



## WOODSTOCK POLICE SERVICE BOARD POLICY

<b>Subject:</b>	<b>Hiring</b>
<b>Policy Number:</b>	<b>AI-031</b>
<b>Effective Date:</b>	<b>October 28, 2024</b>
<b>Reviewed:</b>	
<b>Amended:</b>	

### **Authority/Legislative Reference**

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

*Ontario Human Rights Code, R.S.O. 1990, c. H.19*

### **Policy Statement**

The Woodstock Police Service Board (the "Board") is committed to a fair and transparent hiring process that complies with the *Community Safety and Policing Act* (the "Act") and other relevant legislation. The purpose of this policy is to guide the recruitment, selection, and hiring of personnel to ensure that qualified individuals are chosen to uphold the standards and values of the Woodstock Police Service (the "Service").

### **Policy Application**

1. The hiring process begins with the identification of staffing needs, which is determined by the Chief of Police in consultation with the Board. This involves reviewing current staffing levels, operational requirements, and strategic priorities to determine when new hires or replacements are

necessary.

2. Each position within the Service will have a clear and detailed job description. The descriptions shall outline the duties, responsibilities, qualifications, and competencies required for the corresponding role. Job descriptions will be reviewed and updated regularly to reflect the current needs and expectations of the position.
3. Positions shall be advertised publicly to attract a broad and inclusive pool of candidates. Advertisements will provide a summary of the job role, qualifications, and application procedures. Efforts will be made to reach diverse groups to promote equal employment opportunities.
4. Applications shall be received and screened to ensure that candidates meet the minimum qualifications outlines in the job description. This process includes reviewing resumes, conducting preliminary interviews, and assessing candidates based on their education, experience, and other relevant criteria.
5. The selection process involves a series of evaluations, including interviews, practical assessments, and background checks. The selection panel may include representatives from the Board, the Chief of Police, and relevant department heads. The purpose is to assess the candidates' suitability for the role, alignment with the values of the Service, and their ability to perform the job effectively.
6. Candidates who are recommended for hire shall undergo thorough background checks, including criminal record checks, employment history verification, and reference checks. These checks are essential to ensure that candidates meet the integrity and reliability standards required for police service roles.
7. Once a candidate has been selected, a formal offer of employment will be extended. This offer will be contingent on the successful completion of any

remaining pre-employment requirements, including but not limited to, medical examinations or additional background checks.

8. New hires will undergo an on boarding process designed to integrate them into the Service. This includes orientation programs, training, and familiarization with policies, procedures, and organizational culture. The goal is to ensure that new employees understand their roles and responsibilities and are prepared to contribute effectively to the Service.
9. The hiring process must adhere to the *Act*, the *Ontario Human Rights Code*, and other relevant legislation. All procedures will be conducted fairly and transparently, adhering to principles of equity and non-discrimination.
10. The Board will review this policy annually or as necessary to ensure ongoing compliance with legislation and best practices.