



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Succession Planning
Policy Number:	AI-041
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 purpose of this policy is to ensure the continuity and effectiveness of senior management within the Woodstock Police Service (the "Service"). This policy outlines the process for preparing for and managing transitions in key senior management positions to maintain leadership stability and operational efficiency. The Woodstock Police Service Board (the "Board") is committed to maintaining a robust succession planning process for senior management roles.

Policy Application

1. The Board is responsible for approving and overseeing this policy, ensuring it aligns with legal requirements and organizational needs. The Chief of Police (the "Chief") shall lead the succession planning process, including identifying key positions, evaluating potential successors, and overseeing development plans. The Deputy Chief of Police shall support the Chief and manage specific aspects within their functional area.

2. Inspectors and supervisors shall assist in identifying potential successors and provide input on development needs.
3. The succession planning process shall involve several key steps including review and identification of key senior management positions that are critical to the operational and strategic success of the organization. Succession planning shall address both anticipated and unanticipated vacancies.
4. Regular evaluations of current senior management personnel and potential candidates for key positions may be conducted. These evaluations assess skills, competencies, and readiness for transition. Based on these assessments, development plans shall be created and implemented for identified successors. These plans include training and mentoring and must align with the strategic goals of the Service.
5. An emergency succession plan shall be developed and maintained to address immediate leadership needs in case of sudden vacancies. Interim leaders shall be identified and prepared to manage key responsibilities.
6. Comprehensive records of succession planning activities, including talent assessments, development plans, and progress reports, shall be maintained.