



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Appointment of Police Officers
Policy Number:	AI-019
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

The Woodstock Police Service Board (the "Board") is responsible for overseeing the appointment of police officers in accordance with the *Community Safety and Policing Act*. This policy aims to ensure that appointments are made based on merit, qualifications, and suitability, maintaining the integrity and effectiveness of the Woodstock Police Service (the "Service").

Policy Application

1. The appointment process begins with the Board, in consultation with the Chief of Police, identifying the staffing needs of the Service based on operational requirements and strategic priorities. The recruitment process will be conducted in accordance with applicable employment laws and best practices. This includes advertising positions publicly, conducting a thorough selection process, and evaluating candidates based on qualifications, experience, and suitability for the role.

2. All candidates shall undergo a comprehensive screening process, which includes but is not limited to, background checks, psychological assessments, physical fitness evaluations, and interviews. This process aims to ensure that candidates meet the necessary standards of conduct, capability, and fitness for police work.
3. Following the completion of the selection process, the Chief of Police shall provide the Board with a recommendation for the appointment of successful candidates. This recommendation shall include detailed information about the candidate's qualifications, experience, and results from the screening and assessment process. The Board shall then review the Chief of Police's recommendation and make the final decision regarding appointments. Appointments are subject to the Board's approval, which will be based on the merit of the candidates and the needs of the Service.
4. Upon approval, new officers shall undergo an onboarding process that includes orientation, training, and integration into the Service. This ensures that they are adequately prepared to perform their duties and adhere to the Service's standards and protocols.
5. The Board shall ensure that all procedures are transparent, equitable, and free from bias or discrimination. Any issues or concerns regarding the appointment process shall be addressed promptly and in accordance with established grievance procedures.
6. The Board shall maintain accurate and comprehensive records of the appointment process, including documentation related to recruitment, selection, screening, and final decisions. These records will be kept confidential and secure, in compliance with privacy regulations and organizational policies/directives.
7. This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with current legislation, best practices, and evolving needs of the Service.