



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Disclosure of Misconduct (related to the Chief of Police or Deputy Chief of Police)
Policy Number:	AI-027
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

The Woodstock Police Service Board (the "Board") recognizes the essential need for handling complaints against senior leaders of the Woodstock Police Service (the "Service") with fairness and consistency. The Board is committed to ensuring that a comprehensive, confidential, and respectful process is in place to address allegations of misconduct involving the Chief of Police (the "Chief") or Deputy Chief of Police (the "Deputy Chief"). This policy details the procedures for members or former members of the service who wish to report alleged misconduct by these senior officials. It is crucial to emphasize that any form of retaliation for making such disclosures or seeking advice about the process will not be tolerated and may result in disciplinary action.

Policy Application

1. A member or former member of the Service may disclose alleged misconduct by the Chief or Deputy Chief. The identities of those involved in the disclosure will be protected unless doing so would conflict with fairness or applicable law. The

individual making the disclosure will be safeguarded from any form of reprisal in accordance with *the Community Safety and Policing Act* (the "Act").

2. The member or former member may submit allegations of misconduct against the Chief or the Deputy Chief through:
 - a. the Board; or
 - b. Inspector General.
3. If the complaint is submitted to the Board, it shall be in writing, addressed to the Board Chair (the "Chair"), and include relevant details such as dates, witness names, and supporting documents.
4. The Chair shall review the complaint and assess if urgent Board action is required. Legal counsel shall be consulted to determine how to address the alleged misconduct, including whether the interests of fairness require the disclosure of the identity of those involved in the complaint.
5. The Board may refuse to address a disclosure of misconduct or a portion of it under section 183 of *the Act* if one or more of the following circumstances apply:
 - a. the subject matter of the disclosure is being handled by another person or body as a matter of law enforcement or in accordance with a procedure established under the *Act*;
 - b. the matter concerns employment or labour relations that could be dealt with through a dispute resolution mechanism, including a grievance procedure, established under the *Act* or any other Act, under a collective agreement or under an agreement of another kind;
 - c. the disclosure is frivolous, vexatious or made in bad faith;
 - d. there has been a substantial delay between the disclosure and the incidents that are the subject matter of the disclosure.

6. If the Board declines to act on a disclosure or a portion of it, the Board shall inform the complainant, and may provide reasons for the refusal. If dissatisfied, the individual may contact the Inspector General under s. 185(b).
7. The Chair, Board members and Board staff shall take all necessary measures to protect the identity of persons involved in the complaint process. If fairness requires disclosure of an identity, it will only occur:
 - a. with the written consent of the complainant; and
 - b. to a person whose interests of fairness would be compromised if the identity of the person alleging misconduct was not disclosed.
8. Any correspondence, including electronic correspondence, related to misconduct allegations shall be clearly labelled "confidential".
9. The complainant shall be informed of the protections against reprisals under the *Act*.

Reporting

10. The Board shall inform the public of any significant information regarding the application of this policy, while maintaining the confidentiality necessary to protect the integrity of complaint processes and the identity of those involved in the processes.