



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Chief of Police and Deputy Chief of Police Absence
Policy Number:	AI-021
Effective Date:	October 8, 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 procedure for managing the absence of the Chief of Police (the "Chief") and/or Deputy Chief of Police (the "Deputy Chief") due to illness, injury, or an extended leave of absence, ensuring continuity of leadership and effective operations. The Woodstock Police Service Board (the "Board") is committed to maintaining the smooth operation of the Woodstock Police Service (the "Service") during any absence of the Chief or Deputy Chief. This policy provides clear guidelines for the appointment of acting leadership during such absences, whether short-term (4 weeks or less) or extended (beyond 4 weeks).

Policy Application

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

and operational continuity during the short-term absence.

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