



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Reporting of Secondary Activities
Policy Number:	AI-039
Effective Date:	October 28, 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") acknowledges that members may pursue professional and employment opportunities beyond their policing duties, provided they adhere to the guidelines established by the *Community Safety and Policing Act* (the "Act") and the directives of the Chief of Police (the "Chief"). It is crucial for the community to have confidence that officers will conduct themselves in a manner that upholds public interest and aligns with the values of the Woodstock Police Service (the "Service"). The Board expects all members to uphold the highest standards of integrity and ethical behaviour, with their primary professional responsibility being the fulfilment of their policing duties throughout their employment.

Policy Application

1. Members of the Service shall not engage in any activity:
 - a. that interferes with or influences adversely the performance of their duties as a member of the Service or is likely to do so;

- b. that places them in a position of conflict of interest, or is likely to do so;
 - c. that would otherwise constitute full-time employment for another person;
or
 - d. in which they have an advantage derived from being a member of the Service.
2. Paragraph 1 does not prohibit a member from performing, in a private capacity, services that have been arranged through the Service, in accordance with the policies as determined by the Chief.
 3. A member of the Service who proposes to undertake an activity that may contravene a section described in paragraph 1, or who becomes aware that an activity that the member has already undertaken may do so, shall disclose full particulars of the situation to the Chief. In the case of the Chief, the full particulars of the situation shall be disclosed to the Board.
 4. The Chief or the Board, as the case may be, shall decide whether the member is permitted to engage in the activity, subject to any conditions or restrictions that may be set out in the decision. The member shall be notified of the decision in writing, with reasons, and a report shall be provided to the Board.
 5. If a member who was previously granted permission to undertake a secondary activity, and the conditions for that activity are substantially altered, the member shall disclose the details of the changes to the Chief, or the Board in the case of a secondary activity undertaken by the Chief. The Chief or the Board may rescind the permission to engage in the secondary activity, or place restrictions on the secondary activity, as a result of the changes disclosed.
 6. The Chief may at any time rescind the approval applicable to a staff member if it is determined by the Chief that the granted privilege has become a contravention of *the Act*, the performance of duties is adversely affected, or a member refuses to comply with a restriction imposed on the activity. The Board may take the same

action with respect to any secondary activity undertaken by the Chief.

Reporting

7. The Chief shall submit a written report to the Board in accordance with paragraphs 4 and 5. The report shall provide detail on the nature or type of the secondary activity disclosed and the reasons for allowing or denying the members to participate in the activity, and any restrictions imposed. The Board shall prepare and publish reports outlined in paragraphs 4 and 5 as they relate to any secondary activities of the Chief.