



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Policy Development and Review
Policy Number:	WPSB-005
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

This policy outlines the principles and procedures for developing, reviewing, and maintaining policies for the Woodstock Police Service Board (the "Board"). It is designed to ensure that policies are relevant, effective, and support the Board's governance responsibilities in accordance with the *Community Safety and Policing Act* (the *Act*), its regulations, and other applicable legislation. This promotes accountability, transparency, and sound decision-making.

Policy Application

1. The Board Executive Assistant is responsible for the development and review of Board policies. In performing this role, the Executive Assistant shall adhere to the following principles:
 - a. all Board policies shall comply with the *Act*, its regulations, and any other relevant legislation;

- b. policies shall be developed in consultation with relevant stakeholders including the Chair of the Board, the Chief of Police (the "Chief"), senior staff, and other relevant entities;
 - c. policies shall be based on accurate, relevant, and up-to-date information;
 - d. policies shall be written in clear, concise, and understandable language;
 - e. policies shall align with the Board's vision and mission and be internally consistent;
 - f. consideration shall be given to the practices of other jurisdictions and any potential negative implications for the Board, the Woodstock Police Service (the "Service"), and the community;
 - g. policies shall include, as appropriate, the subject, policy number, effective date, review date(s), amended date(s), authority/legislative reference, policy statement, policy application, and reporting requirements.
2. Policies shall be reviewed annually or as needed based on changes in legislation, government policies, or Board direction. The Executive Assistant shall oversee this process.
 3. All new policies, revisions, and deletions must be approved by the Board.
 4. The Chief is responsible for ensuring that the Service operations comply with Board policies. The Chief must communicate relevant policies to all members of the Service and ensure their understanding and adherence.
 5. An electronic file of Board policies and an updated policy index shall be maintained.