



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Property
Policy Number:	WPSB-006
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

The Woodstock Police Service Board (the "Board") recognizes the importance of managing Board property responsibly and in compliance with the *Community Safety and Policing Act*. This policy establishes guidelines for the use, maintenance, and disposal of Board property to ensure accountability, transparency, and effective stewardship of resources.

Policy Application

1. Board property includes, but is not limited to, physical assets such as office equipment, furniture, vehicles, and technology, as well as intangible assets such as intellectual property and documentation related to Board activities.
2. All Board property is to be used solely for the performance of Board duties and in the best interests of the Woodstock Police Service (the "Service"). Personal use of Board property is prohibited unless explicitly authorized for

specific circumstances. Board members and staff shall ensure that property is used efficiently, maintained properly, and safeguarded against loss, theft, or damage.

3. Maintenance of Board property involves regular inspections and repairs to ensure that assets are in good working condition. Any maintenance issues or damage should be reported immediately to the Board Chair for appropriate action.
4. When Board property is no longer needed, is obsolete, or is beyond repair, it shall be disposed of in a manner that is both environmentally responsible and compliant with applicable regulations. The disposal process shall include an evaluation of the asset's value and a decision on whether it should be sold, donated, recycled, or discarded. Disposal decisions should be documented, and any proceeds from sale of property should be directed to the Service.
5. Board members and staff are responsible for returning any Board property in their possession when their term ends or upon request by the Board Chair. Any loss or damage to Board property must be reported immediately, and individuals may be held accountable for negligence or misuse resulting in significant loss or damage.