



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Deputy Chief of Police Performance Evaluation</b>
<b>Policy Number:</b>	<b>AI-026</b>
<b>Effective Date:</b>	<b>October 8, 2024</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 Woodstock Police Service Board (the "Board") is committed to ensuring that the performance of the Deputy Chief of Police (the "Deputy Chief") is evaluated fairly, transparently, and in accordance with the *Community Safety and Policing Act* (the "Act") and relevant regulations. This policy outlines the procedures and criteria for conducting performance evaluations for the Deputy Chief.

### **Policy Application**

1. The performance evaluation of the Deputy Chief is conducted annually or as required by the Board. The evaluation process aims to assess the Deputy Chief's effectiveness in fulfilling their duties, achieving strategic objectives, and contributing to the overall success of the Woodstock Police Service.
2. The performance evaluation will be based on pre-established criteria aligned with the roles, responsibilities, and objectives of the Deputy Chief. These

criteria will include, but are not limited to, leadership effectiveness, operational performance, adherence to policies and procedures, strategic planning, and community engagement.

3. The evaluation process will include a review of the Deputy Chief's performance against the established criteria. This review will be conducted by the Chief of Police (the "Chief"), in consultation with the Board. The Chief will provide a comprehensive assessment, which may be supplemented by feedback from other senior management members, staff, and where applicable, community stakeholders.
4. The Deputy Chief will have the opportunity to provide self-assessment and feedback during the evaluation process. This includes discussing accomplishments, challenges faced, and areas for improvement. The Deputy Chief's self-assessment will be considered alongside the evaluations provided by others.
5. The performance evaluation will be documented in a formal report, which will outline the Deputy Chief's strengths, areas for development, and any recommendations for improvement. This report will be reviewed and approved by the Board.
6. If the performance evaluation identifies areas for improvement, a development plan will be created in collaboration with the Deputy Chief. This plan will include specific goals and support mechanisms to address the identified areas and enhance overall performance.
7. The Board will ensure that the performance evaluation process is conducted in a manner that respects the Deputy Chief's privacy and maintains confidentiality. All evaluation materials and discussions will be kept confidential and shared only with individuals directly involved in the evaluation process.