



## WOODSTOCK POLICE SERVICE BOARD

### PUBLIC MEETING AGENDA

**DATE: December 4, 2024**

**Time: 3:00 P.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 October 28, 2024.  
**Recommendation: That the Board approves the minutes of October 28, 2024 as circulated.**
6. Business Arising from the Minutes
7. Verbal Report from the Chair
  - a. Inspectorate of Policing Data Collection Initiatives
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 October 31, 2024
11. Board Member Email Vote Regarding Christmas Campaign Discretionary Fund – Ratification of Vote – November 19, 2024  
**Recommendation: That the Board approve use of funds to support the initiative with Heart FM Radio of Woodstock to launch a Christmas Campaign. Funds used on this initiative not to exceed \$5000.**
12. Board Policy Review
  - a. Occupational Health and Safety Policy

- b. Citizen Rewards Policy
- c. Use of Board Resources During an Election Policy
- d. Skills Development and Learning Policy
- e. Communicable Diseases Policy
- f. Use of Auxiliaries Policy
- g. Use of Volunteers Policy
- h. Marked/Unmarked Vehicles Policy
- i. Safe Storage of Police Service Firearms Policy
- j. Police Uniforms Policy
- k. Use of Force and Weapons Policy
- l. Secure Holsters Policy
- m. Crime Prevention Policy
- n. Community Patrol Policy
- o. Traffic Management, Enforcement, and Road Safety Policy
- p. Multiple Officer Response Policy
- q. Internal Task Forces Policy
- r. Joint Forces Operations Policy
- s. Undercover Operations Policy
- t. Criminal Intelligence Policy
- u. Crime, Call and Public Disorder Analysis Policy
- v. Paid Informants and Agents Policy
- w. Witness Protection Policy
- x. Police Response to Persons in Crisis Policy
- y. Search of Person Policy
- z. Search of Premises Policy
- aa. Arrest Policy
- bb. Detainee Care and Control Policy
- cc. Detainee Transportation Policy
- dd. Collection, Preservation and Control of Evidence and Property Policy
- ee. Police Action at Labour Disputes Policy
- ff. Police Action in Respect of Protests, Demonstrations and Occupations Policy
- gg. Victims' Assistance Policy
- hh. Communications and Dispatch Policy
- ii. Supervision Policy
- jj. Adequate and Effective Policing Policy

13. 2025 Budget Presentation

14. Board Report – 2024 Budget Surplus

15. Unfinished Business

16. Closed Session

**Recommendation: That the Board adjourns to Closed Session at \_\_\_\_\_ pm to discuss the security of the property of the Board, personal matters about identifiable individuals, labour relations or employee negotiations, and litigation or potential litigation affecting the Board pursuant to S. 44(2)(a), (b), (d), and (e) 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.**

17. Motions arising from Closed Session

18. New Business (if necessary)

19. Date of next Board meeting Monday, January 13, 2025 @ 3:00 P.M. at Woodstock Police Service Headquarters and via Zoom.

20. Adjournment



## **WOODSTOCK POLICE SERVICE** **BOARD**

The Woodstock Police Service Board met on October 28, 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; Daryl Stevenson, Community Appointee and Kristin Barnim, WPSB EA.

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

**At 2:00 p.m. the Woodstock Police Service Board and the Woodstock Police Service presented the 20-year Exemplary Service Award to PC Eric Hiiuvain.**

1. CALL TO ORDER

Chair Whiteford called the meeting to order at 3:00 p.m.

2. WELCOME

Chair Whiteford welcomed everyone.

3. APPROVAL OF AGENDA

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board approve the agenda as circulated.

CARRIED.

4. There were no declarations of conflicts of interest.

5. APPROVAL OF MINUTES – October 8, 2024

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve the minutes of October 8, 2024 as

circulated.  
CARRIED.

#### 6. BUSINESS ARISING FROM THE MINUTES

None.

#### 7. VERBAL REPORT FROM CHAIR

A) OAPSB 2025 Membership Renewal

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board approve payment in the amount of \$5,085.00 for the 2025 OAPSB Membership fee.

CARRIED.

- Chair Whiteford reminded Board Members of the OAPSB Labour Conference taking place on November 26 and 27 and advised that he would be attending.
- Chair Whiteford advised that the donation of Oxford Community Police documents was made to the Oxford County Archives on October 18 and reminded the Chief that the remaining record storage boxes in headquarters containing Oxford Community Police and WPSB records now need to be reviewed by the Service before any decision on disposal.

#### 8. VERBAL REPORT FROM CHIEF

- Chief Wilkinson reported that there were recently two overdose deaths linked to purple fentanyl. The Service issued a media release reminding the public that fentanyl is dangerous regardless of its colour and provided safety precautions for those who may be using, along with information on community resources.
- On Friday, October 25, members of the Service joined Dairy City CrossFit to raise funds for Wounded Warriors, an organization supporting veterans. Together, we raised \$500 to support this important cause.

Vice-Chair Farrell commented that she observed two officers at the hospital recently with a detainee, noting that they did an excellent job. The officers treated the detainee respectfully and professionally, representing the Service well.

## 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

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board approve all policies listed in item 13 A) through N) and P) through U).

CARRIED.

## 10. BOARD SELF-EVALUATION

A template for this exercise was presented to the Board by the EA. The Board approved a policy at the last meeting which called for this assessment to be done. After some discussion, the Board decided to proceed with the results to be presented at the next meeting.

## 11. UNFINISHED BUSINESS

None.

## 12. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

Resolved that the Board adjourns to Closed Session at 3:24 p.m. to discuss personal matters about identifiable individuals, labour relations or

employee negotiations, and litigation or potential litigation affecting the board, including matters before administrative tribunals pursuant to S. 44(2)(b), (d), and (e) 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.

**At 3:57 p.m., the Board recessed to participate in the presentation of the Jeff Pincombe Memorial Bursary to PC Eccles and PC Loiselle.**

**The Board reconvened at 4:17 p.m. to continue the remainder of the Closed Session.**

CLOSED SESSION RISES

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

Resolved that the Board does now rise from Closed Session and reconvenes at 4:44 p.m.

CARRIED.

13. 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 Personnel Matter as item 4*

CARRIED.

CLOSED SESSION # 2 – STATUS OF LEGAL CASES

Information only.

CLOSED SESSION # 3 – COLLECTIVE BARGAINING DISCUSSION

No motion arising.

CLOSED SESSION # 4 – PERSONNEL MATTER

Information only.

CLOSED SESSION # 5 – BOARD ONLY SESSION

No motion arising.

CLOSED SESSION # 6 – OTHER ITEMS AS NECESSARY

None.

14. NEW BUSINESS

None.

15. Date of Next Board Meeting Monday, November 25, 2024 at 10:00 a.m. at the Woodstock Police Service Headquarters.

16. ADJOURNMENT

Moved by Connie LAUDER

Seconded by Leslie FARRELL

Resolved that the Board does now adjourn at 4:46 p.m.

CARRIED.

*"Original Signed by"*

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Ken Whiteford, Chair  
Woodstock Police Service Board

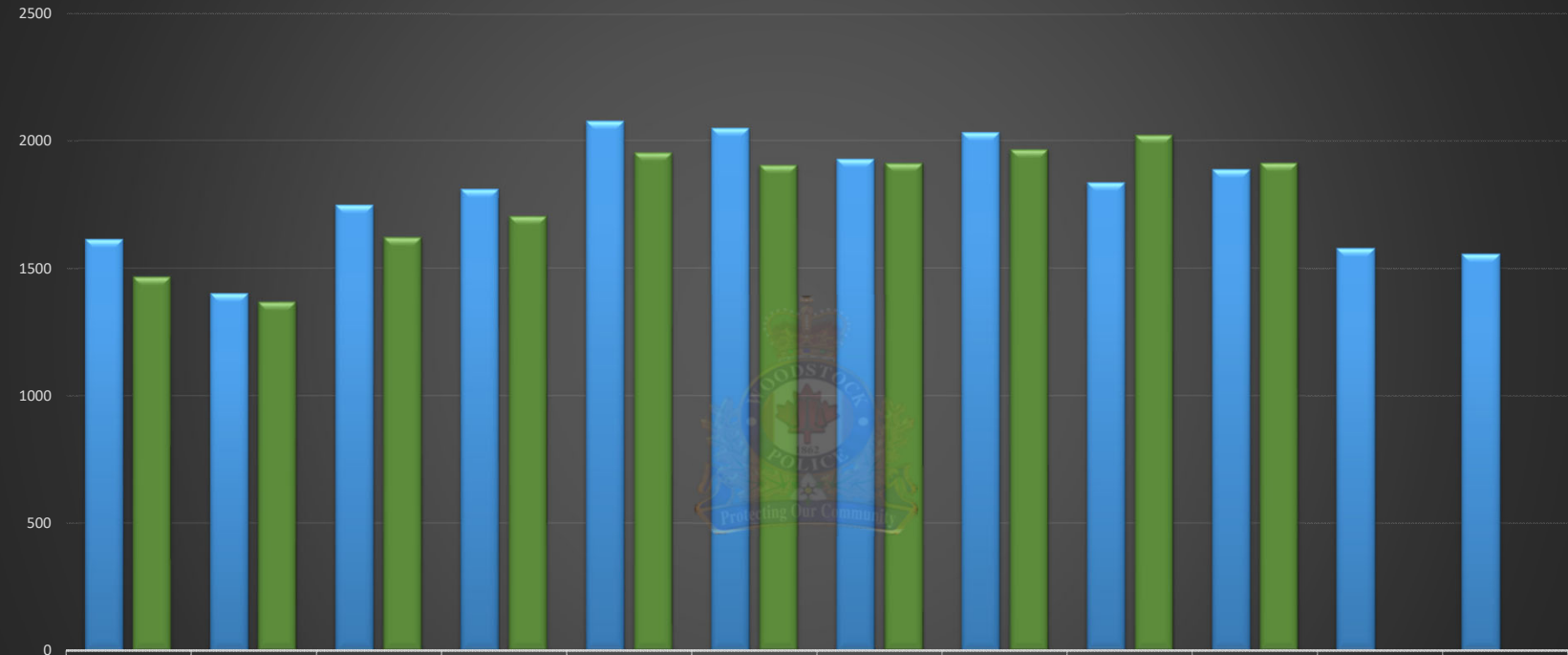
*"Original Signed by"*

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Leslie Farrell, Vice Chair  
Woodstock Police Service Board



# 2024 WPS Calls for Service

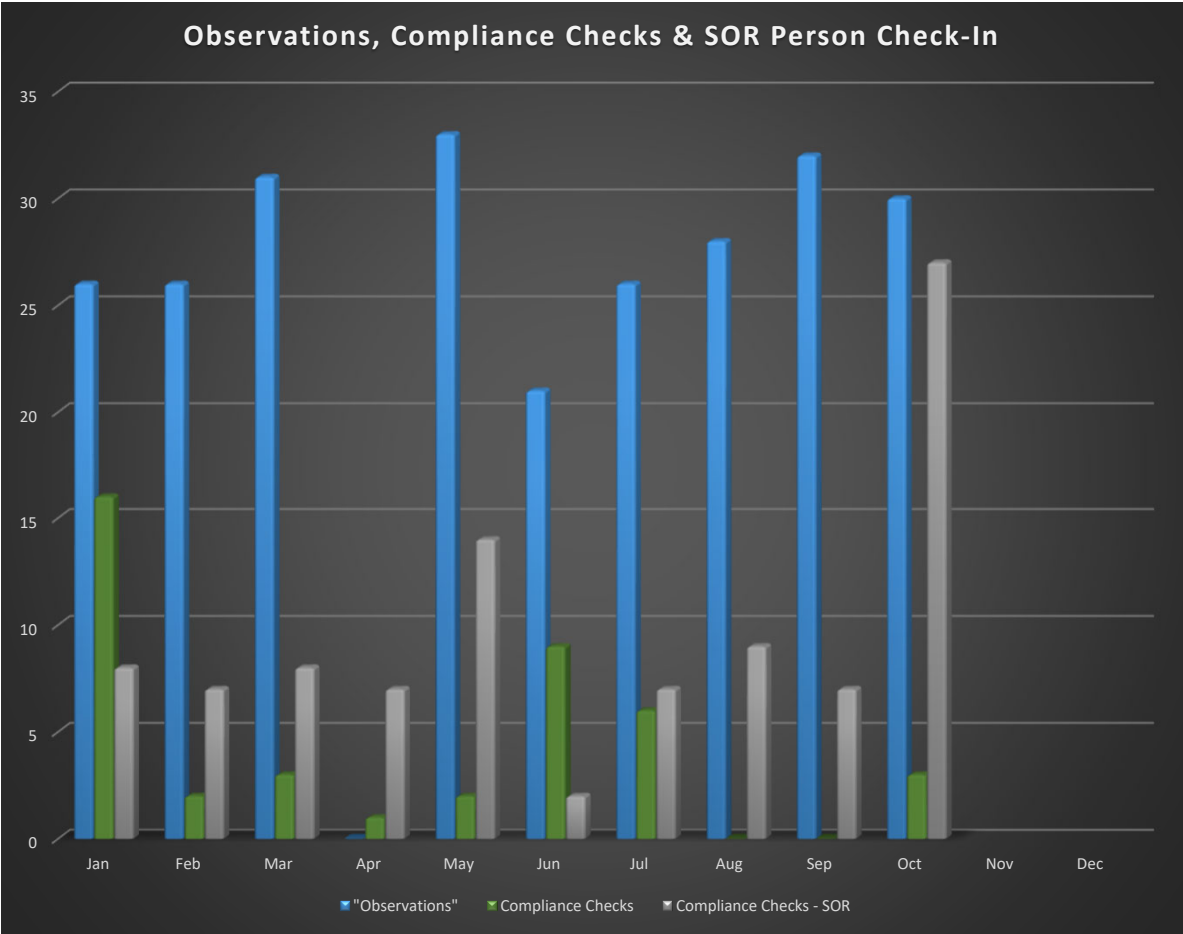


	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2023	1614	1402	1749	1811	2078	2050	1929	2034	1837	1888	1579	1556
2024	1466	1367	1621	1704	1954	1904	1911	1966	2022	1913		

Police Services Board Report

Core Function	#	Objective	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 year to date	2023 year to date
Calls for Service	1	Calls for Service		1466	1367	1621	1704	1954	1904	1911	1966	2022	1913			17828	21527
	2	911 Calls		3053	2692	2967	2994	3277	3361	3528	3567	3342	3175			31956	42216
	3	OPP Transfer		827	729	789	838	949	964	1061	1097	993	816			9063	
	4	London CACC		1154	1101	1110	1131	1140	1203	1194	1152	1077	1158			11420	
	5	County Fire / Other		92	51	88	60	77	112	102	92	78	96			848	
	6	WPS and WPF		980	811	980	965	1111	1082	1171	1126	1304	1105			10635	
	7	911 Hang Ups		67	57	78	82	133	112	144	134	110	105			1022	0
Community Patrol / CRU / Core	1	Log foot beat hours	Incidents	11	36	47	31	54	41	41	35	32	38			366	373
			Foot Beat Hours	13.25	55.5	64.5	48.75	86	56.75	71.25	63.25	70.5	66.25			596.00	432.5
																0	0
	2	Bike & Park	Park patrol													0	1
			Bike patrol			1	2	4	7	4	3	2				23	0
	3	Focused Patrols		3		2	1	3								9	14
Criminal Investigation Services	1	Impaired Driving		3	5	7	7	7	12	9	10	6	9			75	69
	2	Criminal Charges Arrests		165	114	110	115	113	99	96	106	156	100			1174	1350
				100	126	108	112	110	124	132	128	127	127			1194	1467
	3	Controlled Drugs and Substance Act														0	0
				6	6	22	10	4	10	16	21	14	2			111	143
	4	Youth Criminal Justice		3	10	10	12	6	6	8	4	9	15			83	91
	5	Warrants Processed		35	37	24	20	26	39	50	36	39	51			357	426
Police Complaints	1	LECA Complaints		2	1	0	0	0	2	0	0	0				5	13
	2	Internal Chief's					1	1	1							3	
	3	Concluded			3		1	1	2				1			8	
Road Safety	1	HTA Radar		31	42	86	82	64	66	52	87	166	73			749	538
	2	HTA Offences		57	81	83	58	66	74	95	123	111	69			817	582
	3	Provincial Offence (LLA, CAIA, TPA)		25	39	23	28	32	39	20	22	28	29			285	269
	4	By-Law / Parking		83	30	101	5	2	3	9	2	2	4			241	278
		R.I.D.E		1		1		9		4		4	4				
		Vehicles Checked		30		75		798		487		410	253			2,053	3850
																-	

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	26	16	8
Feb	26	2	7
Mar	31	3	8
Apr	0	1	7
May	33	2	14
Jun	21	9	2
Jul	26	6	7
Aug	28	0	9
Sep	32	0	7
Oct	30	3	27
Nov			
Dec			
	253	42	96



WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to  
October 31, 2024

	Name	January 1, 2024	2024 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to Operating/Capita	Balance October 31, 2024	
0180-52031	Sick Leave Severance Reserve Fund	<b>689,037.41</b>	10,000.00	21,979.04			200,000.00	<b>521,016.45</b>	Potential y/e transfer
0170-51152-0000	Insurance Loss Reserve	<b>287,861.71</b>	5,000.00					<b>292,861.71</b>	
0170-51153-0000	Reserve for Legal Fees	<b>204,313.34</b>						<b>204,313.34</b>	
0170-51156-0000	Reserve Building & Operations	<b>130,343.35</b>						<b>130,343.35</b>	
0180-52032	Voice Radio Replacement Reserve Fund	<b>19,354.23</b>		888.01				<b>20,242.24</b>	
0170-51157-0000	Honour Guard Reserve	<b>2,100.80</b>						<b>2,100.80</b>	
0170-51158-0000	Labour Relations Reserve	<b>640,989.65</b>						<b>640,989.65</b>	Includes 2023 year end surplus
0170-51159-0000	Reserve for Information Technology	<b>440,805.40</b>					150,000.00	<b>290,805.40</b>	Potential y/e transfer
0170-51161-0000	Canine Unit	<b>13,645.95</b>						<b>13,645.95</b>	
0170-51166-0000	Capital Projects Reserve	<b>326,819.44</b>						<b>326,819.44</b>	
0170-51171-0000	Reserve for Specialized Services & Wellness	<b>18,855.28</b>						<b>18,855.28</b>	
0170-51172-0000	Reserve for Civilian Clothing	<b>2,273.33</b>						<b>2,273.33</b>	
	Totals	<b>2,776,399.89</b>	15,000.00	22,867.05	-	-	350,000.00	<b>2,464,266.94</b>	

Time: 11:16:26 AM

**Woodstock Police Service Board - October 31, 2024**

<u>Account</u>	<u>Description</u>	2024 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<b><u>Revenues</u></b>					
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	365,377.50	121,792.50	75.00
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	42,306.92	(2,306.92)	105.77
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	112,522.29	(27,522.29)	132.38
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	140,000.00	119,268.38	20,731.62	85.19
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	57,947.50	22,052.50	72.43
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	9,402.32	(3,402.32)	156.71
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	876,700.77	(276,700.77)	146.12
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	960.00	(960.00)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	26,628.22	(6,628.22)	133.14
<b>Total Revenues</b>		<b>\$3,916,669.00</b>	<b>\$3,444,726.82</b>	<b>\$471,942.18</b>	<b>87.95%</b>

**Expenditures**

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$833,585.00	\$582,381.20	\$251,203.80	69.87%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,777,743.00	\$1,428,029.74	\$349,713.26	80.33%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,008,483.00	\$1,761,224.09	\$247,258.91	87.69%

**Woodstock Police Service Board - October 31, 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	\$11,514,393.41	\$3,562,786.59	76.37%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$103,437.00	\$132,207.70	(\$28,770.70)	127.82%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$4,301,067.00	\$3,721,488.85	\$579,578.15	86.53%
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	\$6,506.03	(\$6,506.03)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$318,446.00	\$281,561.28	\$36,884.72	88.42%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,448.00	\$280,093.26	\$26,354.74	91.40%
	<b>Total Expenditures</b>	<b>\$24,831,389.00</b>	<b>\$19,811,896.64</b>	<b>\$5,019,492.36</b>	<b>79.79%</b>
	<b>Total Revenues</b>	<b>(\$3,916,669.00)</b>	<b>(\$3,444,726.82)</b>	<b>(\$471,942.18)</b>	<b>87.95%</b>
	<b>Net Difference</b>	<b>\$20,914,720.00</b>	<b>\$16,367,169.82</b>	<b>\$4,547,550.18</b>	<b>78.26%</b>



Dec 4<sup>th</sup>, 2024

## Board Report – December 2024 - OPEN SESSION

RE: ***Request to WPSB to approve use of Discretionary Fund for Christmas Campaign partnering with Heart FM to provide families in need with gift card.***

At the May 13<sup>th</sup>, 2024 Meeting of the WPSB, the board approved the creation of a Board Discretionary Fund. These funds are to be used for any purpose the Board considers to be in the public interest. Neighbouring police agencies have successfully undertaken campaigns to give back to the community during the holiday season, such as London Police Random Acts of Kindness.

Deputy Novacich has initiated a partnership with Heart FM Radio of Woodstock to launch a Christmas campaign to provide opportunity for members of the community to submit entries to the radio station where a short story is completed nominating a family that could use some financial assistance during the Holiday season to either assist with groceries or toys for their children. Entries will be screened and (5) families will be identified.

During the week of give aways, one family per day will be personally presented with the donation, on behalf of the Woodstock Police Service. Members of the service, WPSB members and Heart FM staff would be part of the presentation.

### **Recommendation:**

**That the Board approve use of funds to support the above-mentioned initiative. Funds used on this initiative not to exceed \$5000**

Nick Novacich  
Deputy Chief of Police



To whom it may concern,

Allow me to introduce myself: I am Jason White, the founder of the PTSD First Responders Extended Network Golf Tournament. With over 15 years of service at the Correctional Service Canada, I have held various roles. In my spare time, I teach RPM (spin/cycle) classes for Goodlife Fitness and proudly support Boots on the Ground.

The success of our 2023 tournament was largely due to generous supporters like you. Witnessing people coming together once again, enjoying themselves while supporting a worthy cause, was truly heartening. This year, our focus for the 2024 tournament is to expand our support, enhance the tournament experience, and increase our donation to Boots on the Ground.

Our first responders, tirelessly serving their communities day in and day out, face immense challenges that often take a toll on their mental health. Boots on the Ground provides invaluable peer support to these heroes, offering assistance through every step of their journey. Dave McLennan, the Founder of Boots on the Ground, extends his heartfelt gratitude for your continued support, emphasizing the impact it has had on their services over the past five years:

**“Thank you for your continued support of Boots on the Ground!”**

**Your support and investment in BOTG allow us to continue to offer our services on our peer support help line during these challenging times. Our telephone lines are open 24 hours per day 7 days a week, offering confidential and anonymous peer support to First Responders across Ontario.**

**Here are some highlights of what we have achieved since launch;**

- **2780 calls for service from First Responders across the province.**
- **The addition of our services to include nurses and the military so that we now cover Police, Fire, EMS, Corrections, Nurses and Military.**
- **43 interventions with actively suicidal callers.**
- **14 In person visits.**
- **The launch of our PTSD service dog program with 8 PTSD service dogs provided to First Responders.**



- **The launch of our Therapy dog program with 78 therapy dog visits to First Responder facilities and functions across the province.**
- **The launch of our clinician funding program with 214 clinician visits financially covered for First Responders who could not otherwise have afforded to get this help.**
- **The launch of our group debrief program with several debriefs done across Ontario after critical incidents.**
- **The launch of our Alberta Division in October!**

**We are also involved in several research studies currently, including;**

- **The development of a free mobile app for all first responders and PSP across Canada with McMaster University.**
- **We are working with CAMH/Sunnybrook Hospital and Talk suicide Canada on the Caring Contacts research study where any First Responder who calls the talk suicide line and identifies as a First Responder, is offered a call back from a BOTG volunteer 2 days and 7 days after they initially reached out to the suicide help line.**
- **The Comrades in wellbeing research study funded by True Patriot Love in conjunction with Brock University and two amazing psychologists Tiffany Hunt and Tessa Alexander where we hosted a wellness day for military veterans with PTSD and this is being followed up by 12 weeks of on-line wellness and peer support.**

On June 22nd, 2024, at Ingersoll Golf & Country Club in Ingersoll, ON, we will gather for a day of support, gratitude, and camaraderie with community members and first responders. All proceeds from the event will directly benefit Boots on the Ground, ensuring the continuation of their essential peer support services.

Your generosity and support are instrumental in the success of our tournament. By backing our event, you make a tangible difference in the lives of frontline first responders who dedicate themselves to keeping our communities safe. We are immensely grateful for any donations and support you can provide.

Please visit our website for additional documents, information, and interviews with leaders from various first responder agencies: [www.ptsd1ren.org](http://www.ptsd1ren.org). We kindly request your support through any of the following means:

- Sponsor a hole for \$200 or explore other forms of sponsorship.
- Consider our Corporate Sponsorship Package (email us for more information).
- Donate prizes or packages for door prizes or silent auctions.
- Offer a cash donation.
- Explore other forms of support.

Thank you in advance for your consideration and support. We eagerly anticipate your response.

Sincerely,

Jason White PTSD First Responders Extended Network

[www.ptsd1ren.org](http://www.ptsd1ren.org)

ptsd1ren@gmail.com / 226-979-9387

Non-profit# 5011109



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Occupational Health and Safety</b>
<b>Policy Number:</b>	<b>AI-033</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to ensuring a safe and healthy work environment for all employees, volunteers, visitors, and contractors. This policy is designed to comply with the *Occupational Health and Safety Act (OHSA)* and *Community Safety and Policing Act (CSPA)*, promoting a culture of safety and well-being within the Woodstock Police Service (the "Service").

### **Policy Application**

1. This policy applies to all members of the Service and Board, including, full-time and part-time officers, volunteers, visitors and contractors.
2. The Board is responsible for ensuring that adequate resources are allocated for health and safety initiatives, and that policies and procedures related to

health and safety are established and regularly reviewed.

3. The Chief of Police (the “Chief”) shall implement the health and safety policies and procedures approved by the Board.
4. The Chief shall provide necessary training and resources to support health and safety efforts and address any health and safety concerns raised by employees.
5. Supervisors and managers must ensure employees follow health and safety protocols, use personal protective equipment (PPE) as required, and report any incidents or hazards. They are also responsible for investigating incidents, supporting health and safety training and awareness programs, and addressing emerging issues.
6. Employees are required to adhere to all health and safety procedures and policies, report unsafe conditions, incidents, and hazards to their supervisors, use PPE as required, and participate in health and safety training as provided.
7. Workplace inspections shall be performed by the Service’s Joint Health and Safety Committee to ensure compliance with health and safety standards, identify any hazards or potential hazards and implement steps necessary for corrective action to prevent any future losses and/or hazards.
8. Health and safety training shall be provided to all employees, including orientation for new hires and ongoing training to address specific risks and changes in procedures. Emergency procedures for scenarios such as fire and medical emergencies will be developed and maintained, and employees will be trained on these procedures.

### **Reporting**

9. All incidents, accidents, and near-misses must be reported immediately to a supervisor, who will investigate, document, and take corrective actions as

necessary.

10. The Chief shall submit an annual report to the Board detailing the status of Occupational Health and Safety compliance within the organization.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Citizen Rewards</b>
<b>Policy Number:</b>	<b>LE-014</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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 outline the procedures and guidelines for offering rewards to citizens who provide information leading to the resolution of criminal activities, the apprehension of offenders, or significant contributions to community safety. This policy aligns with the *Community Safety and Policing Act* (the "Act") to ensure transparency, fairness, and integrity in the reward process.

### **Policy Application**

1. A reward is defined as a financial or non-financial incentive offered to individuals who provide information that significantly contributes to law enforcement efforts.
2. Rewards may be offered under specific conditions. The information provided must be credible, relevant, and directly linked to the resolution of a criminal investigation. It must lead to the arrest or conviction of an individual, the

recovery of stolen property, a significant advancement in a criminal investigation, or the prevention of imminent threats to public safety. The individual providing information must act in good faith and not be directly involved in the criminal activity in question.

3. A reward offer can be initiated by a request from a member of the Woodstock Police Service (the "Service") or by a formal recommendation from the Chief of Police. The Board will review the request to ensure it complies with legal and policy requirements. The Board may then approve the reward offer. The reward amount and criteria will be determined based on the severity of the crime, the impact on public safety, and budgetary considerations. Once approved, the reward offer may be publicly announced through appropriate channels, such as media releases, social media, and community outreach.
4. Rewards will be administered by the Service. Payments will be made in a manner that ensures confidentiality and safety for the recipient. The identity of individuals receiving rewards will be kept confidential to protect their privacy and safety. All reward transactions will be documented, including the details of the information provided, the approval process, and the payment method.
5. All reward offers and payments must comply with the *Act*, its regulations, and relevant legal requirements. The Board will monitor the effectiveness of the reward program and make adjustments as necessary to ensure its proper functioning and alignment with community safety objectives.
6. All reward offers and payments must be made with integrity and without any form of coercion or undue influence. Board members and police personnel must avoid conflicts of interest and act in the best interest of community safety.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Use of Board Resources During an Election Period</b>
<b>Policy Number:</b>	<b>WPSB-012</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative Reference**

*Municipal Elections Act*, 1996, S.O. 1996, C. 32, SCHED.

### **Policy Statement**

This policy outlines the guidelines for utilizing Woodstock Police Service (the "Service") and Woodstock Police Service Board (the "Board") resources and infrastructure during an election period in order to comply with the *Municipal Elections Act* (the "Act"), ensure fair and consistent treatment of all candidates, and maintain the integrity of the election process.

### **Policy Application**

1. In accordance with the *Act*, the use of public funds for election campaigns, including any promotional or opposing activities related to candidates or ballot questions, is prohibited. The Service's resources, including facilities, infrastructure, equipment, supplies, services, and staff (while on duty), must not be used for election campaign purposes or related activities.
2. Police facilities cannot be utilized for any election-related activities by



candidates, third parties, or political parties. Campaign signs and materials promoting or opposing a candidate may not be displayed within or around any Service facilities.

3. Candidates, third parties, and political parties are not allowed to campaign or distribute election materials at any events hosted by the Service or the Board.
4. The use of the Service's infrastructure and equipment, including but not limited to computer and telephone systems, photocopiers, fax machines, email, voicemail, and other electronic devices, is prohibited for any election campaign activities.
5. Staff members of the Service or the Board cannot be engaged in campaign activities while on duty.
6. Election campaign materials may not be produced or distributed using the Service's supplies or funds.
7. Police Service-funded websites and social media accounts must not feature campaign materials, candidate information, or election-related content.
8. The Service's communication materials, such as news releases, media advisories, flyers, and newsletters, must not include any references to candidates, advocate for or against any individual, or display any campaign-related content.
9. Any photographs or videos produced by or owned by the Service cannot be used for election campaign purposes.
10. The Service's crests or logos must not be included in campaign materials or on campaign websites. Candidates may link to the Service's official website from their campaign site for informational purposes only.
11. The Board and the Service's email addresses, phone numbers, and facility

addresses cannot be used as contact information for election campaigns.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Skills Development &amp; Learning</b>
<b>Policy Number:</b>	<b>AI-002</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring that the Woodstock Police Service (the "Service") is equipped with the necessary skills and knowledge to provide effective and efficient policing to our community.

### **Policy Application**

1. It is the policy of the Board with respect to skills development and learning that the Chief of Police shall prepare, at least once every three years, a skills development and learning plan that:
  - a. provides an overview of the Service's existing and anticipated future needs in relation to skills development and learning;
  - b. identifies the Service's skills development and learning objectives;

- c. promotes cost-effective and innovative delivery of skills development and learning, including potential partnerships with other service providers;
- d. supports coaching or mentoring of new officers;
- e. ensures the development and maintenance of the knowledge, skills and abilities of members of the police service consistent with *Ontario Regulation 392/23 Adequate and Effective Policing (General)*;
- f. emphasizes the importance of organizational learning; and
- g. addresses the responsibility of members for career development and skills development and learning.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Communicable Diseases</b>
<b>Policy Number:</b>	<b>AI-004</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to safeguarding the health and safety of the Woodstock Police Service (the "Service") members by ensuring comprehensive measures are in place to prevent and manage occupational exposure to communicable diseases. The Board mandates the Chief of Police (the "Chief") to establish robust procedures, collaborate with health authorities, and provide ongoing training and resources, ensuring all members are equipped to handle potential exposures with the highest standards of care and confidentiality.

### **Policy Application**

1. It is the policy of the Board with respect to communicable diseases that the Chief shall:
  - a. develop and maintain procedures that are consistent with the most recent

edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*;

- b. designate and train one or more members as a Communicable Disease Coordinator(s);
- c. ensure that each Communicable Disease Coordinator is provided with a copy of the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*; and
- d. work, where possible, with the local medical officer of health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Use of Auxiliaries</b>
<b>Policy Number:</b>	<b>AI-005</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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)*

*Ontario Regulation 391/23 Use of Force and Weapons*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to enhancing community safety through the effective and responsible use of auxiliary members of the Woodstock Police Service (the "Service"). To support this commitment, the Board directs the Chief of Police (the "Chief") to develop and maintain clear procedures that govern the use of auxiliaries in accordance with the *Community Safety and Policing Act* (the "Act") and relevant regulations.

### **Policy Application**

1. It is the policy of the Board with respect to the use of auxiliaries that the Chief shall:

- a. develop and maintain procedures that address the use of auxiliaries by the Service in accordance with the *Community Safety and Policing Act* and *Ontario Regulation 392/23 Adequate and Effective Policing (General)*; and
- b. ensure that records are maintained relating to the use of auxiliaries.





## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Use of Volunteers</b>
<b>Policy Number:</b>	<b>AI-006</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to engaging community members through volunteer opportunities that enhance public safety and support Woodstock Police Service (the "Service") initiatives. To uphold this commitment, the Board directs the Chief to develop and maintain procedures for the responsible use of volunteers in accordance with the *Community Safety and Policing Act* (the "Act") and *Ontario Regulation 392/23 Adequate and Effective Policing* (O. Reg. 392/23).

### **Policy Application**

1. It is the policy of the Board with respect to the use of volunteers that the Chief of Police (the "Chief") shall:
  - a. develop and maintain procedures that address the use of volunteers by

the police service in accordance with the *Act* and *O. Reg. 392/23*,  
including recruitment, screening, training and supervision; and

- b. ensure that records are maintained relating to the use of volunteers.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Marked/Unmarked Vehicles</b>
<b>Policy Number:</b>	<b>AI-008</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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*

*Ontario Regulation 405/23 Police Uniforms and Equipment*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to ensuring the safety and effectiveness of its policing operations through the use of marked/unmarked vehicles. To support this commitment, the Board directs the Chief of Police (the "Chief") to establish and maintain procedures that clearly define the functions of these vehicles, ensure they meet required specifications, and are regularly maintained and inspected.

### **Policy Application**

1. It is the policy of the Board with respect to marked/unmarked vehicles that the Chief shall:

- a. establish procedures that set out the functions of marked/unmarked vehicles;
- b. ensure that the Service's marked/unmarked vehicles meet required specifications;
- c. ensure that regular maintenance, inspection and replacement of the Service's marked/unmarked vehicles; and
- d. consult with designated employee representatives regarding the acquisition of marked/unmarked vehicles and related equipment.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Safe Storage of Police Service Firearms</b>
<b>Policy Number:</b>	<b>AI-009</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative References**

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

*Firearms Act, SC 1995, c. 39*

*Public Agents Firearms Regulation, SOR/98-203*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to the safe and responsible storage of Woodstock Police Service (the "Service") firearms to ensure the safety of officers and the community. To uphold this commitment, the Board directs the Chief of Police (the "Chief") to establish procedures that ensure secure storage practices within police facilities and, where applicable, in private residences, to maintain the highest standards of safety and security.

### **Policy Application**

1. It is the policy of the Board with respect to the safe storage of police service firearms that the Chief shall establish procedures that are consistent with the requirements of the *Firearms Act* and the *Public Agents Firearms Regulation*.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Police Uniforms</b>
<b>Policy Number:</b>	<b>AI-010</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative References**

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

*Ontario Regulation 405/23 Police Uniforms and Equipment*

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

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

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to ensuring that the uniforms worn by officers of the Woodstock Police Service (the "Service") are standardized, professional, and suitable for their operational duties. The Board acknowledges the importance of uniformity in maintaining the identity and authority of the Service, while also recognizing the need for flexibility to accommodate specific roles and individual needs.

### **Policy Application**

1. It is the policy of the Board with respect to police uniforms that the Chief of

Police (the "Chief") shall develop procedures on the provision and use of a standardized uniform by the Service's uniformed police officers. These procedures must comply with the *Human Rights Code*, the *Community Safety and Policing Act*, and all applicable regulations.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Use of Force and Weapons</b>
<b>Policy Number:</b>	<b>AI-012</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative References**

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

*Ontario Regulation 391/23 Use of Force and Weapons*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") acknowledges that both statutory and common law grant police the authority to use force, including lethal force, in the course of their duties. This authority must be exercised with the highest degree of respect and accountability to maintain the community's trust and confidence. The use of force should always be necessary, proportional, and reasonable given the circumstances, recognizing the protection of life and ensuring the safety of both Woodstock Police Service (the "Service") members and the public. The Board is committed to upholding and promoting the highest standards of performance, training, accountability and transparency in relation to the use of force, in full compliance with the *Community Safety and Policing Act* and *Ontario Regulation 391/23 Use of Force and Weapons* (O. Reg. 391/23). The Board emphasizes the importance of de-escalation techniques in training and education to



effectively manage situations that have the potential for violence.

### **Policy Application**

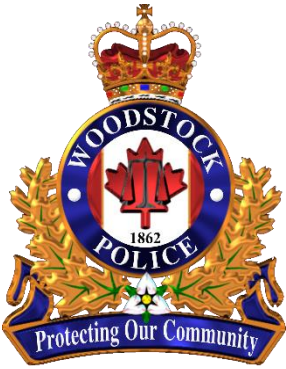
The Chief of Police (the "Chief") shall ensure that:

1. every member of the Service who may be required to use force on another person is in compliance with prescribed training requirements on the use of force;
2. before a firearm is issued to a member of the Service, the member is in compliance with the applicable training requirements prescribed by the Service and the Minister and is competent in the use of the firearm;
3. every member of the Service who is authorized to carry or use a firearm is in compliance with the prescribed training requirements on the use of firearms;
4. every member of the Service who is authorized to carry or use a weapon that is not a firearm is in compliance with the prescribed training requirements on the use of the weapon;
5. records are maintained of the training taken by members of the Service on the use of force, the use of firearms and the use of weapons that are not firearms and of when each training was taken;
6. all weapons authorized and distributed for use within the Service to the technical specifications in *O. Reg. 391/23*;
7. an investigation must be initiated immediately, and a report must be filed with the Board whenever a member of the Service discharges a firearm in the performance of their duty and causes injury or death to another person.
8. the Board is promptly informed when the Chief discharges a firearm in the performance of the Chief's duties. The Board shall cause an investigation to be made into the circumstances should such an incident occur; and

9. ongoing review and evaluation of local use of force procedures, training and reporting occurs.

### **Reporting**

10. The Chief shall provide a copy of the Service's annual Use of Force Report to the Board that includes the following:
  - a. the number of use of force incidents and reports;
  - b. a description of the type of force used;
  - c. time of day of the use of force;
  - d. the number of armed and unarmed subjects;
  - e. the number of years of service the member had at the time the use of force occurred;
  - f. the perceived race of the subject of the use of force;
  - g. details of de-escalation training provided and the number of members who received such training; and
  - h. any other relevant information that may assist the Board in understanding the application of the use of force and possible trends.
11. Data shall be provided for the previous five years where applicable, to enable comparisons.
12. The Board shall make the report available to the public.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Secure Holsters</b>
<b>Policy Number:</b>	<b>AI-014</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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*

*Ontario Regulation 405/23 Police Uniforms and Equipment*

*Ontario Regulation 391/23 Use of Force and Weapons*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to ensuring the safety and effectiveness of the Woodstock Police Service (the "Service") members by mandating the use of secure holster equipment. Acknowledging the critical role that holsters play in protecting both officers and the public, the Board established this policy to guide the provision, acquisition, and maintenance of secure holsters.

### **Policy Application**

1. It is the policy of the Board with respect to secure holsters that the Chief of Police (the "Chief") shall:

- a. ensure the provision of secure holster equipment that is constructed to provide the level of protection that is necessary for the performance of duty including:
  - i. inhibiting the handgun from being drawn inadvertently;
  - ii. inhibiting the handgun from being withdrawn by an unauthorized person; and
  - iii. permitting the rapid unimpeded drawing of the handgun should it be required; and
- b. consult with designated employee representatives regarding the acquisition of secure holsters.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Crime Prevention</b>
<b>Policy Number:</b>	<b>CP-001</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to fostering a safe and secure community through proactive crime prevention. To support this commitment, the Board directs the Chief of Police (the "Chief") to establish comprehensive procedures for crime prevention initiatives that align with the Woodstock Police Service's (the "Service") strategic plan and are regularly evaluated for effectiveness and relevance.

### **Policy Application**

1. It is the policy of the Board with respect to crime prevention that the Chief shall:
  - a. establish written procedures on crime prevention initiatives;
  - b. identify the need, and recommend service delivery options for

community-based crime prevention initiatives based on crime, call and public disorder analysis, criminal intelligence, road safety and community needs, in accordance with Ontario Regulation 392/23 Adequate and Effective Policing (General);

- c. ensure that the Service works, where possible, with municipalities, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives;
  - d. require appropriate supervisors and front-line members to promote and implement crime prevention initiatives to respond to identified crime, community safety, public disorder and road safety issues, including repeat calls for service and repeat victimization;
  - e. ensure that supervisors and front-line members are provided with information and resource material on crime prevention; and
  - f. promote the use of directed patrol, targeted enforcement and other initiatives to respond to high crime or high occurrence places/areas and serial occurrences;
2. Crime prevention initiatives shall be consistent with:
- a. the strategic plan adopted under section 39 of the *Act* that applies with respect to the Service; and
  - b. the policing needs of the community.
3. Crime prevention initiatives shall be monitored and regularly evaluated to determine their effectiveness and the ongoing need for them.

### **Reporting**

4. The Chief shall provide information in the annual report on the steps taken by the Service to promote, implement, and evaluate crime prevention

initiatives.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Community Patrol</b>
<b>Policy Number:</b>	<b>LE-001</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

Public safety, quality of life, and crime prevention are central priorities for the Woodstock Police Service Board (the "Board"). Accordingly, the Board directs that comprehensive community patrol procedures be established to support these objectives.

### **Policy Application**

1. It is the policy of the Woodstock Police Service Board with respect to community patrol that the Chief of Police shall:
  - a. establish procedures and processes on community patrol, including when directed patrol is considered necessary or appropriate based on such factors as crime, call, and public disorder analysis, criminal intelligence and road safety; and



- b. ensure that written arrangements are in place with other police services to obtain their assistance or support in enhancing the community patrol function in extraordinary circumstances.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Traffic Management, Enforcement, and Road Safety</b>
<b>Policy Number:</b>	<b>LE-017</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring the safety and well-being of the community through effective traffic management, traffic law enforcement, and road safety measures. This policy reflects the Board's dedication to minimizing traffic-related risks and ensuring that the Woodstock Police Service (the "Service") has the necessary tools and procedures to manage traffic-related occurrences efficiently.

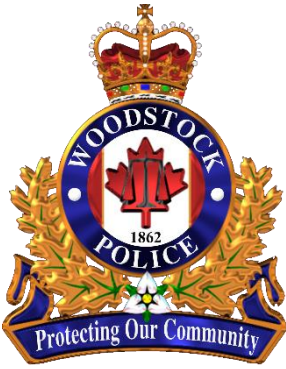
### **Policy Application**

1. It is the policy of the Board with respect to traffic management, traffic law enforcement and road safety that:
  - a. technical collision investigation, reconstruction and breath analysis investigative supports will be provided by trained and qualified personnel;

and

b. the Chief of Police shall:

- i. develop and implement a traffic management, traffic law enforcement and road safety plan;
- ii. establish procedures on traffic management, traffic law enforcement and road safety including procedures to address road closures and minimizing the interference of traffic; and
- iii. ensure that persons who provide technical collision investigation, reconstruction and breath analysis investigative supports have the knowledge, skills and abilities to provide that support.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Multiple Officer Response</b>
<b>Policy Number:</b>	<b>LE-008</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring the safety of both police officers and the public by supporting policies and procedures that promote effective responses to all occurrences and calls for service.

### **Policy Application**

1. It is the policy of the Board with respect to more than one police officer responding to an occurrence or call for service, that the Chief of Police shall:
  - a. establish written procedures ensuring that more than one police officer responds to an occurrence or call for service when necessary to ensure officer and public safety;
  - b. ensure that all written procedures comply with the *Community Safety and*

*Policing Act*, its regulations, and any relevant guidelines or best practices from the Ministry of the Solicitor General; and

- c. ensure that all written procedures are regularly reviewed and updated to reflect current legislative requirements and operational needs.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Internal Task Forces</b>
<b>Policy Number:</b>	<b>LE-010</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring effective management and accountability for internal task forces. This policy mandates the development of protocols for task force approval and accountability, with annual reporting on task force activities, costs, and performance outcomes.

### **Policy Application**

1. It is the policy of the Board with respect to internal task forces that the Chief of Police shall develop procedures that address the approval process and accountability mechanisms for internal forces.

### **Reporting**

2. The Chief shall provide information in the annual report on the number of

completed internal task forces established within the Service, the cost to the Service and whether they achieved their performance objectives.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Joint Forces Operations</b>
<b>Policy Number:</b>	<b>LE-009</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring that joint forces operations are conducted with clarity, accountability, and effectiveness. This policy mandates the creation of detailed procedures for initiating, managing, and evaluating joint forces operations.

### **Policy Application**

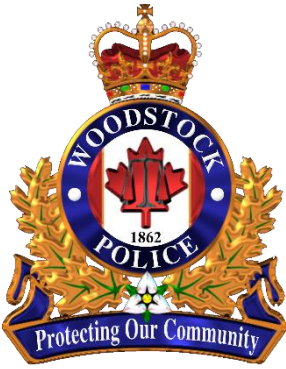
1. It is the policy of the Board with respect to joint forces operations that the Chief of Police (the "Chief") shall develop procedures that address the approval process and accountability mechanisms for joint forces operations.

### **Reporting**

2. The Chief shall provide information in the annual report on the number of



completed joint forces operations that the Service participated in, the cost to the Service and whether they achieved their performance objectives.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Undercover Operations</b>
<b>Policy Number:</b>	<b>LE-021</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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)*

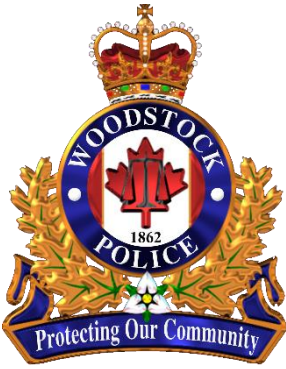
### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to ensuring the safety of both police officers and the public while maintaining integrity and accountability in all aspects of police work.

### **Policy Application**

1. It is the policy of the Board with respect to undercover operations, that the Chief of Police shall:
  - a. establish written procedures for conducting undercover operations in compliance with the *Community Safety and Policing Act*, its regulations, and applicable legal standards;
  - b. ensure that all written procedures prioritize officer and public safety,

- maintain the integrity of investigations, and ensure accountability; and
- c. ensure that all written procedures are regularly reviewed and updated to align with legislative changes and operational needs.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Criminal Intelligence</b>
<b>Policy Number:</b>	<b>LE-004</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") acknowledges the critical role of criminal intelligence in both investigative and preventative policing. This policy ensures that these matters are managed with the highest level of professionalism and diligence, following the procedures established by the Chief of Police (the "Chief") as directed by this policy.

### **Policy Application**

1. It is the policy of the Board with respect to criminal intelligence that the Chief shall:
  - a. establish priorities and procedures for criminal intelligence, including strategic and tactical intelligence;

- b. promote the use of criminal intelligence analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement, problem-oriented policing initiatives or community-based crime prevention initiatives; and
- c. ensure that members have the knowledge, skills and abilities to perform this function and the necessary tools and equipment.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Crime, Call and Public Disorder Analysis</b>
<b>Policy Number:</b>	<b>LE-003</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") acknowledges that analysing crime data, call records, and public disorder is essential for both investigative and preventative policing. This policy ensures that this information is gathered, organized, analysed, and shared in a professional and meticulous manner, adhering to the procedures set by the Chief of Police (the "Chief") as directed in this policy.

### **Policy Application**

1. It is the policy of the Board with respect to crime, call and public disorder analysis that the Chief shall:
  - a. establish systems and procedures for the collection, collation, analysis and dissemination of crime, call and public disorder data;

- b. ensure that members have the necessary knowledge, skills, abilities, and equipment for these functions; and
- c. promote the use of crime analysis by supervisors to identify areas and issues requiring directed patrol, targeted enforcement, problem-oriented or community-based crime prevention initiatives;

## **Reporting**

### **2. The Chief shall:**

- a. report to the Board on the criteria and processes for sharing relevant crime, call and public disorder analysis with municipal council and officials, school boards, community organizations and groups, businesses and members of the public; and
- b. provide information in the annual report on crime, calls for service and public disorder patterns, trends and forecasts based on crime, call and public disorder analysis.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Paid Informants and Agents</b>
<b>Policy Number:</b>	<b>LE-015</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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)*

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

### **Policy Statement**

The Woodstock Police Service Board (the “Board”) is dedicated to the responsible and ethical management of paid informants and agents in our law enforcement efforts. The Board is committed to protecting the identities and safety of those involved, while maintaining the highest level of accountability and professionalism within the Woodstock Police Service (the “Service”). Through clear procedures and dedicated oversight, we aim to support effective policing that upholds public trust and fosters community safety.

### **Policy Application**

1. It is the policy of the Board with respect to paid informants and agents that the Chief of Police (the “Chief”) shall:



- a. establish procedures and processes relating to the use and management of paid informants and agents; and
- b. establish procedures on the use of in-custody informants that are consistent with the procedures set out in *Ontario Regulation 394/23 Major Case Management and Approved Software Requirements*.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Witness Protection</b>
<b>Policy Number:</b>	<b>LE-018</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the “Board”) is committed to safeguarding the safety and security of witnesses who play a crucial role in the pursuit of justice. The Board is dedicated to providing comprehensive support through a designated Witness Protection Liaison Officer, and by equipping Woodstock Police Service (the “Service”) members with the knowledge and tools required to uphold the highest standards of witness protection and security. Through these efforts, the Board aims to foster a community where justice can be served without compromise to personal safety.

### **Policy Application**

1. It is the policy of the Board with respect to witness protection and security that the Chief of Police (the “Chief”) shall:

- a. establish procedures and processes in respect of witness protection and security; and
- b. ensure that the Service has a Witness Protection Liaison Officer, or an arrangement with another police service to use their Witness Protection Liaison Officer.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Police Response to Persons in Crisis</b>
<b>Policy Number:</b>	<b>LE-013</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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)*

*Ontario Regulation 87/24 Training*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to ensuring a compassionate, effective, and informed police response to individuals who are in crisis, have a mental illness or have a developmental disability. Recognizing the unique challenges and vulnerabilities faced by these individuals, the Board emphasizes the importance of collaboration, specialized training, and adherence to best practices in all interactions.

### **Policy Application**

1. It is the policy of the Board with respect to the police response to persons who are in crisis or have a mental illness or a developmental disability that the Chief of Police (the "Chief") shall:

- a. work, where possible, with appropriate community members and agencies, including but not limited to, the Canadian Mental Health Association's Mental Health Engagement and Response Team (MHEART), health care providers, government agencies, municipal officials, other criminal justice agencies, and the local Crown to address service issues relating to persons who have a mental illness or developmental disability;
- b. establish procedures and processes that address police response to persons who are in crisis or have a mental illness or a developmental disability, with consideration of collaborative initiatives involving MHEART; and
- c. ensure that the Woodstock Police Service's policy addresses the training and sharing of information with officers, communications operators/dispatchers and supervisors on:
  - i. local protocols; and
  - ii. conflict resolution and use of force in situations involving persons who may be in crisis, or may have a mental illness or developmental disability.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Search of Persons</b>
<b>Policy Number:</b>	<b>LE-012</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring that searches of persons are conducted in strict accordance with legal, constitutional, and case law requirements. This policy mandates the development of comprehensive procedures that guide the search process, including frisk, strip, and body cavity searches, as well as consent searches. This policy aims to uphold the highest standards of legal compliance and respect for individuals' rights during search operations.

### **Policy Application**

1. It is the policy of the Board with respect to search of persons that the Chief of Police shall:
  - a. establish procedures that address:

- i. the compliance by members of the Woodstock Police Service (the "Service") with the legal, constitutional and case law requirements relating to when and how searches of persons are to be undertaken;
  - ii. the circumstances in which an officer may undertake a search of person;
  - iii. frisk/field searches;
  - iv. strip/complete searches;
  - v. body cavity searches;
  - vi. consent searches;
  - vii. the supervision of searches of persons; and
  - viii. the documentation of searches of persons; and
- b. ensure that officers and other members as appropriate are kept informed of changes in the law relating to search of persons.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Search of Premises</b>
<b>Policy Number:</b>	<b>LE-011</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring that searches of premises are conducted with strict adherence to legal, constitutional, and case law requirements. This policy mandates the development of procedures that cover all aspects of conducting searches, including obtaining and executing warrants, handling consent searches, and managing evidence.

### **Policy Application**

1. It is the policy of the Board with respect to search of premises that the Chief of Police (the "Chief") shall:
  - a. establish procedures on search of premises that require the compliance by members of the Woodstock Police Service (the "Service") with the legal, constitutional and case law requirements relating to the search of



premises; and

- b. ensure that officers and other members as appropriate are kept informed of changes in the law relating to search of premises.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Arrest</b>
<b>Policy Number:</b>	<b>LE-005</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") understands that the arrest of criminal suspects is a vital aspect of both investigative and preventative policing and is essential for the successful prosecution of criminal offences. This policy ensures that all matters related to arrests are handled with professionalism and thoroughness, following the procedures set forth by the Chief of Police (the "Chief") as directed in this policy.

### **Policy Application**

1. It is the policy of the Board with respect to arrest that the Chief shall:
  - a. establish procedures on arrest that require compliance by members of the police service with the legal, constitutional and case law requirements relating to arrest; and

- b. ensure that officers, and other members as appropriate, are kept informed of changes in the law relating to arrest.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Detainee Care and Control</b>
<b>Policy Number:</b>	<b>LE-016</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to providing detainee care and control that is humane, respectful, and consistent with legal and regulatory requirements. The safety of both detainees and officers is paramount.

### **Policy Application**

1. It is the policy of the Board with respect to detainee care and control that the Chief of Police (the "Chief") shall:
  - a. establish procedures and processes for:
    - i. the care and control of detainee, including effective monitoring;  
and

- ii. responding to an escape from police custody; and
- b. ensure that members involved in detainee care and control have the knowledge, skills and abilities required to perform this function

### **Reporting**

- 2. Following an escape or in-custody death, the Chief shall review the procedures, processes, and practices of the Police Service for detainee care and control and report back to the Board.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Detainee Transportation</b>
<b>Policy Number:</b>	<b>LE-033</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring the safe and secure transportation of detainees while upholding the highest standards of care and control. To this end, the Board requires the Chief of Police (the "Chief") to establish and enforce comprehensive procedures that equip police officers and special constables with the necessary knowledge, skills, and resources to effectively perform detainee transportation.

### **Policy Application**

1. It is the policy of the Board with respect to detainee transportation that the Chief shall:
  - a. establish procedures on detainee transportation that require compliance by police officers/special constables with the Woodstock Police Service's

- (the "Service") procedures on detainee care and control; and
- b. ensure that police officers/special constables used to escort persons in custody have the knowledge, skills and abilities required to perform this function; and
  - c. ensure that appropriate safety equipment is used/available to police officers/special constables performing this function.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Collection, Preservation and Control of Evidence and Property</b>
<b>Policy Number:</b>	<b>LE-020</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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)*

*Ontario Regulation 395/23 Investigations*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to ensuring the secure and accurate management of property and evidence. The Board prioritizes compliance with legal standards, secure storage, and meticulous record-keeping to maintain public trust and support the fair administration of justice.

### **Policy Application**

1. It is the policy of the Board with respect to property and evidence control and the collection, preservation, documentation and analysis of physical evidence that the Chief of Police (the "Chief") shall:
  - a. ensure compliance by members of the Woodstock Police Service (the



"Service") with sections 258, 259, and 260 of the *Community Safety and Policing Act* (the "Act");

- b. establish procedures, consistent with the advice from the Centre of Forensic Sciences and its current version of the *Handbook of Forensic Evidence for the Investigator*, for the safe and secure collection, preservation, control, handling and packaging of evidence;
- c. establish procedures for the secure collection, preservation and control of property;
- d. ensure that an annual audit of the property/evidence held by the Service is conducted by a member(s) not routinely or directly connected with the property/evidence control function; and
- e. where a member who has responsibility for a property/evidence storage area is transferred or replaced, ensure that an inventory is taken of the property/evidence in that area.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Police Action at Labour Disputes</b>
<b>Policy Number:</b>	<b>PO-002</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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)*

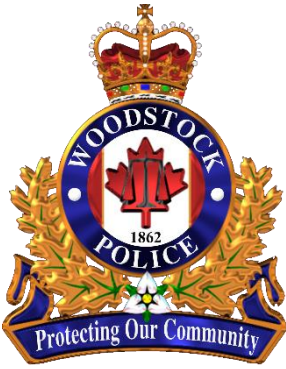
### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to maintaining peace and enforcing the law during labour disputes. The Board will ensure clarity on lawful versus unlawful picketing, designate a liaison for dispute management, and deployment officers proportionately while avoiding uniformed presence unless necessary.

### **Policy Application**

1. It is the policy of the Board with respect to police action at labour disputes that:
  - a. the role of the police at a labour dispute is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a

- police officer under the law; and
- b. the Chief of Police (the "Chief") will establish procedures on:
- i. the role of the police at a labour dispute;
  - ii. providing information to management, labour and the public on police procedures during a labour dispute; and
  - iii. secondary employment under section 89 of the *Community Safety and Policing Act* and labour disputes.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Police Action in Respect of Protests, Demonstrations, and Occupations</b>
<b>Policy Number:</b>	<b>PO-003</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the “Board”) is committed to protecting public safety, rights, and property in all police responses to protests, demonstrations, and occupations.

### **Policy Application**

1. It is the policy of the Board with respect to police action at protests, demonstrations, and occupations, that the Chief of Police shall:
  - a. establish written procedures for police action in response to protests, demonstrations, and occupations;
  - b. ensure that all written procedures comply with the *Community Safety and Policing Act*, its regulations, and relevant legal standards, ensuring the

protection of public safety, rights, and property; and

- c. ensure that all written procedures are regularly reviewed and updated as necessary to reflect changes in legislation and operational requirements.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Victims' Assistance</b>
<b>Policy Number:</b>	<b>VA-001</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring compassionate and effective support for victims of crime. The Board mandates the Chief of Police (the "Chief") to develop and implement procedures that align with victims' rights, promote collaboration with local support services, and ensure that all officers are equipped to provide timely and effective support to victims, prioritizing their safety and dignity.

### **Policy Application**

1. It is the policy of the Board with respect to providing assistance to victims that the Chief shall:
  - a. in collaboration with the Victim/Witness Assistance Program (VWAP) and Victim Assistance Services of Oxford County (VASOC), community and

- social service agencies and other local organizations, promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning;
- b. ensure that all members of the Woodstock Police Service (the “Service”) are aware of victim service providers or a victim referral service available in the area; and
  - c. establish procedures on providing assistance to victims.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Communications and Dispatch</b>
<b>Policy Number:</b>	<b>LE-002</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the “Board”) acknowledges the vital role that effective communications and dispatch play in policing. This policy ensures that all communications and dispatch matters are managed professionally and comprehensively, following the procedures set forth by the Chief of Police (the “Chief”) as directed in this policy.

### **Policy Application**

1. It is the policy of the Board with respect to communications and dispatch services that the Chief shall:
  - a. ensure that 24-hours a day a member of the police service is available to supervise the Woodstock Police Communications and Dispatch Centre (the “communication and dispatch centre”);



- b. ensure that police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communication and dispatch centre when away from their vehicle or on foot patrol;
- c. establish procedures and processes on communications and dispatch services, including ensuring that persons providing these services meet the requirements of the *Ontario Regulation 392/23 Adequate and Effective Policing (General)*; and
- d. regularly monitor and evaluate the management and effectiveness of the communication and dispatch centre.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Supervision</b>
<b>Policy Number:</b>	<b>LE-025</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the "Board") is committed to ensuring effective supervision and leadership within the Woodstock Police Service (the "Service") to enhance public safety and operational integrity. The Board is dedicated to establishing clear protocols for supervisory involvement in critical incidents and implementing a rigorous selection process to ensure that supervisors possess the necessary knowledge, skills and abilities to lead effectively.

### **Policy Application**

1. It is the policy of the Board with respect to supervision that the Chief of Police (the "Chief") shall:
  - a. ensure that there is 24-hour supervision available to members of the Service;

- b. establish procedures on supervision that set out the circumstances where a supervisor must be contacted and when a supervisor must be present at an incident, including for all major case incidents; and
- c. establish a selection process to ensure that members appointed permanently to supervisory positions have the knowledge, skills and abilities required for the supervisory positions.



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Adequate and Effective Policing</b>
<b>Policy Number:</b>	<b>AI-017</b>
<b>Effective Date:</b>	
<b>Reviewed:</b>	
<b>Amended:</b>	

### **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**

The Woodstock Police Service Board (the “Board”) is committed to maintaining a high standard of excellence in the policing services provided by the Woodstock Police Service (the “Service”). By establishing and maintaining robust processes and mechanisms for adherence, regular review and continuous improvement, we aim to enhance policing outcomes and promote a safer community. Our dedication includes ensuring full compliance with all provisions of *Ontario Regulation 392/23 Adequate and Effective Policing General (O. Reg. 392/23)*, with a focus on promoting accountability, strengthening public confidence, and delivering exceptional policing services to meet the needs of our community.

### **Policy Application**

1. The Chief of Police (the “Chief”) shall ensure that the Service complies with all provisions set out in *O. Reg. 392/23*, and will establish, communicate and

operate with procedures in the areas prescribed below. These procedures shall be reviewed and updated consistently to ensure they are effective and efficient, reflect best practices and integrate improvements where it is determined changes are required.

- a. crime prevention, including community-based crime prevention initiatives that seek to address the root causes of crime and involve stakeholders, consistent with the Strategic Plan and the policing needs of the community (see CP-001 Crime Prevention Policy for more information).
- b. law enforcement, including:
  - i. community patrol that addresses when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community (see LE-001 Community Patrol Policy for more information);
  - ii. traffic direction and enforcement, including traffic patrol (see LE-017 Traffic Management, Enforcement, and Road Safety Policy for more information);
  - iii. situations when more than one police officer must respond to an occurrence or call for service (see LE-008 Multiple Officer Response Policy for more information);
  - iv. internal task forces (see LE-010 Internal Task Forces Policy for more information);
  - v. joint forces operations (see LE-009 Joint Forces Operations Policy for more information);
  - vi. undercover operations (see LE-021 Undercover Operations Policy for more information);

- vii. criminal intelligence, addressing the collection, use disclosure, retention, disposal, correction and dissemination of and access to, criminal intelligence information, as well as related audit procedures (see LE-004 Criminal Intelligence Policy for more information);
- viii. crime, call for service and public disorder analysis (see LE-003 Crime, Call and Public Disorder Analysis Policy for more information);
- ix. informants and agents (see LE-015 Paid Informants and Agents Policy for more information);
- x. witness protection and security (see LE-018 Witness Protection Policy for more information);
- xi. police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or neurodevelopmental disability (see LE-013 Police Response to Persons in Crisis Policy for more information);
- xii. search of person (see LE-012 Search of Persons Policy for more information);
- xiii. search of premises (see LE-011 Search of Premises Policy for more information);
- xiv. arrest (see LE-005 Arrest Policy for more information);
- xv. bail and violent crime (see LE-023 Bail and Violent Crime Policy for more information);
- xvi. detainee care and control (see LE-016 Detainee Care and Control Policy for more information);

- xvii. detainee transportation (see LE-033 Detainee Transportation Policy for more information);
  - xviii. property and evidence control (see LE-020 Collection, Preservation and Control of Evidence and Property Policy for more information); and
  - xix. the provision of law enforcement in respect of all navigable bodies and courses of water within the Service's area of responsibility (see ER-009 Underwater Search and Recovery Policy for more information).
- c. maintaining the public peace, including:
- i. functions, responsibilities and reporting relationships of a public order unit and its members, including in relation to the role of a public order commander and, if any, to a police liaison team (see PO-001 Public Order Unit Policy for more information);
  - ii. the deployment of a public order unit for planned and unplanned public order incidents, and debriefing following deployment, including preparation of a summary and analysis of the outcome and recommendations for improvement (see PO-001 Public Order Unit Policy for more information);
  - iii. police action in respect of labour disputes (see PO-002 Police Action at Labour Disputes Policy for more information);
  - iv. police action in respect of protests, demonstrations and occupations (see PO-003 Police Action in Respect of Protests, Demonstrations, and Occupations Policy for more information).
- d. emergency response, including:
- i. the functions and deployment of any tactical unit, hostage rescue

team, incident commander, crisis negotiator, and containment team (see ER-002 Tactical Unit Policy, ER-003 Hostage Rescue Team Support Policy, ER-004 Major Incident Command Policy, and ER-005 Crisis Negotiation Policy for more information);

- ii. preliminary perimeter control and containment (see ER-001 Preliminary Perimeter Control and Containment Policy for more information);
- iii. extreme incidents that are consistent with the Extreme Incident Response Plan (see ER-008 Extreme Incident Response Plan Policy for more information);
- iv. the functions and provisions of any mental health and addictions crisis team (see LE-013 Police Response to Persons in Crisis Policy for more information);
- v. explosive forced entry and explosive disposal (see ER-006 Explosives Policy for more information);
- vi. responses to a chemical, biological, radiological, nuclear or explosive incident (see ER-006 Explosives Policy for more information);
- vii. emergency ground search, rescue and recovery (see ER-007 Ground Search for Lost and Missing Persons Policy for more information);
- viii. emergency waterways search, rescue and recovery, including underwater search and recovery (see ER-009 Underwater Search and Recovery Policy and Waterways Policing Policy for more information);
- ix. canine units (see ER-010 Canine Unit Policy for more information).



- e. providing assistance to victims of crime, the Chief's procedures must reflect the principles of the *Victims Bill of Rights 1995* and *Canadian Victims Bill of Rights*, including:
    - i. referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations; and
    - ii. responsibilities of members of the Service in providing assistance to victims (see VA-001 Victims' Assistance Policy for more information).
  - f. additional policing functions, including:
    - i. communications and dispatch services (see LE-002 Communications and Dispatch Policy for more information); and
    - ii. supervision (see LE-015 Supervision Policy for more information).
- 2. The Chief shall ensure members of the Service, or people performing a policing function under the direction of a member, are capable of performing the functions assigned to them.
  - 3. The Chief shall ensure the equipment and other resources provided to members of the Service for the purpose of providing a policing function shall include at least the equipment and resources set out in Schedule 1 of *O. Reg. 392/23*.
  - 4. The Chief shall prepare an emergency plan for the Service setting out the roles and responsibilities of the Service during an emergency and the procedures to be followed during an emergency. In developing the emergency plan, the Chief shall consult with the City of Woodstock and any other applicable emergency service providers.

5. The Chief shall develop an operational plan for the following incidents:
  - a. an incident that requires multiple members of the Service to provide emergency response or maintain the public peace policing functions outside of the Service's area of policing responsibility; and
  - b. the provision of policing functions by the Service in relation to the incident is anticipated to continuously last, or has already continuously lasted, longer than the duration of a normal shift for the involved members of the Service.
6. The Chief shall ensure that policing functions are provided to an extent and in a manner that is reasonable, having regard to the following factors:
  - a. the policing needs of the community;
  - b. the geographic and socio-demographic characteristics of the police service's area of policing responsibility;
  - c. the extent to and manner in which the policing function is effectively provided in similar communities in Ontario;
  - d. the extent to which past provision of the policing function by the police service has been effective in addressing the policing needs of the community; and
  - e. best practices respecting the policing function.
7. The operational plan shall have regard to the collective agreements with members, and address, without limitations, breaks and meals for members of the Service who are deployed in relation to the incident.
8. The Chief shall comply with the requirements in the operational plan.
9. The Chief and Board shall implement a quality assurance process relating to the provision of adequate and effective policing and compliance with *the Act*

and its regulations.

10. The Chief shall ensure members have the necessary training, knowledge, skills and abilities to perform the duties required by *the Act* and its regulations.

### **Reporting**

11. The Chief shall provide the Board with an annual report on crime analysis, call analysis and public disorder analysis data, and of information on crime trends, and shall ensure that the report is published on the internet.
12. In accordance with the *Missing Persons Act, 2018*, the Chief shall ensure an annual report on missing persons is provided to the Board before April 1 each year that includes:
  - a. the total number of urgent demands made in the previous calendar year and the number of missing persons investigations to which they related; and
  - b. a description of the types of records specified in the urgent demands for records made in that year.



December 4, 2024

Board Report – December 2024 - OPEN SESSION

RE: 2024 Budget Surplus

Should there be a surplus to the Woodstock Police Service 2024 Operating Budget, I would request that any surplus be directed to Woodstock Police Service Sick Leave Severance Reserve Fund Account #0180-52031.

**Recommendation:**

**That in the event of a 2024 budget surplus, any surplus monies will be transferred to the Woodstock Police Service Sick Leave Severance Reserve Fund Account #0180-52031.**

Rod Wilkinson  
Chief of Police