



## Windsor Police Services Board

### POLICY

Policy Name: <b>Administrative Policy</b>		Policy Number: <b>ADMIN - 01</b>
Responsible Manager: <b>Administrative Director, WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: May 19, 2022
Repeals: <b>NEW</b>	Last Reviewed:	Next Review Date: May 2025
Reference:		
Related Documents:		

#### 1. POLICY STATEMENT

1.1. Under Section 31(1) (c) of the Police Services Act, the Board shall establish policies for the effective management of the police service.

#### 2. PURPOSE

2.1. The Board is responsible for the provision of adequate and effective police services. It fulfills this responsibility by ensuring that policing actions and consequences are consistent with community needs, values, and expectations.

#### 3. STATUTORY AUTHORITY

- 3.1. Police Services Act, R.S.O. 1990, c.P.15, as amended, ss. 25, 31(1)(c).
- 3.2. Members of Police Services Boards – Code of Conduct, O. Reg. 421/97.
- 3.3. Municipal Conflict of Interest Act, R.S.O. 1990 as amended, c. M50.
- 3.4. Municipal Freedom of Information and Protection of Privacy Act, 1989

#### 4. ADMINISTRATION POLICY

It is the policy of the Board that Board Members:

- 4.1. Govern lawfully in accordance with its Procedural By-law, policies and related legislation;
- 4.2. The Board will serve the public interest and provide governance and oversight on the intended outcomes of policing in the jurisdiction for which they are responsible;
- 4.3. Board deliberations and decisions will be primarily forward-looking, while having regard for the past and present;
- 4.4. Board deliberations and decisions will be strategic, informed by statistical results and trends, and take into account stakeholder views where necessary;
- 4.5. Board decisions will be collective rather than individual decisions;
- 4.6. Members of the Board will familiarize themselves and comply with Ontario Regulation 421/97, Members of Police Services Boards – Code of Conduct and the Municipal Conflict of Interest Act.

4.7. During their first year of appointment the new member is required to attend:

4.7.1. Any training sessions provided or required by the Ministry of the Solicitor General or other Ministry.

4.7.2. Any orientation sessions for new members provided by the Chief of Police, Board Administrative Director and/or Board Solicitor.

4.8. The Board shall be a member of the Ontario Association of Police Services Boards (OAPSB) and Board members are encouraged to partake in their education opportunities and activities.

4.9. The Board shall be represented by at least one member at each of the following:

4.9.1. Meetings of OAPSB Zone 6 boards;

4.9.2. Annual OAPSB conferences;

4.9.3. Meetings of Ontario large boards ("Big 12").

4.10. It is the further policy of the Board with respect to policies required under the Adequacy Standards Regulation that:

4.10.1. The Board will adopt the Ministry's sample board policies set out in the Policing Standards Manual (2000) as its policy direction to the Windsor Police Service as it pertains to the Adequacy Standards Regulation 3/99; and

4.10.2. The Chief of Police will comply with the provisions set out in the Ministry's sample board policies.

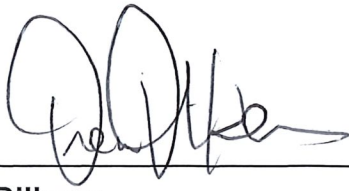
4.11. The Chair of the Board is delegated to act as head of the institution for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, 1989.

4.12. The procedural requirements of the Board are outlined in the WPS Board Procedural By-law and further this by-law shall be reviewed as per the schedule outlined in this Administrative Policy. This by-law shall be followed by the Board in all matters related to Board procedures.

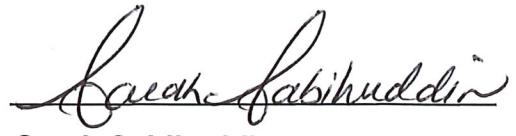
## **5. REPORTING REQUIREMENTS**

5.1. The Board shall ensure that the Windsor Police Service continues to provide exceptional results at appropriate costs, while avoiding or mitigating unacceptable actions, situations and consequences by receiving, discussing, and assessing Windsor Police Service reports, and addressing any gaps by directing adjustments and/or revising strategic plan or policy expectations.

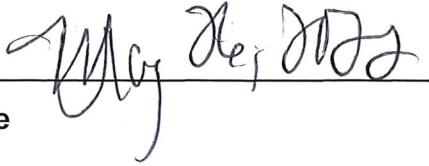
5.2. The Chief of Police shall ensure that administrative reporting to the Board is timely, accurate and relevant. A mandatory reporting document for the Board shall be maintained and reviewed to ensure compliance. In addition, the Chief of Police shall ensure compliance with all related legislation and provincially mandated reporting requirements.



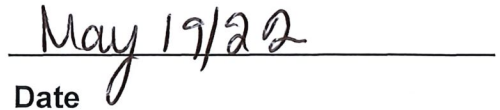
**Drew Dilkens**  
Board Chair



**Sarah Sabihuddin**  
Administrative Director



Date



Date



# Windsor Police Services Board

## DIRECTIVES

Policy Name: <b>Records Retention</b>		Policy Number: <b>ADMIN - 02</b>
Responsible Manager: <b>Administrative Director, WPSB</b>	Review Schedule: <b>5 Years</b>	Effective Date: May 19, 2022
Repeals:	Date Last Reviewed:	Next Review Date: May 2027
Related Documents:		

### 1. POLICY STATEMENT

- 1.1. It is the policy of the Board to manage, preserve and dispose of its records in accordance with the requirements of applicable legislation governing the collection, security, retention, use, disclosure and destruction of records and the administrative procedures.
- 1.2. Records management procedures shall comply with all applicable legislation, which includes the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.
- 1.3. Records management procedures shall comply with administrative requirements of the Windsor Police Service and the Police Service Guidelines outlined by the Ontario Ministry of the Solicitor General in the Policing Standards Manual (2000), as they may be updated from time to time.
- 1.4. Records management procedures shall address the classification and security of Board records.

### 2. RESPONSIBILITY FOR BOARD RECORDS

- 2.1. The Administrative Director is the custodian of current records and shall assume overall responsibility for the records management system.
- 2.2. Every person in possession of private records shall be responsible for their proper use, storage, and destruction.

### 3. STORAGE OF BOARD RECORDS

- 3.1. Current active records shall be retained in the Board office at 150 Goyeau Street, unless otherwise determined by the Board, and under the custody and control of the Administrative Director or designate of the Board.
- 3.2. Historical records shall be archived through the Office of the Clerk and retained in a secure area within the City of Windsor offices and at its off-site storage site.

### 4. DOCUMENT MANAGEMENT

- 4.1. Board agendas, minutes and other documents are created and managed

electronically.

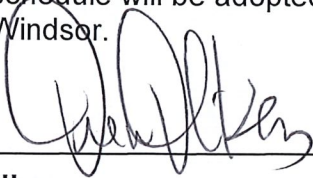
4.2. The Administrative Director shall ensure the efficient management of electronic records by maintaining an accurate and up-to-date document repository to facilitate quick document retrieval.

**5. DISCLOSURE OF BOARD RECORDS**

5.1. Board should disclose records in accordance with the Freedom of Information and Protection of Privacy Act.

**6. RECORDS RETENTION SCHEDULE**

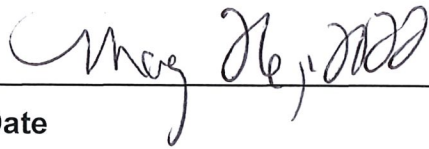
6.1. The records retention schedule specifies the type of record and its retention period. This schedule will be adopted in consultation with the Windsor Police Service and the City of Windsor.



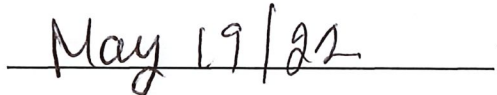
**Drew Dilkens**  
Board Chair



**Sarah Sabihuddin**  
Administrative Director



Date



Date



# Windsor Police Services Board

## DIRECTIVES

Policy Name: <b>Board-Issued Device Use Policy</b>		Policy Number: <b>ADMIN - 03</b>
Responsible Manager: <b>Administrative Director, WPSB</b>	Review Schedule: <b>5 Years</b>	Effective Date: May 19, 2022
Repeals:	Date Last Reviewed:	Next Review Date: May 2027
Related Documents:		

### 1. POLICY STATEMENT

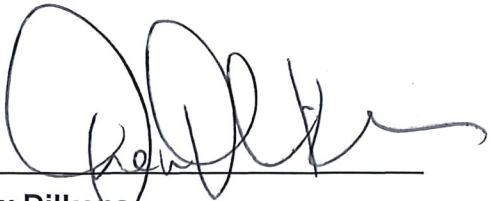
1.1. The Board supports using technology to increase the productivity of the office while conducting business.

### 2. PURPOSE

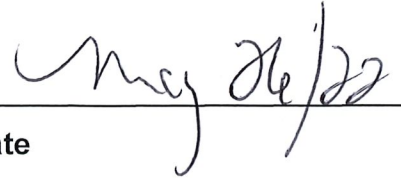
2.1. This Policy sets out guidelines for use of Board-issued equipment.

### 3. POLICY

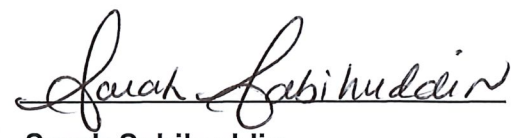
- 3.1. Devices shall be used for conducting board business and shall follow the appropriate internet usage guidelines as outlined;
- 3.2. Devices shall be returned to board staff at the end of a member's term;
- 3.3. Devices shall be assessed on return for upgrade, replacement, or disposal. If deemed to be in fair condition, they will be re-distributed to new board members or disposed of appropriately;
- 3.4. Use of a device constitutes acceptance of this policy and confirms the understanding that the device is to be used for business purposes;
- 3.5. Information contributed to or retrieved from these devices must be protected against disclosure to unauthorized agencies or persons;
- 3.6. Board technology will not be used for any activity from which the user will benefit financially for any purpose that might be considered offensive or violate board policy;
- 3.7. Board members and staff are responsible for the security of devices by being cognizant of phishing, malware, viruses and/or avoiding websites which might compromise the software on their devices, being mindful of the following:
  - 3.7.1. Do not download files or open attachments from unknown senders on the device.
  - 3.7.2. Do not share your usernames, ID's and/or passwords as this can be used to compromise your electronic account.
- 3.8. Costs associated with the downloading of applications are the responsibility of the member unless it is related to Board business and authorized in advance.



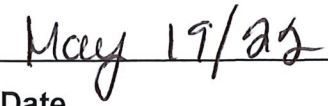
**Drew Dilkins**  
Board Chair



**Date**



**Sarah Sabihuddin**  
Administrative Director



**Date**