shall be provided to the Board.
 - 5. If a member who was previously granted permission to undertake a secondary activity, and the conditions for that activity are substantially altered, the member shall disclose the details of the changes to the Chief, or the Board in the case of a secondary activity undertaken by the Chief. The Chief or the Board may rescind the permission to engage in the secondary activity, or place restrictions on the secondary activity, as a result of the changes disclosed.
 - 6. The Chief may at any time rescind the approval applicable to a staff member if it is determined by the Chief that the granted privilege has become a contravention of *the Act*, the performance of duties is adversely affected, or a member refuses to comply with a restriction imposed on the activity. The Board may take the same

action with respect to any secondary activity undertaken by the Chief.

Reporting

7. The Chief shall submit a written report to the Board in accordance with paragraphs 4 and 5. The report shall provide detail on the nature or type of the secondary activity disclosed and the reasons for allowing or denying the members to participate in the activity, and any restrictions imposed. The Board shall prepare and publish reports outlined in paragraphs 4 and 5 as they relate to any secondary activities of the Chief.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Respect in the Workplace
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

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

Occupational Health and Safety Act, R.S.O. 1990, c. O. 1

Human Rights Code, R.S.O. 1990, c. H. 19

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to fostering a workplace environment where all Board members and members of the Woodstock Police Service (the "Service") are treated with respect and dignity. This policy aims to prevent and address behaviours that may contravene the *Community Safety and Policing Act (CSPA)*, the *Ontario Human Rights Code (OHRC)* and the *Occupational Health and Safety Act (OHSa)*. This policy provides guidelines for promoting a respectful workplace and outlines procedures for addressing and resolving issues related to disrespectful behaviour including harassment, discrimination and violence.

Policy Application

1. Managers and supervisors are responsible for ensuring compliance with this policy, modelling respectful behaviour, and addressing complaints properly.
2. Employees of the Service and the Board are expected to uphold the principles of respect, report any incidents of harassment, discrimination, or violence, and cooperate with investigations into such complaints.
3. The Human Resources department shall offer guidance on policy implementation, provide support to affected individuals, and ensure that the policy aligns with the *OHRC* and *OHSA*.
4. Employees who experience or witness harassment, discrimination or violence should report the incident to their supervisor, manager, or Human Resources as soon as possible. Reports can be made either verbally or in writing. All reports will be investigated promptly and thoroughly by designated personnel, with an emphasis on confidentiality to the extent possible, and protection against retaliation.
5. Investigations will be conducted in accordance with legal requirements and Service and Board procedures. Based on the investigation's findings, appropriate corrective action will be taken, which may include disciplinary measures, conflict resolution strategies, or other remedies to address the issue and prevent recurrence.
6. Regular training will be provided to all employees on this policy, including their rights and responsibilities, the reporting process, and the importance of maintaining a respectful workplace.
7. This policy will be reviewed annually to ensure compliance with current laws and organizational requirements. Employee feedback will be considered in the review process.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Strategic Planning Framework
Policy Number:	AI-001
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”) plays a crucial governance role in shaping and overseeing the strategic plan for the Woodstock Police Service (the “Service”) in accordance with the *Community Safety and Policing Act*. By engaging in collaborative consultations, the Board sets clear policing goals, ensures the appropriate allocation of resources, and monitors progress toward achieving these goals. This ensures that the Board effectively fulfils its responsibility to provide the community of Woodstock with adequate and effective policing.

Policy Application

1. The Board, in consultation with the Chief of Police (the “Chief”), shall prepare and adopt a Strategic Plan for the provision of policing which shall address at least the following matters:
 - a. how the Board will ensure the provision of adequate and effective policing

- in accordance with the needs of the population of the area;
- b. the objectives, priorities, and core functions of the Service;
- c. quantitative and qualitative performance objectives and indicators of outcomes relating to:
 - i. the provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
 - ii. community satisfaction with the policing provided;
 - iii. emergency calls for service;
 - iv. violent crime and clearance rates for violent crime;
 - v. property crime and clearance rates for property crime;
 - vi. youth crime and clearance rates for youth crime;
 - vii. police assistance to victims of crime and re-victimization rates;
 - viii. interactions with persons described in paragraphs (d) and (e) of this section;
 - ix. road safety; and
 - x. any other prescribed matters;
- d. interactions with:
 - i. youths; and
 - ii. members of racialized groups; and
- e. interactions with persons who appear to have a mental illness or a neurodevelopmental disability;

- f. information technology;
 - g. resource planning;
 - h. police facilities; and
 - i. any other prescribed matters.
- 2. The strategic plan shall provide an overview of the consultations that were conducted under section (3) of this policy and state whether and, if applicable, how the needs and concerns regarding policing identified during the consultations have been addressed.
- 3. In preparing or revising the strategic plan, the Board shall consult with:
 - a. the Chief;
 - b. the municipal council of any municipalities in the board's area of policing responsibility; and
 - c. any other prescribed persons, organizations or groups.
- 4. The Board shall review and, if appropriate, revise the strategic plan in accordance with the regulations, if any, at least once every four years.
- 5. The Board shall publish the strategic plan on the Internet in accordance with the regulations made by the Minister, if any.

Reporting

- 6. The implementation of the Board's strategic plan and the achievement of the performance objectives identified in the strategic plan shall be included in the annual report.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Succession Planning
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 ensure the continuity and effectiveness of senior management within the Woodstock Police Service (the "Service"). This policy outlines the process for preparing for and managing transitions in key senior management positions to maintain leadership stability and operational efficiency. The Woodstock Police Service Board (the "Board") is committed to maintaining a robust succession planning process for senior management roles.

Policy Application

1. The Board is responsible for approving and overseeing this policy, ensuring it aligns with legal requirements and organizational needs. The Chief of Police (the "Chief") shall lead the succession planning process, including identifying key positions, evaluating potential successors, and overseeing development plans. The Deputy Chief of Police shall support the Chief and manage specific aspects within their functional area.

2. Inspectors and supervisors shall assist in identifying potential successors and provide input on development needs.
3. The succession planning process shall involve several key steps including review and identification of key senior management positions that are critical to the operational and strategic success of the organization. Succession planning shall address both anticipated and unanticipated vacancies.
4. Regular evaluations of current senior management personnel and potential candidates for key positions may be conducted. These evaluations assess skills, competencies, and readiness for transition. Based on these assessments, development plans shall be created and implemented for identified successors. These plans include training and mentoring and must align with the strategic goals of the Service.
5. An emergency succession plan shall be developed and maintained to address immediate leadership needs in case of sudden vacancies. Interim leaders shall be identified and prepared to manage key responsibilities.
6. Comprehensive records of succession planning activities, including talent assessments, development plans, and progress reports, shall be maintained.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Use of Board Equipment and Technology
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 guidelines for the use, management, and security of equipment and technology provided by the Woodstock Police Service Board (the "Board"). The goal is to ensure that all Board equipment and technology are used responsibly, effectively, and securely for official purposes. All equipment and technology must be used in a manner that supports the Board's mission and complies with the *Community Safety and Policing Act* and *Ontario Regulation 408/23 Code of Conduct for Police Service Board Members*.

Policy Application

1. It is the policy of the Board that equipment and technology are to be used exclusively for Board-related activities and functions. Personal use of Board equipment and technology is prohibited unless specifically authorized.

2. Users must handle all equipment and technology with care to prevent damage or loss. This includes following manufacturer guidelines and Board procedures for use and maintenance.
3. Users must ensure that equipment and technology are secured when not in use by employing measures such as password protection, screen locking, and secure storage.
4. Users must protect confidential and sensitive information in accordance with applicable privacy laws and Board policies, ensuring that such information is not disclosed improperly.
5. Any security incidents or breaches must be reported immediately to the Board Chair.
6. Users must ensure that all software and applications are kept up-to-date with the latest security patches and updates.
7. Routine maintenance and updates for all equipment and technology will be managed by an approved service provider.
8. Regular backups of critical data will be performed to prevent data loss. Users must follow Board procedures for data backup and recovery.
9. Any issues, malfunctions, or concerns regarding Board equipment or technology must be reported to the Board Chair.
10. Upon termination or at the end of a specified employment contract, users must return all Board equipment and technology in good condition.
11. Users may be held financially responsible for repair or replacement costs if loss or damage is found to be due to negligence or misuse.



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Vehicle Pursuits
Policy Number:	
Effective Date:	
Reviewed:	
Amended:	

Authority/Legislative References

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

Ontario Regulation 397/23 Vehicle Pursuits

Policy Statement

The Woodstock Police Service Board (the "Board") is steadfast in its commitment to prioritizing the safety of Woodstock residents and the well-being of Woodstock Police Service (the "Service") members in all aspects of policing, including vehicle pursuits. Through comprehensive processes and policies, the Service's members will be well-prepared to make informed decisions about whether to engage in a vehicle pursuit, ensuring that public and officer safety remains the top priority. The Board also ensures that all vehicle pursuit practices adhere to the *Community Safety and Policing Act* and *Ontario Regulation 397/23 Vehicle Pursuits*.

Policy Application

It is the policy of the Woodstock Police Service Board with respect to vehicle pursuits that:

1. The Chief of Police (the "Chief") shall establish procedures that set out the following tactics that may be used in the Service's area of policing responsibility:
 - a. an alternative to a vehicle pursuit; and
 - b. pursuing or stopping a fleeing motor vehicle.
2. The Chief shall establish procedures on the management and control of vehicle pursuits.

WOODSTOCK POLICE SERVICE BOARD



BOARD SELF-EVALUATION

OCTOBER, 2024

Rationale

Why should we conduct a Board self-evaluation?

- To identify our strengths and areas for improvement
- To pinpoint opportunities for enhancing our methods and practices
- To foster a culture of innovation and creativity
- To evaluate the quality of our work
- To set goals for enhancing performance
- To establish actionable steps for improving Board governance
- To plan for effective training and general practices
- To ensure compliance with legislative responsibilities
- To assess the quality of our collective and individual contributions
- To demonstrate accountability

The Board self-evaluation is intended to be constructive and informative, not punitive. It is not an external accountability tool but is meant solely for the use of Board members for internal review and discussion.

Timelines

- Ideally, the Board will use the self-evaluation process in October/November.
- Specifically, the Board Chair will distribute self-evaluation materials to members at the October Board meeting.
- Members will complete the self-evaluation in time for debriefing at the November Board meeting.
- The Board will plan a Board-only session either before or after the regularly scheduled November meeting during which debriefing will occur.

Debriefing

- The Board will look at any criterion with a score of 0, 1, or 2.
- The Board will explore factors that are influencing/causing the low-end score.
- Discussion will include best practice suggestions in each area with a low score.
- The Chair will take note of suggestions and develop a matrix of strategies with performance indicators and timelines which becomes board goals for the coming year.



Woodstock Police Service Board Board Self-Evaluation Instrument

Please evaluate each of the following statements and provide your responses using the Likert Scale below:

- 0** – Strongly Disagree
- 1** – Disagree
- 2** – Somewhat Disagree
- 3** – Somewhat Agree
- 4** – Agree
- 5** – Strongly Agree

No.	Criterion	0	1	2	3	4	5
1	There is good understanding of the Board's role by it's members.						
2	As an individual Board member, I have the skills, knowledge and background to fulfill my responsibilities.						
3	As a whole, the Board has skills, knowledge, and background to fulfill its responsibilities.						
4	As an individual Board member, I understand and am committed to the Board's role, mission and direction.						
5	Overall, I feel I am being as effective as I can as a Board member.						
6	I devote enough time to my role as a Board member, in preparation for meetings and during meetings.						
7	Individual Board members never interfere in purely operational matters of the Service.						
8	The Board effectively monitors the overall performance of the Service.						
9	The Board effectively monitors the overall performance of the Chief.						
10	Personnel within the Service understand the Board's role.						
11	Board members have written and relevant descriptions of their duties.						

12	New Board members have adequate orientation to the Board and the Service.						
13	All Board members receive ongoing training and/or information as needed to fulfil the role.						
14	I get involved in professional development as part of my role on the Board.						
15	All Board members seek out training and professional development as part of their responsibilities.						
16	The Board is sufficiently informed of changes in laws, program and policies of the Board.						
17	The roles of the Board and the Chief are appropriately differentiated and respected.						
18	The Chief keeps the Board fully informed of important operational matters.						
19	The Board provides the Chief with an opportunity to review his/her concerns.						
20	The Chief provides solid advice to the Board.						
21	The Board assures that the Service complies with its legal requirements.						
22	I feel that my views are listened to by other members of the Board.						
23	A regular Board meeting schedule is developed and followed.						
24	Board meetings are an effective and efficient means of handling formal business.						
25	Materials to be considered by the Board at meetings are received by members in sufficient time for review in advance of the meeting.						
26	Board members attend and are punctual for all monthly meetings.						
27	The rules of conduct as stated in the by-laws or otherwise are followed.						
28	The Board works in a cohesive and cooperative way.						
29	The Board meeting minutes accurately and adequately reflect the discussions.						

30	There is a good understanding between the Chief and the Board of the different roles they play.						
31	All members are carrying their weight and sharing the load.						
32	Board members are aware of the Code of Conduct.						
33	Board members conduct themselves in accordance with the Code of Conduct.						
34	I feel valued and appreciated for my contributions to the Board.						
35	The Board does a good job of maintaining contact with other Boards through associations, conferences, zone meetings, etc.						
36	Personnel within the service see the Board as supportive.						
37	As an individual Board member, I understand the policies and programs of the Service.						
38	The Board creates, revises and issues policies where necessary.						
39	The Board is meeting its legislative responsibilities.						
40	The Board is recognized and understood by the public.						
41	The Board does a good job of connecting with other community organizations.						
42	The Police Service has the confidence of the majority of the community.						
43	The Board has an effective system for informing the community about its role.						
44	The Board has a plan to move incrementally to paperless meetings in order to be more environmentally responsible and to save paper and photocopying costs.						
45	The Board has sufficient financial information to independently determine the financial position of the Service.						
46	The Board effectively monitors the financial performance of the Service.						
47	The monthly financial reports facilitate the Board's monitoring role.						

48	I understand what I see in financial reports.						
49	I find the financial reports helpful.						
50	The Chief advises the Board on the operational and cost implications of policies that it considers.						
51	The Board is fully engaged in the budget process.						
52	The Chair promotes positive collaboration among Board members.						
53	The Chair runs effective meetings.						
54	The Chair does a good job of ensuring that the meeting accomplishes its goals.						
55	The Chair encourages all members to participate in meeting discussions.						
56	The Chair ensures that all members are kept up to date with current information.						
57	The Chair is a credible spokesperson for the Board.						
58	The Chair effectively represents the Board at official functions.						
59	The Chair promotes an effective relationship with the Chief that respects the roles as outlined in law and policy.						
60	The Chair promotes and builds positive relations with the municipal council.						
61	I feel my views are listened to and respected by the Chair.						
62	The Board sets expectations and qualifications for the Executive Assistant that are clear and documented.						
63	The Executive Assistant plays a valuable role in this Board's success.						
64	The Executive Assistant facilitates, but does not interfere with communication among the Board, the Chief and the Service.						
65	I trust the Executive Assistant to have the best interests of the Board at heart.						

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Woodstock Police Service Board Board Self-Evaluation Instrument

No.	Best Practice	Strategies	Targeted Implementation Date