



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Electronic Monitoring of Employees
Policy Number:	AI-029
Effective Date:	October 28, 2024
Reviewed:	
Amended:	

Authority/Legislative References

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

Employment Standards Act, 2000, S.O. 2000, c. 41

Policy Statement

The Woodstock Police Service Board (the "Board") is dedicated to updating its employment practices to guarantee transparency in the electronic monitoring of employees of both the Board and the Woodstock Police Service. This policy outlines the circumstances under which the Board may electronically monitor employees and the purposes for which such information may be utilized.

Policy Application

1. Monitoring of employer-owned technology devices is crucial for upholding procedures, maintaining a respectful work environment, and safeguarding IT resources. This applies to both employer-provided devices and personal devices used via remote desktop connections. Employees should not assume privacy when using employer systems. All activities conducted on employer-

owned electronic assets are subject to monitoring in accordance with Board policies and procedures.

2. The Chief of Police (the "Chief") is responsible for establishing and maintaining procedures that comply with the *Employment Standards Act (ESA)*. These procedures should detail:
 - a. the conditions under which electronic monitoring of employees occurs;
 - b. the purposes for which information obtained from monitoring may be used; and
 - c. any additional information as required by law.
3. Employees must acknowledge that there is no exception of privacy regarding their use of employer systems and devices, including but not limited to computers, tablets, networks, and other IT infrastructure.
4. The employer is authorized to employ electronic monitoring tools such as video/audio surveillance, computer monitoring, telephone monitoring, electronic access controls, and GPS systems in accordance with the established procedures.
5. The Chief (for Civilian Members) and the Board's Executive Assistant (for Board staff) are responsible for ensuring that:
 - a. new employees received a copy of this policy and related procedures within 30 days of their hire date;
 - b. existing employees receive updates on this policy and any amendments within 30 days of approval; and
 - c. temporary employees receive this policy and any amendment within 24 hours of their assignment.