



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Use of Board Equipment and Technology
Policy Number:	WPSB-011
Effective Date:	October 28, 2024
Reviewed:	
Amended:	

Authority/Legislative References

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

Ontario Regulation 408/23 Code of Conduct for Police Service Board Members

Policy Statement

This policy establishes guidelines for the use, management, and security of equipment and technology provided by the Woodstock Police Service Board (the "Board"). The goal is to ensure that all Board equipment and technology are used responsibly, effectively, and securely for official purposes. All equipment and technology must be used in a manner that supports the Board's mission and complies with the *Community Safety and Policing Act* and *Ontario Regulation 408/23 Code of Conduct for Police Service Board Members*.

Policy Application

1. It is the policy of the Board that equipment and technology are to be used exclusively for Board-related activities and functions. Personal use of Board equipment and technology is prohibited unless specifically authorized.

2. Users must handle all equipment and technology with care to prevent damage or loss. This includes following manufacturer guidelines and Board procedures for use and maintenance.
3. Users must ensure that equipment and technology are secured when not in use by employing measures such as password protection, screen locking, and secure storage.
4. Users must protect confidential and sensitive information in accordance with applicable privacy laws and Board policies, ensuring that such information is not disclosed improperly.
5. Any security incidents or breaches must be reported immediately to the Board Chair.
6. Users must ensure that all software and applications are kept up-to-date with the latest security patches and updates.
7. Routine maintenance and updates for all equipment and technology will be managed by an approved service provider.
8. Regular backups of critical data will be performed to prevent data loss. Users must follow Board procedures for data backup and recovery.
9. Any issues, malfunctions, or concerns regarding Board equipment or technology must be reported to the Board Chair.
10. Upon termination or at the end of a specified employment contract, users must return all Board equipment and technology in good condition.
11. Users may be held financially responsible for repair or replacement costs if loss or damage is found to be due to negligence or misuse.