



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Appointment and Recruitment of the Chief of Police and Deputy Chief of Police
Policy Number:	AI-018
Effective Date:	September 9, 2024
Reviewed:	
Amended:	

Authority/Legislative Reference

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

Policy Statement

This policy outlines the procedures and criteria for the recruitment and appointment of the Chief of Police (the "Chief") and the Deputy Chief of Police (the "Deputy Chief") for the Woodstock Police Service (the "Service"). It is designed to ensure compliance with the *Community Safety and Policing Act* and other relevant legislation, promoting transparency, merit-based selection, and alignment with community needs and expectations.

Policy Application

1. When a vacancy arises for the Chief or Deputy Chief, the Woodstock Police Service Board (the "Board") shall issue a public announcement detailing the job description, qualifications, and application process. The vacancy will be widely advertised on local, provincial, and/or national platforms, including professional organizations, employment websites, and community networks, to attract a diverse pool of candidates.

2. Interested candidates must submit their applications by the specified deadline. An initial screening committee, appointed by the Board, shall review applications to ensure that candidates meet the minimum qualifications and criteria as outlined in the job description. Candidates will be evaluated based on their educational background, experience, and training, as well as competencies such as leadership, strategic thinking, community engagement, and commitment to policing standards. Comprehensive background checks, including criminal record checks and verification of previous employment, will be conducted.
3. Shortlisted candidates shall participate in a structured interview process conducted by a selection panel, which may include members of the Board, external experts, and community representatives. The panel will assess candidates based on their responses to situational and behavioural questions and their ability to address contemporary policing issues.
4. Following the interview process, the selection panel shall provide the Board with a recommendation for the appointment of the Chief and/or Deputy Chief. This recommendation will include a summary of the candidate's qualifications, interview performance, and suitability for the role. The Board shall review the recommendation and make the final decision regarding the appointment, ensuring that the choice is based on the merit of the candidates and the best interests of the Service and community.
5. Once the Board approves the appointment, an offer will be extended to the selected candidate. A contract will be forwarded to the candidate outlining the terms and conditions of employment, including compensation, benefits, and contractual obligations. A transition plan shall be developed to ensure a smooth hand-over from the outgoing Chief or Deputy to the incoming appointee, including briefings, introductions, and orientation to key stakeholders and ongoing projects. The newly appointed Chief or Deputy Chief will undergo an on boarding process, including orientation to the Service's policies, procedures, and community expectations.

6. This policy will be reviewed annually or as necessary to ensure compliance with all relevant legislation. Amendments will be made as needed to reflect changes in legal requirements, best practices, and organizational needs.