



WOODSTOCK POLICE SERVICE BOARD

PUBLIC MEETING AGENDA

DATE: September 11, 2023

Time: 3:00 p.m.

LOCATION: Woodstock Police Service Headquarters and via Zoom

1. Call to Order
2. Welcome
3. Approval of Agenda
Recommendation: The Board approves the agenda as circulated (or with the following additions)
4. Declaration of Pecuniary Interest
5. Approval of Minutes from June 26, 2023
Recommendation: That the Board approves the minutes of June 26, 2023 as circulated.
6. Business arising from the minutes
7. Correspondence
 - i) Letter regarding OIPRD No Knock Notification
8. Verbal Report from the Chair
 - i) Report on CAPG Conference
9. Verbal Report from the Chief
10. Statistics/Reports – Deputy Chief
 - a. Calls for Service Statistic
 - b. Calls for Service Report
 - c. Charge Comparison
 - d. Report on Complaint Investigations
 - e. Other reports as necessary**Recommendation: That all statistics and reports under item 9 be received**
11. Financial Statements – Summary for period ending August 31, 2023
Recommendation: That the Financial Statements as presented be accepted for information

12. Administrative Review of SIU Investigation Report
13. WPS Gender Division Report
14. 2022 Annual Report – Draft Review
15. PTSD Golf Tournament Letter
16. Update on Anti-Racism Committee
17. Board Discussion Relating to Proposed Regulations
18. Unfinished Business
19. Closed Session
20. **Recommendation: That the Board adjourns to Closed Session at _____ pm to discuss intimate financial or personal matters or other matters may be disclosed of such a nature having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. R.S.O. 1990, c. P15, S. 35 of the *Ontario Police Services Act*.**
21. Motions arising from Closed Session
22. New Business (if necessary)
23. Date of Next Board meeting Monday, October 16, 2023 @ 3p.m. at Woodstock Police Service, via Zoom
24. Adjournment



WOODSTOCK POLICE SERVICES BOARD

The Woodstock Police Services Board met on June 26, 2023 at Woodstock Police Service Headquarters and via ZOOM at 3:00 p.m.

Present were: Ken Whiteford, Provincial Appointee; Mayor Jerry Acchione, Council Representative; Leslie Farrell, Provincial Appointee; Connie Lauder, Council Representative; Daryl Stevenson, Community Appointee; and Amy Hartley, WPSB EA.

Also in attendance were Chief Rod Wilkinson; Deputy Chief Nick Novacich; Kristi Lampman, Human Resources Coordinator; Jamie Taylor, Inspector.

Regrets: David Tilley, Zone 4 Police Advisor

1. CALL TO ORDER

Ken WHITEFORD called the meeting to order at 3:00 p.m.

2. WELCOME

Ken WHITEFORD welcomed everyone.

3. APPROVAL OF AGENDA

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

Resolved that the Board approve the agenda as circulated and amended.

- *Bring forward Item 5 from the Closed session to the Open session, 12b. PTSD Golf Tournament Sponsorship Request*

CARRIED

4. There were no declarations of pecuniary interest.

5. MINUTES – May 22, 2023

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

resolved that the Board approve the minutes of May 22, 2023 as save and except for the following change:

12b. BY-LAW REVIEW

i) *By-law 01/2019 – A By-law governing the Proceedings of Meetings*

resolved that the Board defer amendment of By-law 01/2019 until the Polices Services Act amendment receives Royal Assent.

ii) *By-law 01/2010 – By-law governing the Expense Allowances, Conference, Conventions, Seminars, Training Courses and Workshops of the Board*

resolved by the Board that the following amendment be made and presented to the Board at a future meeting for adoption:

- update Schedule to bring per diem amount up to date

CARRIED.

6. BUSINESS ARISING FROM THE MINUTES

None.

7. CORRESPONDENCE

a) Report from OAPSB Conference

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

resolved that the Board receive the report from Leslie FARRELL as information.

CARRIED.

8. VERBAL REPORT FROM CHAIR

- Chair Whiteford thanked Leslie Farrell for filling in as Chair during his absence.

- Chair Whiteford extended thanks to Connie Lauder and Jerry Acchione for attending the Auxiliary event on behalf of the Board.

- Chair Whiteford noted that on July 12 the appreciation lunch is being held at WPS Headquarters for all staff and Board members. Chair Whiteford reviewed the Board attendees for this event.

9. VERBAL REPORT FROM CHIEF

- Chief Wilkinson advised that the Community Response Unit was part of the Alzheimer's walk that took place on May 27

- The Citizens Police Academy came to a close at the end of May with 12 attendees

- June is National Indigenous History Month, WPS will be attending at the Ontario Police College for Summer Solstice
- On June 1, the flag raising ceremony for Pride Month took place
- Multiple Touch-a-Truck events are scheduled, next event is with the Auxiliary unit at Woodstock Christian School, also on June 15 Officer Skillings and the K9 Unit will be attending at Good Beginnings
- The law enforcement torch run will be taking place which will end with a run to Boston Pizza
- The WPS Drug Unit was involved in an investigation partnering with the Waterloo Police Service which tracked down a large supply of drugs, congratulations were extended to the Drug Unit and Waterloo Police Service
- Officers attended Oxford County Pride Day, a booth was set up for button making and attendance was present at the Drag Story Time
- The K9 Unit attended Fanshawe College in Woodstock for a demonstration
- Chief Wilkinson acknowledged co-op student George. Chief Wilkinson noted that George has set a new standard for students going forward and noted it was a pleasure having them at WPS. A presentation with his findings and experience has been put together and will be presented at various events
- June 20, a mock disaster situation was put together and attended by WPS, this included an emergency management situation
- WPS assisted with a Nationwide investigation for 3D gun manufacturing. Chief Wilkinson noted that within Ontario multiple warrants were issued

10. STATISTICS/REPORTS – Deputy WILKINSON

- A) Calls for Service Statistics
- B) Calls for Service Report
- C) Charge Comparison Report
- D) Report on Complaint Investigations

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

resolved that the Board receive all statistics and reports presented in Item 10. CARRIED

11. FINANCIAL STATEMENTS

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

Resolved that the Board receive the financial statements ending May 31, 2023 in Item #11.

CARRIED

12. BOARD REPORT – ADMINISTRATIVE REVIEW OF SIU INVESTIGATION (23-OVI-30)

Moved by: Daryl STEVENSON

Seconded by: Connie LAUDER

Resolved that the Board receives the administrative review of the SIU Investigation Report (23-OVI-30) as information.

CARRIED

12b. PTSD GOLF TOURNAMENT SPONSORSHIP REQUEST

Moved by: Jerry ACCHIONE

Seconded by: Leslie FARRELL

Resolved that the Board authorize the Deputy Chief to sponsor a hole for the PTSD Golf Tournament in the amount of \$200.00.

CARRIED

13. BY-LAW REVIEW

i. By-law 02/2010 – A By-law Governing the Mileage Allowance of the Board

resolved that the By-law be amended and presented to the Board at a later date for adoption, the following amendments were agreed upon:

- *amalgamate 02-2010 with By-law 01-2010 and have one by-law instead*
- *update Schedules*

Moved: Jerry ACCHIONE

Seconded by: Leslie FARRELL

CARRIED

ii. By-law 03/2010 – A By-law Governing the Remuneration of the Board Members

- *update the Schedule*

Moved by: Connie LAUDER

Seconded by: Leslie FARRELL

CARRIED

14. UNFINISHED BUSINESS

None.

15. CLOSED SESSION

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

resolved that the Board adjourns to Closed Session at 3:59 pm to discuss intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

R.S.O. 1990, c.P15, s.35 of the Ontario Police Services Act.

CARRIED

16. CLOSED SESSION RISES

Moved by Daryl STEVENSON

Seconded by Connie LAUDER

resolved that the Board does now rise from Closed Session and reconvenes at 4:44 pm

CARRIED

17. MOTIONS ARISING FROM CLOSED SESSION - # 1 - # 8

CLOSED SESSION # 1 - CLOSED SESSION AGENDA

Moved by Jerry ACCHIONE

Seconded by Connie LAUDER

resolved that the Board approve the Closed Session Agenda as circulated and amended with the following change:

- *To remove Item Number 5 and bring it forward to Open Session*

CARRIED

CLOSED SESSION # 2 - PERSONNEL REPORTS a) STAFFING REPORT

b) STAFFING ACTIVITY

Moved by Leslie FARRELL

Seconded by Daryl STEVENSON

resolved that the Board receives for information the Staffing Report and Staffing Activity Report dated as of June 19, 2023.

CARRIED

CLOSED SESSION # 3 - OVERTIME - CHIEF

Moved by Connie LAUDER

Seconded by Jerry ACCHIONE

resolved that the Board receive the monthly tracking report for information.

CARRIED

CLOSED SESSION # 4 - STATUS OF LEGAL CASES - CHIEF

Moved by Leslie FARRELL

Seconded by Jerry ACCHIONE

resolved that the Board receive the updates presented in Item #4.

CARRIED

CLOSED SESSION # 5 – RESIGNATION LETTERS

Moved by Daryl STEVENSON

Seconded by Leslie FARRELL

resolved that the Board receive the three (3) resignation letters presented in Item #5.

CARRIED

CLOSED SESSION # 6 – CORRESPONDENCE RELATING TO OXFORD COUNTRY PRIDE FAMILY DAY

No resolution required.

CLOSED SESSION # 7 – BOARD REPORT – ADMINISTRATIVE REVIEW OF SIU INVESTIGATION (23-OVI-30)

Moved by Jerry ACCHIONE

Seconded by Daryl STEVENSON

resolved that the Board receive the report presented in Item #7 as information.

CARRIED

CLOSED SESSION # 8 – OTHER ITEMS IF NECESSARY

18. NEW BUSINESS

None

19. Date of Next Board Meeting MONDAY, September 11, 2023 at 3pm at the Woodstock Police Service Headquarters.

20. ADJOURNMENT

Moved by Daryl STEVENSON

Seconded by Jerry ACCHIONE

resolved that the Board does now adjourn at 5:08 pm

CARRIED

Original Signed by

Ken Whiteford, Chair
Woodstock Police Service Board

Original Signed by

Leslie Farrell, Vice Chair
Woodstock Police Service Board

August 17, 2023

Thomas Carrique
Commissioner of the Ontario Provincial Police
Ontario Provincial Police

Ontario Police Chiefs

Police Services Boards Chairs

Sirs and Madams:

Re: Notifications Update on Knock and Announce Rule (Dynamic Entries)


On November 18, 2022, the Office of the Independent Police Review (OIPRD) issued a Notification Letter to the Ontario police services pertaining to “Knock and Announce” Rule (Dynamic Entries). To that end, the OIPRD made several recommendations to the police services to assist in modifying their procedures to enhance public trust and promote best policing practices that align with current caselaw. The responses from police services are available on the OIPRD’s website at: <https://www.oiprd.on.ca/notifications>.

Notably, the Toronto Police Service promptly initiated steps to consider and revise its procedure on Executing a Search Warrant (“Procedure”) as well as afforded the OIPRD several opportunities to review the draft Procedure and provide feedback. I am pleased to advise that the Toronto Police Service Procedure 02-18 “Executing a Search Warrant” reflects the intentions and goals of the OIPRD’s Notification and more closely aligns with the current case law. I commend the Toronto Police Service’s commitment to reviewing and revising its policies and training, and I’m confident that these revisions and proposed trainings will be steps towards enhancing public confidence in police.

As many other police services have already started reviewing and revising their procedure, I recommend that they consider adopting the Toronto Police Service Procedure, in accordance with their specific context and operational needs. A copy of the Toronto Police Service Procedure 02-18 “Executing a Search Warrant” is enclosed and also posted on the OIPRD’s website at: <https://www.oiprd.on.ca/notifications>.

Thank you for your continued work on this very important policing issue.

Sincerely,



Stephen Leach
Independent Police Review Director

Encl. Toronto Police Service Procedure 02-18 - Executing a Search Warrant

c/c: The Honorable Michael Kerzner
Solicitor General

Mario Di Tommaso
Deputy Solicitor General
The Ministry of the Solicitor General

Ryan Teschner
Ontario Inspector General of Policing



02-18 Executing a Search Warrant

Status: Amended

Issued: 2023.06.22

Replaces: 2020.01.03

Rationale

This procedure details the requirements of police officers when applying for, and executing search warrants pursuant to the *Criminal Code*, the *Controlled Drugs and Substances Act*, and other Acts.

Supervision

- Supervisory Officer attendance mandatory when executing a search warrant
- Officer in Charge (OIC) notification mandatory when planning to execute a search warrant

Procedure

A search warrant is a signed written order, which authorizes peace officers within the territorial jurisdiction to enter a dwelling house, building, receptacle or place to seize evidence with respect to the commission, suspected commission or intended commission of an offence.

The appropriate application, along with the proper and lawful execution of search warrants will help to increase the likelihood of successful prosecutions.

- ➔ In order to ensure that members are familiar with the legal requirements for applying for and executing search warrants, please refer to [Appendix A](#) for the list of relevant courses where this material is covered in training.
- ➔ All members equipped with body-worn camera (BWC) equipment during the execution of a search warrant, shall comply with Procedure [15-20](#) “Body-Worn Camera”, as applicable.

Criminal Code s. 529 Arrest Warrants (Feeney Warrants)

Warrants issued under the *Criminal Code* s. 529, commonly referred to as “Feeney Warrants”, are separate and distinct from search warrants issued under other *sections*. As a result, Feeney warrants have legal requirements that are different than search warrants. When applying for a warrant under section 529 (Feeney warrant), officers must receive prior judicial authorization to enter a dwelling house without prior announcement.

The *Criminal Code* s.529.4 stipulates that, when executing a Feeney warrant, a peace officer **must receive specific authorization from a judge or justice** to enter a dwelling house without prior

announcement and such authorization will only be granted where the judge or justice is satisfied that there are reasonable grounds to believe that a prior announced entry would

- expose the peace officer or any other person to imminent bodily harm or death; or
- result in the imminent loss or imminent destruction of evidence relating to the commission of an indictable offence.

Even when an unannounced entry on a Feeney warrant has been authorized, officers **must have reasonable grounds** that at least one of the two conditions listed above still applies at the time of entry. There are limited circumstances in which the law allows for an unannounced entry on a Feeney warrant absent specific, prior judicial authorization.

The requirements for executing a Feeney warrant can be found in Procedure [01-01](#) “Arrest”.

Plainclothes Officers

1. While executing a search warrant, non-uniformed officers shall wear their soft body armour and, if available, a raid jacket ensuring that the word POLICE is clearly displayed on either the body armour carrier or the jacket unless identifying themselves as police would
 - place the officer at risk of serious harm, or
 - risk the imminent loss or destruction of evidence, or
 - compromise a current or future investigation, or
 - when authorized by a Judicial Order

➔ *When executing a search warrant at financial institutions, hospitals or similar type facilities, the requirement for wearing a raid jacket or body armour shall be at the discretion of the case manager in charge of the investigation.*


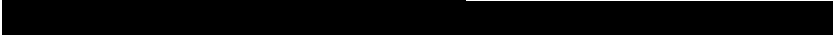
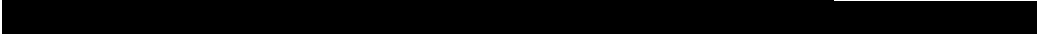
Supervisory Officer in Charge of Search Warrant Entry

- ➔ *The supervisory officer will be a Sergeant or Detective from the unit that obtained the search warrant unless relieved by a higher-ranking officer. A supervisor shall be present for the execution of all search warrants unless unforeseen or unplanned circumstances necessitate the search warrant to be executed forthwith and prior to the arrival of a supervisor. If this occurs, the member making this decision will assume all responsibilities of the Supervisory Officer in Charge of the Search Warrant Entry and shall notify a supervisor of the circumstances as soon as practicable. The member will assume these responsibilities until relieved by a higher-ranking officer.*
2. Where a Detective from the unit that obtained the search warrant is not able to attend
 - a uniform Sergeant or a Detective, ideally from the Division within which the warrant is being executed, will attend and fulfill this role
 - if in attendance, the Emergency Task Force (ETF) Special Weapons Team (SWT) Sergeant will fulfill this role until all occupants are secured and the premises has been deemed by the ETF safe and can be searched by the unit who obtained the warrant
3. Where it is anticipated that the premises to be searched will be occupied by individuals in any state of undress (partial or complete), shall make efforts to deploy personnel in a manner sensitive and appropriate to each situation in order to respect the dignity of any person encountered therein having regard to human rights principles.
4. The supervisory officer or ETF Sergeant on scene shall

- consult with the case manager in order to conduct an assessment of risk factors and entry plan for the search warrant given the specific circumstances of the investigation
 - ensure searches are carried out in accordance with the terms of the warrant and that entry to the premises or property will be preceded by an announcement, unless deviating from the statutory requirement is justified under the conditions outlined below
 - ➔ *When deviating from the statutory requirement to announce entry, the supervisor must articulate*
 - *reasonable grounds to be concerned about the destruction of evidence (Evidentiary); and/or*
 - *reasonable grounds to be concerned about the possibility of harm to themselves or occupants that amounts to reasonable suspicion that weapons are present or that violence will be used following an announced entry (Safety Concerns).*
 - ➔ *The assessment of risk factors and entry plan should consider, but not be limited to, factors such as presence/availability of weapons, history of violence, size and layout of premises, type of evidence sought and ease with which it could be destroyed, mental state of persons who may be present, the presence of potential bystanders, and other safety factors specific to the circumstances of the warrant being executed. The entry plan shall consider alternatives for entry, and they shall be documented accordingly.*
 - ➔ *The decision to deviate from the requirement to announce entry prior to executing a search warrant is an operational decision made by the supervisory officer in charge of the entry and does not require advance judicial authorization. Affiants should not request “no knock entries” in the Information to Obtain when applying for a search warrant. [As noted above, this does not apply to Feeney warrants.]*
 - document the reasons for their decision that give rise to their belief that an entry without prior announcement is lawful and ensure those reasons are known to the entry/search team prior to entry, where possible
 - ensure all members participating in the search warrant entry and/or investigation are provided with a search warrant briefing package, where operationally feasible
 - ensure all members participating in the search warrant entry and investigation are fully briefed on the plan to execute the search warrant including
 - whether entry is to be announced or unannounced
 - reason for the search / offences alleged
 - each officers’ duties
 - complete description of articles being sought
 - safety considerations
 - method of entry
 - entry plans
 - ➔ *It may be necessary to split or delegate briefing responsibilities if operationally required. The person providing the briefing will document who was present at their briefing and the details of the search warrant plan as described above.*
5. For any warrant being executed by the ETF, the Sergeant of the SWT making the entry shall
- make the final decision on the manner of execution of the search warrant (announced/unannounced), unless relieved of these duties by a higher ranking ETF officer
 - for announced entry
 - ensure the SWT enters the premises and secures all the occupants
 - once satisfied that all occupants in the premises have been secured and the location is safe, turn the premises and occupants over to investigators

- for unannounced entry
 - inform the case manager of the reason(s) for an unannounced entry to allow the case manager to relay this information to the primary occupant(s) following execution where appropriate
 - ensure the case manager has the required information to allow for it to be captured in the applicable eReport
- 6. The supervisory officer shall
 - ensure that the assessment of risk factors and entry plan are noted, to the extent possible, prior to entry
 - ensure the required eReports and accompanying template are completed in full
 - ensure that all members comply with Procedure [15-20](#) “Body-Worn Camera”
 - ensure the case manager has complied with items 11 and 12
 - in the event that a search warrant has been executed at an incorrect address, ensure their Detective/Staff Sergeant are notified at the first available opportunity

Case Manager in Charge of the Investigation

- 7. When planning to execute a search warrant shall
 - prepare a briefing package, when operationally feasible, that includes but is not limited to the following information
 - designate an officer to be in charge of each search team
 - designate an exhibit officer who shall be responsible for
 - ensuring the continuity of all property and controlling all property seized
 - recording and initialing property seized as exhibits for court purposes
 - completing the TPS 405 and the applicable property eReports, in compliance with applicable procedures in [Chapter 9](#)
 - designate a recording officer who shall be responsible for recording
 - the names and badge numbers of all police officers participating in the search
 - the details for any subsequent investigation, hearing or judicial proceeding, including the names of persons found on the premises, time and location where the item was seized, and the name of the officer who located the seized item
 - the background of the suspects
 - the physical layout, or floor plan, of the place to be searched
 - the number of persons expected to be present during the execution of the warrant
 - if firearms or other weapons may be present
 - determine if members of Detective Operations – Forensic Identification Services (FIS) may be required for the purpose of photographing the premises or property seized
 - use the following recommended ratios of police officers to supervisors as a guide
 - 
 - 
 - 
 - document the reason uniform officers are excluded
 - when operationally possible, shall consider the gender of individuals expected to be found at the location
 - consider setting up containment of the address regardless of the type of search
 - arrange for the attendance of a supervisory officer
 - notify the OIC – Toronto Police Operations Centre (TPOC) of the
 - address or location
 - type of premises
 - type of warrant
 - expected time the search warrant will be executed

- potential hazards
 - number of officers, both uniform and plainclothes, expected to be present
 - attendance of any other service/agency
 - notify the OIC of the Division having jurisdiction in the area where the search warrant is to be executed of the
 - address or location
 - expected time the search warrant will be executed
8. Where it is anticipated that the premises to be searched will be occupied by individuals in any state of undress (partial or complete), shall make efforts to deploy personnel in a manner sensitive and appropriate to each situation in order to respect the dignity of any person encountered therein having regard to human rights principles
- ➔ *Searches of a sensitive nature may require a senior officer to attend, regardless of the number of officers involved. Such searches shall be conducted only after consulting with the Deputy Chief – Specialized Operations Command, or when not available, the Duty Senior Officer – Toronto Police Operations Centre. Officers shall also comply with Procedure [15-20](#) “Body-Worn Camera”.*
9. When planning to execute a search warrant, and firearms or other weapons are suspected, shall notify an on duty ETF supervisor or designate and request the ETF attend and execute the search warrant.
- ➔ *Operations can be dynamic and there may be situations where the ETF is otherwise occupied and/or unable to execute an entry where firearms or other weapons are suspected. In those instances, the supervising officer conducting the search warrant entry and subsequent search shall document the reasons for that decision and notify their Unit Commander at the first available opportunity.*
10. When rendezvousing with police officers prior to a search, shall:
- provide a briefing package outlined in item 7 to all members attending and executing the search warrant, if operationally feasible
 - brief all members, prior to a search
 - fully brief the supervisory officer or ETF Sergeant with all relevant facts and circumstances of their investigation
 - ensure the briefing provides sufficient information to permit the supervisory officer or ETF Sergeant in making justifiable decisions on the manner of search, including, but not be limited to, the following
 - opportunity to view the warrant, offences alleged, and complete description of articles sought
 - information to assess announcement requirements as outlined in item 4
 - reason for the search
 - any other information requiring special consideration
11. When executing a search warrant shall
- obtain a key to the premises, or place to be searched, if possible
 - ascertain the name of the owner, landlord, tenant, occupant or agent in charge of the premises
 - ensure proper announcement is made prior to entry (identification, purpose of entry, etc.) except as described in items 2, 4, and 5 of this Procedure
 - provide a copy of the search warrant (including Appendices A and B) to the owner, agent or occupant of the place to be searched prior to beginning the search if possible, and if not, as soon as possible thereafter
 - record in the applicable eReport the following
 - time, date, place and name of the officer providing a copy of the warrant

- name of the person receiving the copy
 - reasons if a copy of the search warrant was not given before the search began
 - conduct the search in such a manner as to minimize damage, or disturbance, to the building and contents (the manner of search should be reasonable and consistent with the items to be searched for as per Appendix "A")
 - conduct the search in the presence of the owner, agent, occupant or other police officer in order to corroborate findings, unless
 - the owner, agent or occupant is not present when police enter the premises or during the search
 - the owner, agent or occupant does not wish to accompany the searchers, in which case the refusal is to be recorded
 - extenuating circumstances make an accompanied search impracticable, in which case the circumstances be documented
 - ensure video and photographs are taken of the premise prior to actively searching and then post completion of the search
 - ➔ *If photographic documentation of the scene is not done, the supervisor shall document the reasons for not doing so, as well as document all efforts they have made to obtain photos and/or video.*
 - ensure video and/or photographs are taken when evidence of significance are located, whenever possible
 - provide the owner, or occupant, with the names and badge numbers of all officers participating in the search, if requested and where the entry to the property was unannounced provide a brief rationale for the reason for the lack of announcement, except where doing so would expose the officers to risk of injury or compromise an ongoing investigation or prosecution
 - ensure that a completed copy of [TPS 990](#) is provided to the owner or occupant
 - when the owner, agent or occupant is not present during the search, leave a copy of the search warrant (including Appendices A and B) and completed TPS 990 in a sealed envelope inside the premise.
 - upon completion of a search where the owner, agent or occupant is not present, ensure the premises are left secure, or in the control of a competent person
 - ➔ *In circumstances where a search warrant has been granted for something other than a physical premises, neither the [TPS 990](#) nor the Assessment of Risk Factors and Entry Plan text template need to be completed. However, an eReport is still required. These circumstances include but are not limited to searches of*
 - cell phones, laptops, or other electronic devices
 - receptacles such as bank safety deposit boxes
 - records or electronic records
 - desks, lockers, or other receptacles found within government-run facilities
12. When searching persons found in the premises relating to a search warrant shall do so in compliance with Procedure [01–02](#).
13. When property is seized shall
- ensure the owner, agent or occupant is present at the location being searched, when possible
 - before seizing an item, attempt to ensure the owner, agent or occupant is brought to the room or site where the item was found, when possible
 - where possible, count or itemize money, or valuables, in the presence of a supervisor
 - where possible, count or itemize money, or valuables, in the presence of the owner or occupant
 - handle seized property and complete the applicable eReports in compliance with the applicable procedures in [Chapter 9](#)

14. When seizing weapons and firearms under ss. 117.02, 117.03 and 117.04 of the *Criminal Code* shall comply with Procedure [05-21](#).
15. After a search warrant has been executed shall
 - advise the OIC - TPOC that the search warrant has been executed
 - advise the OIC of the Division or detachment having jurisdiction in the area where the warrant was executed of
 - the address/location where the search warrant was executed
 - the time and date of execution
 - the name, rank, badge number and unit of the case manager in charge of the search
 - whether charges are laid
 - comply with the applicable procedures in [Chapter 1](#) and [Chapter 12](#) if an arrest has been made
 - complete a “Search Warrant Executed - Announced Entry” eReport or where an entry was made without prior announcement, the supervisory officer authorizing that entry will complete a “Search Warrant Executed Without Prior Announcement” eReport, along with a completed Search Warrant Assessment of Risk Factors and Entry Plan template
 - include the following in the eReport
 - a copy of the search warrant (including Appendices A and B)
 - based on the assessment of risk factors and entry plan, the reason(s) why the entry was made without announcement
 - the name, rank, badge number and unit of the case manager in charge of the search
 - supervisory officer or ETF Sergeant present during the execution of the search warrant
 - any related eReport numbers, if applicable
 - retain the original search warrant
 - comply with Procedure [02-17](#) if a Prohibition of Access Order is deemed necessary
 - comply with Procedure [02-19](#)
 - add supplementary information to the original eReport, outlining the particulars of any Reports to a Justice or hearings for Continued Detention held subsequent to the execution of the search warrant, including the date and disposition of any hearing
16. Prior to executing a search warrant outside the boundaries of Toronto shall
 - ensure the issuing Justice has authority in the jurisdiction in which the search warrant is to be executed
 - notify the OIC of the Division or detachment having jurisdiction in the area where the search warrant is to be executed of the address/location and the expected time the search warrant will be executed
 - arrange with the local police agency to have an officer accompany the search team

When property is seized during the execution of a search warrant outside the boundaries of Toronto shall surrender custody of such property to the local police agency if the prosecution of any charges will proceed in that jurisdiction.

Staff/Detective Sergeant

17. When consulted by a case manager in charge of an investigation who is planning to execute a search warrant shall ensure
 - sufficient personnel attend
 - specific details regarding the premises, the individuals and items that may be encountered, are provided
 - officers are designated to specific tasks
 - officer safety
 - a proper search will be conducted
 - a supervisory officer is present for the execution of the search warrants

18. When notified by an officer from another police service who is planning to execute a search warrant within the boundaries of Toronto shall
 - assign sufficient personnel if requested, as practicable
 - ensure a supervisor notifies TPOC via telephone or [email](#) of the
 - address or location
 - type of warrant
 - expected time the search warrant will be executed
 - potential hazards
 - number of officers, both uniform and plainclothes, expected to be present
 - name of service/agency executing the search warrant
 - after the search warrant has been executed, ensure the applicable Search Warrant Executed eReport is completed, which includes the name, rank, badge number, service/agency of the case manager in charge of the search
19. When members under their supervision execute a search warrant, shall review all eReports including any briefing package and the Assessment of Risk Factors and Entry Plan template for completeness.
20. When notified that a search warrant has been executed at an incorrect address shall advise the Unit Commander of the circumstances at the first available opportunity.

Unit Commander

21. When advised that a search warrant has been executed at an incorrect address shall advise the Staff Superintendent of the circumstances at the first available opportunity and ensure
 - the matter is thoroughly investigated
 - appropriate action is taken
 - the matter is documented
 - members comply with Procedure [18-04](#) “Third Party Claims for Damage to or Loss of Private Property”

Taxation Search Warrant

Member

22. When receiving a request for police officers to accompany Revenue Canada investigators for the purpose of executing a Taxation Search Warrant shall refer the requester to the Staff Superintendent – East Field Command or the Staff Superintendent – West Field Command, as appropriate.

Police Officer

23. When assigned to accompany Revenue Canada investigators for the purpose of executing a Taxation Search Warrant shall ensure there is no breach of the peace.

Appendices

[Appendix A – List of Search Warrant Associated Courses](#)

Supplementary Information

Governing Authorities

Federal: Canada Evidence Act; Controlled Drugs and Substances Act; Criminal Code.

Provincial: Police Services Act; Police Services Act, O. Reg 3/99, Adequacy & Effectiveness of Police Services; Provincial Offences Act.

Relevant Case Law: R. v. Cornell (Supreme Court of Canada) (2010)

Associated Governance

TPSB Policies:

- Adequacy Standards Compliance Policy - Part 4 XX ER-002\ER-003 Tactical and Hostage Rescue Unit;
- Adequacy Standards Compliance Policy - Part 5 XXXVIII LE-011 Search of Premises;
- Adequacy Standards Compliance Policy - Part 5 XLVII LE-020 Collection, Preservation and Control of Evidence and Property;
- Board Policy - Body-Worn Cameras; and
- Board Policy - Police Attendance at Locations Occupied Solely by Women in a State of Partial or Complete Undress.

TPS Procedures:

- [Chapter 1](#) Arrest & Release;
- [02-17](#) Obtaining a Search Warrant;
- [02-19](#) Report to a Justice/Orders for Continued Detention;
- [04-09](#) American Sign Language and Language Interpreters;
- [04-21](#) Gathering/Preserving Evidence;
- [05-21](#) Firearms;
- [08-06](#) Hazardous Materials, Decontamination and De-infestation;
- [08-07](#) Communicable Diseases;
- [Chapter 9](#) Property;
- [10-02](#) Incidents Involving Hazardous Materials;
- [10-05](#) Incidents Requiring the Emergency Task Force;
- [10-11](#) Clandestine Laboratories and Marihuana Grow Operations;
- [Chapter 12](#) Courts;
- [13-17](#) Notes and Reports;
- [15-19](#) Soft Body Armour;
- [15-20](#) Body-Worn Camera;
- [18-04](#) Third Party Claims for Damage to or Loss of Private Property.

Forms: eReports; TPS 405 Property Receipt; [TPS 990](#) Notice to Owner/Occupant.

Definitions

For the purposes of this Procedure, the following definitions will apply:

Case Manager in Charge of the Investigation for the purposes of executing a search warrant means the officer most familiar with the investigation, and not necessarily the supervisor on the scene.

Justice means a Justice of the Peace or a Provincial Court Judge (Source: S. 2 CC).

Announced Entry is generally the intentional communication to the occupant of a place as to the presence of the police, the authority for the entry and the purpose of the entry before entry is made. This is commonly achieved by knocking at the door or ringing a doorbell, identifying as police officers and advising that there is a search warrant and that entry is required to execute that warrant.

Unannounced Entry includes a

- Breach and Hold - an entryway is breached without announcement for observation of the interior of the property without immediate entry,
- Dynamic Entry - an entryway is breached and there is an immediate entry into the premises, or
- Dynamic Entry with Distraction Devices - same as Dynamic Entry but using distraction devices to attempt to ensure the property is safely secured without injury to the occupants or the officers; only Emergency Task Force (ETF) officers are authorized to use Distraction Devices.

We are dedicated to delivering police services, in partnership with our communities, to keep Toronto the best and safest place to be.

Learn more about our **Service Core Values** and **Competencies** [here](#)



To: **Woodstock Police Services Board**

September 11, 2023

From: **K. Whiteford**

Re: **Canadian Association of Police Governance – 2023 Conference – St. John’s, Newfoundland - August 15-18**

AIM

To provide the Board with a report on what was learned at the conference.

BACKGROUND

The conference was held in St. John’s at the Delta Marriott hotel at the St. John’s Conference Centre from the morning of August 16 to noon on August 18.

Day One – August 16

The day started with the usual opening ceremonies including comments from the MC, President of CAPG, the Mayor of St. John’s, and the Provincial Minister of Justice and Public Safety.

The keynote was presented by the Founding President of CAPG. This was the 34th annual conference and the speaker addressed how far the needle has moved on the governance of policing. Following points made:

- First conference was in Steinbach, Manitoba
- Governance has moved ahead with the times
- Fairness, accountability and transparency have been our cornerstones
- All segments of the community need to be treated the same
- Boards should reflect the diversity of the community, speaking from his own refugee experience fifty years ago
- Police should be under a lot of scrutiny due to the power that they have
- Police should be respected
- Emphasized links between policing and medicine – burnout, stress etc. since he is a practising doctor

First panel presentation focused on the Recommendations from Commissions across Canada and their affect on Police Governance. The actual Commission recommendations were outlined in the Conference Workbook (note: copies were obtained for all members of the Board). There were five speakers on this panel.

- There has been a failure to do anything about recommendations out of many studies and reports
- Freedom Convoy in Ottawa was a policing architecture failure
- Many recommendations involve PSBs which are priority drivers of policing reform
- PSBs can offer input into incidents, written or verbal, but not interfere in operations
- PSBs need training and support with appropriate resources
- PSBs need to see Community Safety and Well-being Plans proceed and they need plans designed to bring those CSWPs into fruition
- Delivery of policing has a lot of support in Canada
- Police are responding to societal changes, e.g. mental health workers working with police
- There is no quality policing if organizations are struggling
- Police need to be coordinated so they are agents of change
- Board members are not on equal footing with police – what are the questions to ask?
- We need to get expertise to assist in asking the right questions
- Many of the recommendations are unrealistic with competing recommendations from various studies, example given of diversity and recruitment
- Major case management did come into existence as a result of an inquiry
- Don't let local officers lose sight of recommendations

Second panel presentation on Day 1 was titled, “Politics of Policing in the Sphere of Governance”. There were seven members of the panel.

- PSBs can't investigate, arrest or charge

- Study done in Edmonton with the objective of determining the reasonable limits of political influence on police operations
- One of recommendations was that PSBs can provide advice to the Chief but not on operational matters
- Second speaker emphasized that politics is part of PSBs and can't be separated
- Training for PSBs needs to be mandatory and should apply to Councils too
- Chair of PSB should not be a politician
- PSBs are not committees of Council
- Auditor should report to the Board directly
- Police Assoc. representative stressed that his members never advocated for the mental health work that has come their way but not sought
- Fourth speaker noted that pandemic created new policing needs
- There is a dark politics of policing whereby ideological extremists highly value infiltrating/disrupting police organizations
- In most communities, the profile of the PSB is very low
- Fifth speaker commented that we are not highlighting the merits of policing in Canada
- Sixth speaker made the point that no one seems to be able to define "public safety"
- Police Chief role can be lonely
- Mentioned that refugees don't trust police due to what they experienced in the countries they came from
- Final speaker was from Alberta where provincial appointees to PSBs has recently been introduced
- Each PSB member needs to "define governance"
- Funding of PSBs in Alberta is under the umbrella of Council

Next presentation was on the Calgary Police Service Call Diversion Initiative. Three speakers.

- In 2022, CPS piloted a project to divert 911 callers who need mental health, additions or social support to lines that provide referrals to community and government services

- Police need to be part of the solution since they are not mental health experts
- CPS has \$8m in their budget for call diversion
- There are 29 organizations in Calgary involved in mental health
- CPS has witnessed a 15-20% decline in mental health involvement by police
- Number of challenges experienced including the fact that not for profit sector is always competing for finite resources and “big brand” organizations perceived as getting all the media attention
- Second speaker noted that PSB governance had to change too
- Anti Racism Committee oversees this project and all PSB members sit on it
- Committee does a lot of liaising with other government bodies while at the same time working on securing resources for new approaches and protecting the ability of police to do policing

The Deputy Premier of Alberta and Minister of Public Safety and Emergency Services addressed the conference.

- Used to be a member of CPS, spent ten years on the street doing policing
- Police are not an arm of the state but an extension of the communities that they serve
- Public safety landscape in Alberta is changing – increased public expectations while at the same time crime rates and their severity have also increased
- Police Act needed an overhaul, not done since 1988

Day 2 began with plenary presentation on the “Final Report on the Alignment GAP Study: Research to Policy to Practice”. The two authors presented. This presentation filled up the entire morning.

- The premise of the project was to use an appreciation analysis technology to determine the nature of the gap that exists between the objectives set for police services and the way that they are carried out. The intent is to highlight how PSBs can use the findings to change how they develop strategic plans

- There appears to be a gap between what police organizations say and what they do
- Strategic plans (SP) claim that they support EDI but progress on these initiatives is limited
- If an organization's members adhere to values in SP, an alignment gap should not exist
- Options for change were identified in the study, including police services developing a bottom-up strategy
- In first stage of study, PSB members raised concerns about not feeling capable of holding police services to account for the "alignment gap" since the AG reflects communication and implementation issues that appear to be resistant to change
- A number of recommendations arising from Stage 3 of the Report were listed. Improving organizational decisions through bottom-up input was one of the key recommendations.
- Point was made that it is difficult to institutionalize an ongoing process that encourages "out of box thinking" and adopting change.
- For PSBs, the question becomes how to develop policies that support a bottom-up and collaborative strategic planning process or processes.
- One of the authors did say that the AG is smaller in smaller services

First presentation of afternoon was titled, "Playing the System" and focused on care issues for public safety personnel. One speaker.

- Began by listing the kinds of stressors that can be experienced in police work – there are more than one and they are related to the type of unit that a person works in
- Interesting fact that 9% of the population of Canada has PTSD – studies show that the range in municipal police services is between 12 and 19%
- Suicidal ideation is 8.3% on municipal scene in past year and it is 20.5% lifetime
- Structural stigma shapes how people who express mental health injuries are perceived and this reinforces the notion that some public safety personnel "play the system"

- Stressors, independent or interconnected phenomenon, have a bearing on public safety personnel
- Compromised well-being should never be “just part of the job”

Second presentation of the afternoon addressed “Drug Decriminalization and the Role of Police Governance”. Speaker was an Inspector with the City of Victoria Police Department.

- Showed a bar graph of illicit drug toxicity in BC – 301 per 100,000 on Jan. 1, 2012 but the number rose to 2072 per 100,000 by Dec. 31, 2022
- Fentanyl was introduced in 2013 and deaths skyrocketed
- China made fentanyl illegal after pressure was put on them since they were the major supplier but domestic production in Canada took over
- Domestic fentanyl much stronger – increased purity – the level of concentration can be measured post mortem
- In 2019, provincial MOH called for decriminalization of illicit drugs since there is a lack of evidence that criminal sanctions deter drug use
- Majority (80%) of people who die from a drug overdose are found alone in their home
- Twelve countries have decriminalization
- Polling showed 66% of population supported going in this direction
- Decriminalization introduced Jan. 31, 2023 for three years – no penalty for 2.5 grams – BC is seven months into decriminalization
- What was unexpected was the matter of liability – failure to give out a “resource card” by police can be inferred as a neglect of duty
- Civil liability – police seize drugs, return them and the person overdoses
- Consumption is happening where it didn’t before
- Communities are passing by-laws to restrict use in certain areas
- Province will likely have to bring in new legislation to deal with the issue
- Seven months into decriminalization and overdoses have not plateaued. It will take time but no guarantee of a decline

Day 3 started with a plenary session titled, “Governance Talking”. Four panelists talking about the need to strengthen police accountability in Newfoundland and Labrador.

- First speaker was a retired police chief of the Royal Newfoundland Constabulary (RNC) - only police service in Province except RCMP
- Speaker was Police Chief as of 2017, retired in 2021
- He told his tale of woe as Chief - did internal strategic plan as soon as he became Chief – discipline and promotions were the most difficult part of the job – non confidence vote by membership in his leadership – he lodged a grievance – lot of political pressure for him to withdraw it – he eventually decided to retire
- Second speaker was a local lawyer who had been a crown attorney for 12 years
- Currently has a case involving 11 women suing government involving sex acts and police officers
- Making a complaint against RNC is very difficult
- Public complaints go to Chief of Police – there is a conflict of interest since Chief can charge an officer but at the same time make a ruling
- This speaker was very animated, a listener could tell she was angry
- Third speaker represented urban indigenous coalition who have recently produced a report criticizing the lack of police oversight in the Province
- There is an unique darkness about the history of policing and the indigenous community in Newfoundland
- Fourth speaker is a Councillor in St. John’s (pop’n 108,000) who has become involved in advocating for changes to policing but building a case for accountability is a major task since public trust has to be earned
- All in all, this presentation was an eye opener for most delegates of just how little oversight of police occurs in the Province – successive governments have shown little willingness to change the situation

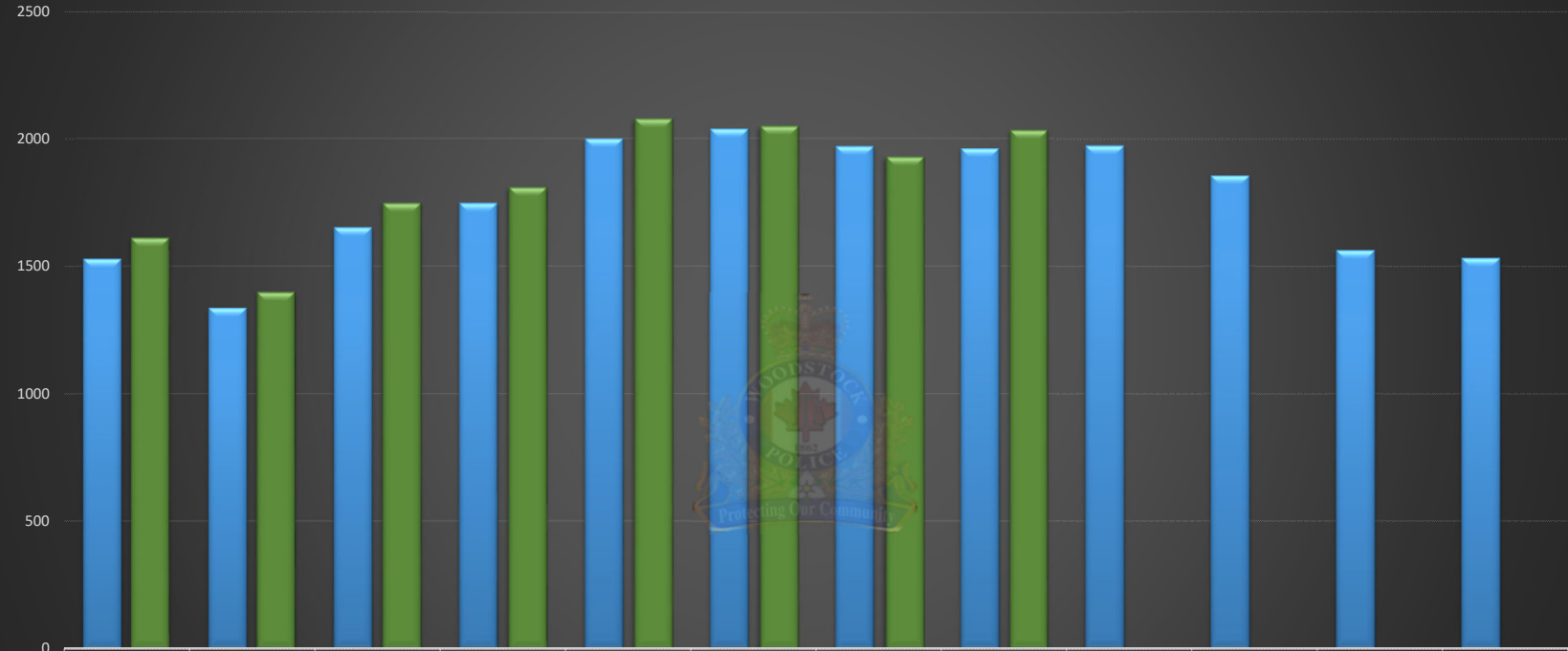
Final session of conference was billed as National Police Association Town Hall Part 1 and Part 2. Two panelists. Canadian Police Assoc. President and Canadian

Assoc. of Chiefs of Police President. The President of the Canadian Assoc. of Police Governance was an additional speaker in Part 2.

- CACP President went first.
- Doesn't believe that policing is broken but improvements are always possible
- Relationship with PSB needs to be open and transparent
- Doesn't think that it is appropriate to evaluate a service in the media
- 60-70% support of police as an institution in Canada, higher than federal government and most other services
- CPA President addressed the situation in Nfld
- Believes federal government should be investing in mental health and wellness for public safety personnel
- Commented on decriminalization in BC – unintended consequences – big increase in public abuse challenges – need to put resources into treatment capacities
- Strategic Planning needs to be understood by service personnel
- CAPG President noted that situation in Nfld is very stark – loss of control by Province seems to be the key issue

Conference closed at noon on Day 3. Next year the conference will be in Halifax, August 8-11, 2024.

2023 WPS Calls for Service



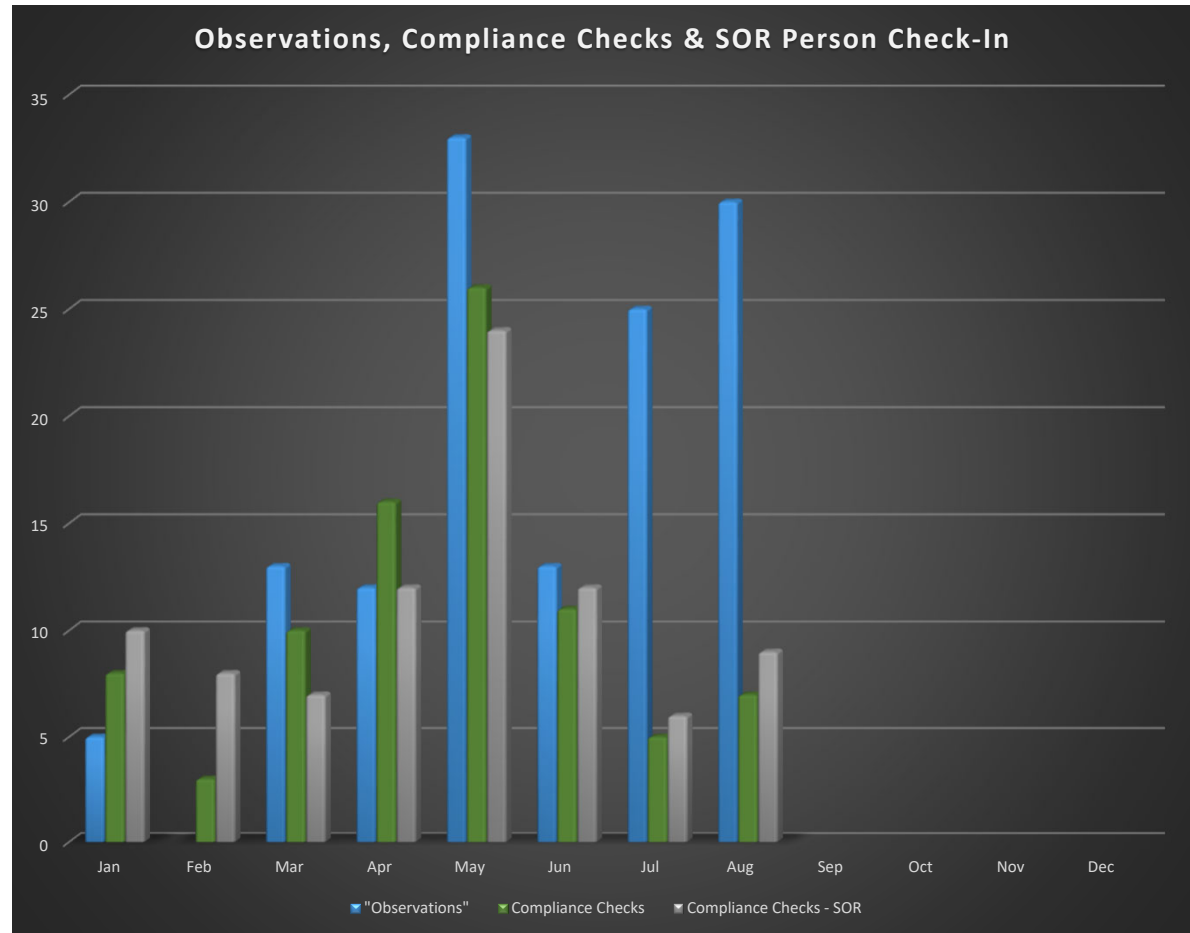
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2022	1529	1337	1653	1749	2001	2039	1971	1963	1973	1855	1563	1533
2023	1614	1402	1749	1811	2078	2050	1929	2034				



**2023 Report
Complaint Investigations**

Total Officers (actual authorized strength)	85	
Total Chief's Initiated Complaints 2023	0	
<u>Total Public Complaints 2023 (OIPRD)</u>	12	
- Conduct	5	
- Service	3	
-Service Policy	4	
TOTAL CHIEF INITIATED COMPLAINTS UNDER INVESTIGATION		
TOTAL PUBLIC COMPLAINTS UNDER INVESTIGATION		
<u>Allegations of Misconduct</u>		
Incivility/Insubordination	1	
Neglect of Duty	1	
Discreditable Conduct		
Excessive/Unnecessary Use of Force	2	
Unlawful/Unnecessary Exercise of Authority	1	
Unsatisfactory Work Performance	1	
Other Service Complaints - Unknown	4	
<u>Dispositions</u>		
Not Dealt with- Section 59 (frivolous, vexatious, bad faith, outdated, not affected)	5	
Informal Resolution without a Hearing		
- Conduct		
- Service		
- Policy		
Withdrawn by Complainant	2	
Unsubstantiated through investigation	1	
Police Service Act Hearing		
Lost jurisdiction	2	
Early Resolution		

	"Observations"	Compliance Checks	Compliance Checks - SOR
Jan	5	8	10
Feb		3	8
Mar	13	10	7
Apr	12	16	12
May	33	26	24
Jun	13	11	12
Jul	25	5	6
Aug	30	7	9
Sep			
Oct			
Nov			
Dec			
	131	86	88



WOODSTOCK POLICE SERVICE

Reserve & Reserve Funds to
August 31, 2023

Name	January 1, 2023	2023 Contributions	Reserve Fund Interest Earned	Transfers between Funds	Expenditures	Transferred to : Operating/Capita:	Balance August 31, 2023
Sick Leave Severance Reserve Fund	739,421.09	10,000.00	22,062.43		100,000.00	200,000.00	471,483.52
Insurance Loss Reserve	202,232.66	5,000.00			(80,629.05)		287,861.71 Insurance proceeds pending vehicle replacement
Reserve for Legal Fees	204,313.34						204,313.34
Reserve Building & Operations	130,343.35						130,343.35
Voice Radio Replacement Reserve Fund	12,085.00		6,830.92				18,915.92
Honour Guard Reserve	2,100.80						2,100.80
Labour Relations Reserve	632.91						632.91
Reserve for Information Technology	440,805.40					150,000.00	290,805.40
Canine Unit	13,645.95						13,645.95
Capital Projects Reserve	326,819.44						326,819.44
Reserve for Specialized Services & Wellness	18,855.28						18,855.28
Reserve for Civilian Clothing	2,273.33						2,273.33
Totals	2,093,528.55	15,000.00	28,893.35	-	19,370.95	350,000.00	1,768,050.95

Reserve for Information Technology - Opening balance has been increased to reflect the allocation of 2022 surplus.

Time: 8:12:44 PM

Woodstock Police Service Board - August 31, 2023

<u>Account</u>	<u>Description</u>	2023 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
<u>Revenues</u>					
0500-63027-0000	ONTARIO - RIDE PROGRAMME	\$15,000.00	\$14,900.00	\$100.00	99.33%
0500-63028-0000	ONTARIO - VICTIM SUPPORT GRANT	92,800.00	92,800.00	0.00	100.00
0500-63031-0000	ONTARIO - DIGITAL EVIDENCE MGMT SUBSIDY	0.00	13,424.00	(13,424.00)	0.00
0500-63033-0000	ONTARIO - COURT SECURITY COSTS RECOV.	435,152.00	215,162.29	219,989.71	49.45
0500-63034-0000	CRUISER COSTS RECOVERED CISO	8,000.00	0.00	8,000.00	0.00
0500-63035-0000	ONTARIO - HCEIT GRANT	7,000.00	5,900.00	1,100.00	84.29
0500-63036-0000	COMMUNITY SAFETY & POLICING GRANT - LOCAL	332,569.00	83,142.40	249,426.60	25.00
0500-63037-0000	COMMUNITY SAFETY & POLICING GRANT - PROV	152,008.00	38,504.88	113,503.12	25.33
0500-63038-0000	PROV - PROVINCIAL STRATEGY GRANT	12,750.00	12,750.00	0.00	100.00
0500-63039-0000	ONTARIO YOUTH IN POLICING GRANT	5,000.00	10,934.00	(5,934.00)	218.68
0500-63042-0000	ONT STRATEGY TO END HUMAN TRAFFICKING	0.00	17,400.00	(17,400.00)	0.00
0500-63046-0000	NG911 GRANT	0.00	1,245,000.00	(1,245,000.00)	0.00
0500-63047-0000	CISO SPECIAL PROJECT FUNDING	0.00	41,939.54	(41,939.54)	0.00
0500-63048-0000	POLICE-ALPR GRANT - PROV	285,552.00	285,552.00	0.00	100.00
0500-69202-0000	TRANSPORTATION OF PRISONERS-	40,000.00	19,259.79	20,740.21	48.15
0500-69203-0000	ACCIDENT REPORTS & MISCELLANEOUS-	85,000.00	66,509.37	18,490.63	78.25
0500-69204-0000	DISPATCH SERVICES RECOVERED - VARIOUS	140,000.00	116,107.28	23,892.72	82.93
0500-69205-0000	COUNTY 911	48,033.00	0.00	48,033.00	0.00
0500-69207-0000	RECOV. FROM COUNTY COURT SECURITY	10,276.00	0.00	10,276.00	0.00
0500-69216-0000	POLICE - ALARM REVENUE	80,000.00	58,922.50	21,077.50	73.65
0500-69219-0000	REVENUE - PAID DUTY	20,000.00	21,012.88	(1,012.88)	105.06
0500-69220-0000	REVENUE - PAID DUTY - ADMINISTRATION	3,500.00	2,209.05	1,290.95	63.12
0500-69222-0000	PROV. OFFENCES COURT SECURITY	6,000.00	4,734.11	1,265.89	78.90
0500-69225-0000	REFUND SURPLUS GREAT WEST LIFE	80,000.00	80,000.00	0.00	100.00
0500-69248-0000	SECONDMENT PAYMENTS - VARIOUS	343,689.00	179,423.27	164,265.73	52.21
0500-69259-0000	TRANS FROM SICK LEAVE SEVERANCE RES FUN	200,000.00	0.00	200,000.00	0.00
0500-69262-0000	PROPERTY AUCTION PROCEEDS	0.00	3,368.46	(3,368.46)	0.00
0500-69263-0000	TRANSFER FROM INFO TECHNOLOGY RESERVE	150,000.00	0.00	150,000.00	0.00
0500-69265-0000	WSIB REIMBURSEMENTS	520,000.00	608,386.08	(88,386.08)	117.00
0500-69267-0000	CANADIAN TIRE JUMPSTART CHARITIES	0.00	3,440.50	(3,440.50)	0.00
0500-69508-0000	POLICE-GAIN/LOSS ON SALE OF FIXED ASSETS	20,000.00	10,443.12	9,556.88	52.22
Total Revenues		\$3,092,329.00	\$3,251,225.52	(\$158,896.52)	105.14%

Expenditures

0500-72211-0000	POLICE - COURT SECURITY EXPENSES	\$804,752.00	\$412,398.66	\$392,353.34	51.25%
0500-72212-0000	POLICE COMMUNICATIONS EXPENSES	\$1,723,815.00	\$1,113,720.52	\$610,094.48	64.61%
0500-72210-0000	POLICE - CIVILIAN EXPENSES	\$2,000,808.00	\$1,339,428.43	\$661,379.57	66.94%

Woodstock Police Service Board - August 31, 2023

<u>Account</u>	<u>Description</u>	2023 BUDGET	<u>ACTUAL</u> <u>Y.T.D.</u>	DIFFERENCE	Percentage Spent
0500-72220-0000	POLICE - ENFORCEMENT EXPENSES	\$13,614,705.00	\$8,852,840.00	\$4,761,865.00	65.02%
0500-72230-0000	POLICE SERVICES BOARD EXPENSES	\$102,428.00	\$50,621.53	\$51,806.47	49.42%
0500-72240-0000	POLICE - GENERAL ADMINISTRATION EXPENSES	\$3,517,607.00	\$3,088,136.50	\$429,470.50	87.79%
0500-72244-0000	ONTARIO YOUTH GRANT EXPENSES	\$5,000.00	\$7,440.00	(\$2,440.00)	148.80%
0500-72245-0412	VICTIMS SUPPORT GRANT EXPENSES - OTHR CH	\$92,800.00	\$46,824.36	\$45,975.64	50.46%
0500-72247-0412	POLICE -COMMUNITY ENGAGEMENT OFFICER GF	\$0.00	\$5,524.22	(\$5,524.22)	0.00%
0500-72248-0412	POLICE - CISO SPECIAL PROJECT EXPENSES	\$0.00	\$36,552.39	(\$36,552.39)	0.00%
0500-72250-0000	POLICE - BUILDING MAINTENANCE EXPENSES	\$354,876.00	\$200,247.73	\$154,628.27	56.43%
0500-72298-0000	POLICE - GENERAL CRUISER EXPENSES	\$306,448.00	\$184,316.60	\$122,131.40	60.15%
	Total Expenditures	\$22,523,239.00	\$15,338,050.94	\$7,185,188.06	68.10%
	Total Revenues	(\$3,092,329.00)	(\$3,251,225.52)	\$158,896.52	105.14%
	Net Difference	\$19,430,910.00	\$12,086,825.42	\$7,344,084.58	62.20%

Woodstock Police Service

615 Dundas Street

Woodstock, Ontario N4S 1E1

TELEPHONE: 519-421-2800 (*Administration*)

TELEPHONE: 519-537-2323 (*Communications Centre*)

FAX: 519-421-2287 (*Admin Fax*)



Report

Subject: Administrative Review of SIU Investigation (SIU #23-OVI-084)

From: Inspector Heidi Becks

To: The Chair and Members of the Woodstock Police Services Board

Date: September 5, 2023

Recommendation

For Information only.

Summary

On March 14, 2023, Woodstock Police Service (WPS) received a call for service in relation to a report of assaultive behaviour. As a result of the police investigation, the subject of this assaultive behaviour was apprehended under the Mental Health Act. During the interaction with officers, the apprehended party suffered a Special Investigations Unit (SIU) reportable injury.

The SIU investigated the incident and determined that there was no criminal conduct by the *subject official*.

This report summarizes the required review pursuant to section 34 of *Ontario Regulation 268/10 of the Police Service Act*.

Report

On March 14, 2023, WPS received a call for service to the area of Dundas St. and Finkle St for a report of a male threatening to assault a security guard.

Police attended the area and were advised by the caller that the male had not assaulted them, and that he had left towards Peel St. A detailed description was provided to police. Two officers located the male in the area and recognized him from past occurrences as a person suffering from mental health issues. The male's behaviour was erratic and began to escalate, and he became aggressive towards police as they attempted to interact with him. The male would not comply with police commands and began to yell at police to shoot him.

The male continued to advance towards police in an aggressive manner, by clenching his fists and yelling for police to shoot him. One officer deployed the conducted energy weapon (CEW), but was ineffective in gaining compliance, while the second officer also drew their CEW. A third officer arrived on scene and also drew their CEW, while managing the scene.

A fourth officer arrived on scene, which caused the male to advance towards them in an aggressive manner, yelling and waving their arms around.. The fourth officer deployed their conducted energy weapon, but again was ineffective in gaining compliance.

A fifth officer, being aware that the CEW was ineffective on two attempts, approached the male from behind and tackled him to the ground. Compliance was gained and the male was handcuffed to the rear, and taken into police custody under the authority of Section 17 of the Mental Health Act.

A sixth officer arrived on scene and assisted with handcuffing the apprehended party.

EMS was requested to attend the scene, and the male was transported to Woodstock General Hospital. The male was diagnosed with a fractured left orbital bone. Police stood by until the male's mental state was assessed.

WPS notified the Special Investigations Unit (SIU) and the SIU invoked their mandate. One officer was designated as the *subject official*, and five other officers were designated as *witness officials*. All have remained on active duty.

On July 10, 2023, the SIU advised, in a letter from the Director, Joseph Martino, the file had been closed and no further action was contemplated. In the Director's view, there were no reasonable grounds in the evidence to proceed with criminal charges against the subject official.

Ontario Regulation 268/10, section 34 of the *Police Services Act* requires the Chief of Police to cause an investigation into any incident with respect to which the SIU has been notified. The purpose of this investigation is to determine if any changes are required to the policies or procedures of the Service. The regulation also requires the police service to report the findings to the Police Services Board.

In conclusion, this Administrative Review has found there are no recommendations for any changes to the Service's policies and/or procedures at this time.

Attachments

Nil

Prepared By: Inspector Heidi Becks

Approved By: Chief Rod Wilkinson

Woodstock Police Service

615 Dundas Street

Woodstock, Ontario N4S 1E1

TELEPHONE: 519-421-2800 (*Administration*)
TELEPHONE: 519-537-2323 (*Communications Centre*)
FAX: 519-421-2287 (*Admin Fax*)



TO: Board Chair Ken Whiteford

CC: Deputy Chief N. Novacich, Insp. Becks & Insp. Taylor

FROM: Chief Rod Wilkinson

DATE: September 8, 2023

RE: Woodstock Police Service – Gender Division/Percentage

This is a prepared report on gender division/percentage for the Woodstock Police Service (WPS).

Sworn Complement: 94

Sworn Male Complement: 73

Sworn Female Complement: 21

Percentage: 22% female, 78% male

Does not include one part-time officer.

Civilian Complement: 48

Civilian Male Complement: 13

Civilian Female Complement: 35

Percentage: 73% female, 27% male

WPS Sworn and Civilian Complement Combined: 143

Total Male Complement: 87

Total Female Complement: 56

Percentage: 39% female, 61% male

WPS currently has two Sworn female Supervisors and two Civilian female Supervisors.

Within the last 5 years, WPS has had four Sworn female Supervisors retire.

In the last 5 years, 32% of officers hired by the Woodstock Police Service are female.

Recommendation(s):

It is recommended that the Board receive this Report for their information.

WOODSTOCK POLICE SERVICE

2022 Annual Report

ACCOUNTABILITY - EXCELLENCE - INTEGRITY
PROFESSIONALISM - TEAMWORK

Ensuring the **safety and well-being**
of all members of the community.



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CHAIR KEN WHITEFORD

The year 2022 was one of transition. The important transition from pandemic conditions in society as a whole, to more normalcy as the year progressed.

For the Woodstock Police Services Board, transition was the key word as well. The Board experienced changes in its membership and at the same time, went through the process of overseeing a significant change in the senior management of the Service at both the Chief and Deputy Chief levels.

The initial change in the Board's composition occurred in February when Trevor Birtch, who was on the Board in his capacity as Mayor of the City of Woodstock, took a leave of absence. This leave turned into a departure from the Board a few months later. The Board thanks Trevor for his contribution to police governance for over seven years.

In October, the municipal election saw Jerry Acchione join the Board as the new Mayor of the City of Woodstock and Connie Lauder's return to the Board as a Council representative, after a hiatus of a number of years. Council chose Daryl Stevenson as their community representative. Daryl also had previous Board experience after serving between early 2011 to late 2014.

As mentioned, in addition to the major changes in its membership, the Board managed the process of engaging a new Chief of Police and a new Deputy Chief. Former Chief Daryl Longworth presented the Board with his resignation in February and informed the Board that his last day as Chief would be July 8. Fortunately for the Board, we were able to promote the then Deputy Chief, Rod Wilkinson, to Chief and Rod officially assumed his duties upon the departure of his predecessor in July. Meanwhile, in April, the search for a new Deputy Chief commenced. This process culminated in the appointment of Nick Novacich to the role as of July 11. Nick joined us after serving in a similar role in the Town of Aylmer.

In addition to all of the changes in personnel, the Board continued to strive to see our Strategic Plan realized in all aspects of the work of the Service as a whole. The three strategic priorities of improved community safety, fostering a culture of collaboration and engagement with the community and enhancing organizational excellence retained their status as cornerstones of decision making and follow up action.

Although the Board's focus was on changes in the executive ranks of the Service, there were also changes in Service personnel, both uniform and civilian. As the City continues to grow, personnel have been added in an attempt to keep on top of the growth pressures on various fronts. The Board thanks the members of the Service for their fortitude during the pandemic and looks forward to their ongoing commitment to the safety and well being of Woodstock. A special thanks to the efforts of the Auxiliary Unit which continues to serve in an exemplary fashion.

A final note of thanks to my colleagues on the Board for their diligence during the year to meeting our self-imposed goals and doing our best to be a worthy model of police governance.



Ken Whiteford
Chair, Woodstock Police Service Board

CHIEF ROD WILKINSON

It is my privilege to present to you the Woodstock Police Service's 2022 Annual Report. This report is a snapshot of the year's activities and provides an open and transparent view into our diverse organization staffed by dedicated civilian, sworn and auxiliary members who have taken an oath to serve and protect in support of our mission statement "Dedicated to ensuring the safety and well-being of all members of the community."

The Woodstock Police Service has a proud and distinguished history of providing the highest quality policing to the City of Woodstock. Our professional members are an integral part of the community we serve. We are committed to working with our community partners and residents to maintain community safety and the public peace. We will continually evaluate our service delivery to ensure that we meet the expectations of the community and provide the most effective and efficient policing that the citizens of Woodstock deserve.

The service said goodbye to Chief Daryl Longworth. We wish him a happy and healthy future and thank him for his dedicated service.

We continued to see growth in 2022 and welcomed new faces hired to replace members and add additional resources to allow the service to grow and keep pace with the growth of the city.

With the support of the Woodstock Police Services Board and Woodstock City Council, we will continue to engage, support and collaborate with the community to ensure Woodstock remains a safe place for our citizens to live, learn, work and play. The Police Services Board is entrusted with an extremely important duty in terms of governance and oversight, which is essential to ensuring our community receives the professional policing our citizens so rightly deserve.

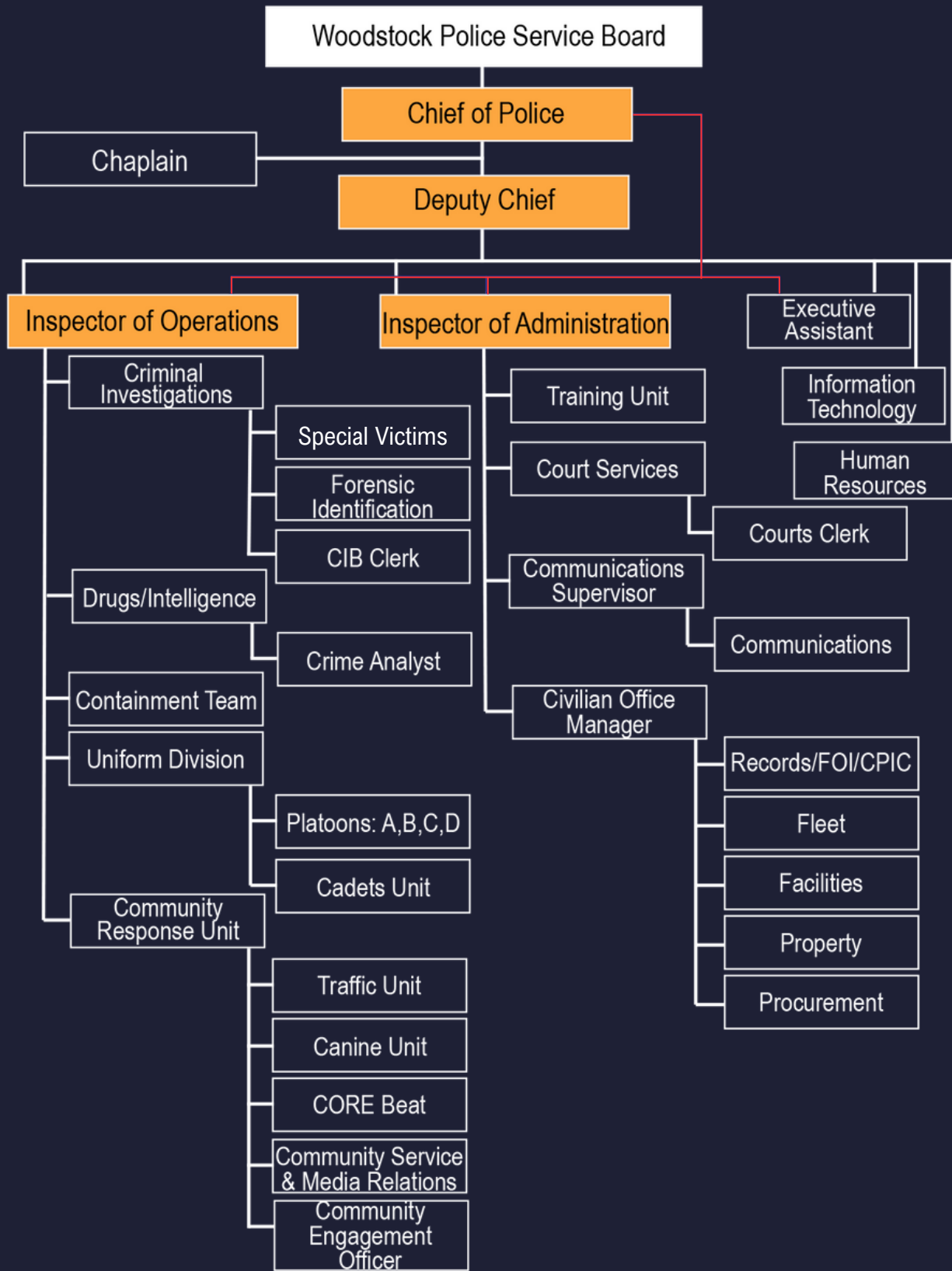
To all members of the Woodstock Police Service, I respect and thank each member for all you do to maintain the public peace and to protect our citizens. Often your duties are under dangerous, perilous or stressful circumstances, yet you persevere and face scrutiny and adversity in an honourable fashion. You are all true professionals dedicated to public service.

I would like to thank our community partners, the Woodstock Police Association and you, the citizens of Woodstock, for your ongoing input and support of our members and the work that they do. I am confident that as we work together in the coming years we will have a significant and positive impact on the safety and well-being of this diverse and growing community.

Rod Wilkinson
Chief, Woodstock Police Service



OUR SERVICE



POLICE SERVICE BOARD



Ken Whiteford
Board Chair
Provincial Appointee



Leslie Farrell
Board Member
Provincial Appointee



Deb Tait
Board Member
Council
Representative



Balwant Rai
Board Member
Community Appointee

The Woodstock Police Service Board (WPSB) is a civilian governing body that oversees the Woodstock Police Service as per the Municipal Act. However, their authorities come from the Police Act. The primary role of a Board is to establish, after consultation with the Chief of Police, overall objectives and priorities for the provision of police services.

The primary role of the WPSB is to establish priorities, objectives and policies for policing the City of Woodstock, after consultation with the Chief of Police, while monitoring the performance of the police service and its leader.

The WPSB is made up of members of council as well as provincial and community appointees.

The WPSB meets regularly on the second Monday of each month at 3:00 p.m. except in July and August.

SENIOR COMMAND



Daryl Longworth
Chief of Police
- Retired -



Rod Wilkinson
Deputy Chief to
Chief of Police



Nick Novacich
Deputy Chief



Marcia Shelton
Inspector of
Administration



Heidi Becks
Inspector of
Operations

CHANGE OF COMMAND



In 2022, the Woodstock Police Service welcomed new leadership with significant changes to the Senior Command Team. Daryl Longworth completed his 30-year policing career after retiring as Chief of Police on October 31, 2022.

Longworth, had an extensive career including a number of homicide investigations, undercover drug investigations, tactical operations and investigations into Outlaw Motorcycle gangs. Longworth, a graduate of the FBI National Academy and the Rotman School of Management at the University of Toronto served for 6 years as a Deputy Chief with WPS before accepting a position as Deputy Chief with the London Police Service in 2015. In 2019, Longworth returned to Woodstock as the 26th Chief of the Woodstock Police Service.

"Becoming a police officer was a dream come true and I am truly blessed to have been a member of such a noble profession. Although I have always tried to put family first, there have been many, many times during my career where the job has been all-consuming and has deprived my family of a father and husband. It's now time for me to step away from policing and devote all of my time to my family and other interests. This career and the organizations I have served in have provided me with unimaginable opportunities and I would like to thank the communities and the members of the services I've been a part of for allowing me the opportunity to serve them in this way." - **Daryl Longworth, Retired Chief of Police**

CHANGE OF COMMAND

Chief Longworth's retirement paved the way for the promotion of, Rod Wilkinson, from Deputy Chief to the 27th Chief of the Woodstock Police Service. Wilkinson has been a member of the Woodstock Police Service for 25 years where he has moved up through the ranks holding various positions in many diverse operational units, and has extensive technical and supervisory experience in Criminal Investigations, Court Services, Patrol, Incident Command and Tactical Operations.

"I would like to thank the Board for entrusting me with the leadership of the Woodstock Police Service. We will continue to build on and maintain the trust of the Woodstock community. We will continue to work with our community partners and groups striving towards common goals. The Police Service will continue leveraging technology looking for new and innovative ways to allow our officers to be more proactive." - Rod Wilkinson, Chief of Police



CHANGE OF COMMAND

With the promotion of Deputy Chief Wilkinson to Chief of Police, the Woodstock Police Service Board set out to find a new Deputy Chief. Nick Novacich was the successful candidate and completed his official swearing in at the Change of Command ceremony. Deputy Chief Novacich is a 27-year veteran who spent the last 14 years as a member of the Aylmer Police Service, with the last 2 years serving as Deputy Chief. He began his policing career as a Constable with the Woodstock Police, serving from 1995 to 2000.

“The Woodstock Police set the foundation for the police officer I have become and I am extremely excited for this opportunity to return to help lead and mentor the current and future members of this great organization. With the progressive strategic path that has been set by the current administration, I look forward to adding my contributions and engaging with all stakeholders within the community.”

- Nick Novacich, Deputy Chief





THE WPS FAMILY

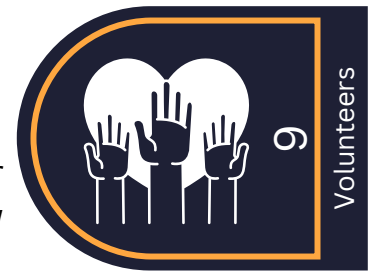
In 2022, the Woodstock Police Service welcomed 19 new members to the WPS family. Six of these new members are police officers who came with experience from other police services including; Aylmer, London, Toronto and Brantford.

In addition, WPS hired two cadets, four part time dispatchers, five part time special constables, a part records clerk, an IT analyst and two summer students for the Youth In Policing Initiative program.

While we welcomed 19 new members to the WPS family in 2022, 13 members resigned to explore new life and career opportunities.



THE WPS FAMILY



In addition to hiring 19 new members and two summer students, the Woodstock Police Service added nine new volunteer members to the Auxiliary Unit.



Promotions

11



As the Woodstock Police Service grows and changes, our members have opportunities for growth and development in their careers. Eleven members were granted promotions in 2022. Some stayed in the same role, but were promoted from a part time position to a full time position, while others earned a new rank.

2022 Promotions

- Two part time Civilian Radio Operators (CRO), were promoted to full time CRO positions.
- One CRO was promoted to the newly created Communications Supervisor position.
- One part time Special Constable was promoted to Cadet.
- One part time Special Constable and two Cadets were promoted to Police Recruits and attended the Ontario Police College for Basic Constable Training.
- One Constable was promoted to Sergeant.
- One Sergeant was promoted to Staff Sergeant.
- One Staff Sergeant was promoted to Inspector.
- The Deputy Chief was promoted to Chief of Police.

YOUR COMMUNITY

The City of Woodstock is a rapidly growing community with a 13.6% population increase in the last five years - nearly 8% higher than the national average. The population of Woodstock is expected to exceed 50,000 people by 2025.

In addition to a growing population, the City of Woodstock sits on the 401 & 403 corridors between Windsor/London and Waterloo Region/Toronto - making it a convenient stop-in city for travelers.

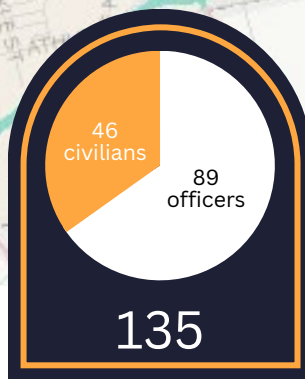
Woodstock is also home to a number of manufacturing plants that bring commuters from a number of other municipalities and townships to the City of Woodstock on a daily basis.

A significant population growth, as well as frequent commuters ultimately leads to high numbers of calls for police services and an increased need for additional police resources.

The Woodstock Police Service is committed to excellence, accountability, integrity and professionalism in the service provided to the community. In order to maintain these values, the Woodstock Police Service is required to grow with the city it serves to help keep the peace and maintain the safety and wellbeing of all members of the community.



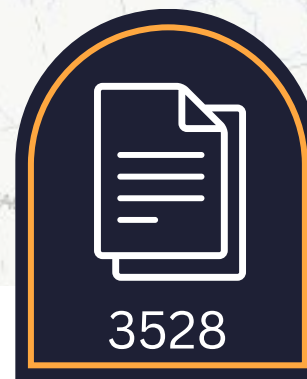
Population Served



WPS Members



Freedom of Information Requests



Record Checks Processed

CRIME STATISTICS

21,166



calls for service

3395



total charges laid

1542



total arrests

644



crimes of violence

2245



property crimes

72



criminal driving offences

582



other reported crimes

30



child exploitation charges

174



CDSA charges

558



provincial offences

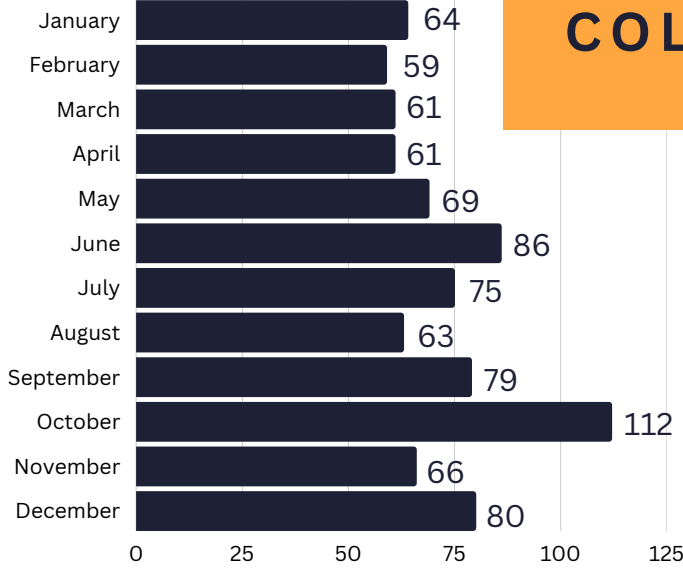
69



CDSA arrests



COLLISION STATISTICS



Types of Collisions	2022	2021
Involving Injuries	72	93
Involving Drugs &/or Alcohol	15	12
Involving Cyclists	11	11
Involving Pedestrians	11	10
Involving Fail to Remain	117	114

Total Collision Incidents: 873

Total People Involved: 1503

The plot points on the map below represent intersections with the highest number of collisions in 2022. The blue plot points indicate these intersections were among those with the highest collision rates in 2021 as well.



ROAD SAFETY



Throughout 2022, the WPS Traffic Unit, consisting of one Constable dedicated full time to traffic enforcement, facilitated a number of traffic safety initiatives based on feedback and areas of concern expressed by the community.

Some traffic initiatives involved partnerships with other WPS units and organizations including: the Ministry of Transportation, Ministry of Finance, City of Woodstock By-Law Officers and various other police services, including Oxford OPP. The Traffic Unit worked closely with the Community Service Officer during traffic safety initiatives to convey important road safety messaging to the community through social and traditional media outlets.

The Traffic Unit officer is a qualified Level IV Traffic Reconstruction Investigator and Drug Recognition Expert. This specialized training provides expertise in the investigation of major collisions and impairment by drugs. The Traffic Officer also provides training to other officers in the use of speed measuring devices.

In recent years, WPS has implemented an increased focus on road safety. As a result of the combined efforts of the dedicated traffic officer and officers assigned to Uniform Patrol, 1411 traffic related tickets (speeding, suspended licence, etc.) were issued in 2022. Some initiatives the Traffic Unit focused on included:

- Operation Zero
- Operation Borders
- National Teen Drivers Safety
- R.I.D.E. Programs
- Operation Impact
- Commercial Motor Vehicle Blitz
- Four Counties Traffic Blitz
- School Zone Safety
- Bylaw Parking
- Speed Enforcement
- Distracted Driving
- Stop Signs & Traffic Lights
- Seatbelt Safety
- Impaired Drivers

DRUGS IN WOODSTOCK

In 2022, the Woodstock Police Service responded to 81 overdoses. Eight of which resulted in fatality. As street drugs become increasingly toxic, the Woodstock Police Service Criminal Intelligence & Drug Enforcement Unit works hard to combat drug trafficking in the City of Woodstock.

The unit laid 92 charges under the Controlled Drugs & Substances Act and 51 charges under the Criminal Code of Canada, in 2022. **They seized a street value total of \$1,403,500 worth of fentanyl (1562g), methamphetamine (3767g) and cocaine (2458g) from the streets of Woodstock.** Additionally, the unit seized a number of weapons and property, including; hand gun, replica guns, folding knives, extended ammunition magazine, taser, crossbow, bat and a vehicle. \$105,631.85 in currency was also seized by the unit as proceeds of crime.



Drugs and currency seized in relation to 2022 record breaking drug investigation.

In 2022, the Criminal Intelligence & Drug Enforcement Unit conducted an extensive drug trafficking investigation that led to the largest drug bust in WPS history. In this single investigation, the Unit removed nearly \$600,000 in controlled substances (cocaine, fentanyl, methamphetamine, psilocybin and hydromorphone capsules) from the streets, seized over \$33,000 Canadian currency and laid 42 charges.

Investigations such as this are paramount to improving the safety and wellbeing of the citizens of Woodstock.

K9 UNIT

The Woodstock Police Service K9 Unit is made up of one handler and two Police Service Dogs (PSDs). In 2021, the WPS welcomed Taz to the team to commence his PSD training. During that time, PSD Striker was deployed for any police calls for service where the K9 unit was required.

In 2022, PSD Taz was deployed as a fully trained police service dog. This allowed for the K9 handler to begin transitioning PSD Striker out of some of the more physically demanding work, while PSD Taz gained experience working calls for service.

PSD Striker, a community favourite, finds himself spending more of his working time focused on giving demonstrations to community groups to educate the community about drugs in the city and how PSDs help help community.

PSD Taz



PSD Striker



WHAT OUR DOGS CAN DO



Drug Detection



Community Service



Firearm Detection



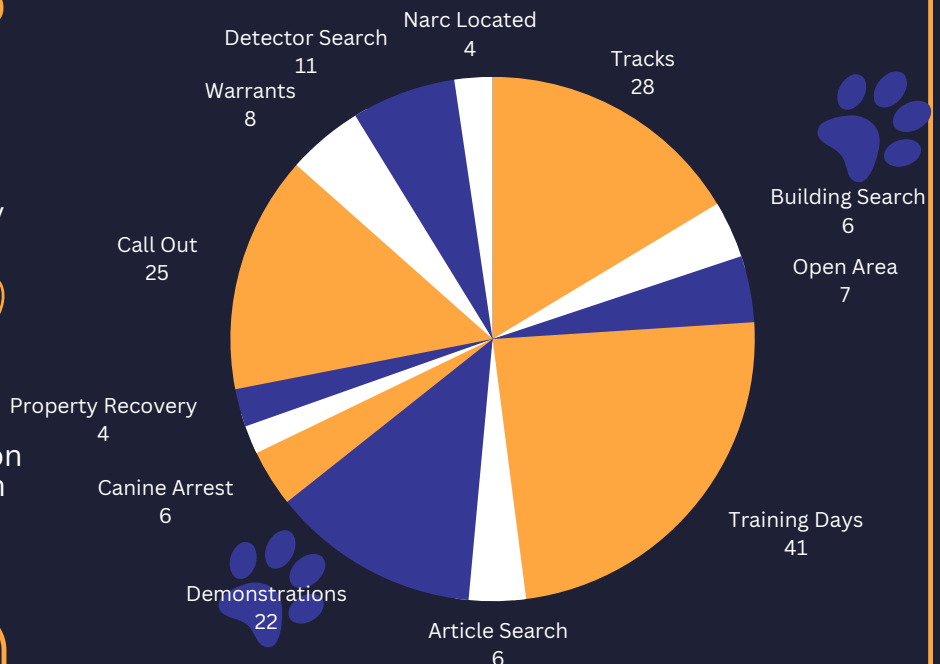
Ammunition Detection



Currency Detection



Person Detection





K9 UNIT



K9 Training Day

The K9 Unit spends a significant amount of time training and honing the dogs' skills to ensure they are able to successfully complete all of their responsibilities. To keep their skills in top shape, the Woodstock Police Service K9 Unit spends time training with the K9 Units of other police services including; London Police Service, Peel Regional Police, Stratford Police Service and St. Thomas Police Service.

When the K9 Unit was not out training, tracking people, searching for evidence, executing warrants, working with the containment team or community service they assisted the Traffic Unit in conducting a number of traffic and road safety initiatives.

With PSD Taz becoming an official member of the Woodstock Police Service, a "Name the Dog" contest was held in partnership with the Woodstock Christian School. PSD Taz attended the school to give demonstrations to all of the students, who then submitted names they thought suited him.



WOODSTOCK CHRISTIAN SCHOOL



CONTAINMENT TEAM

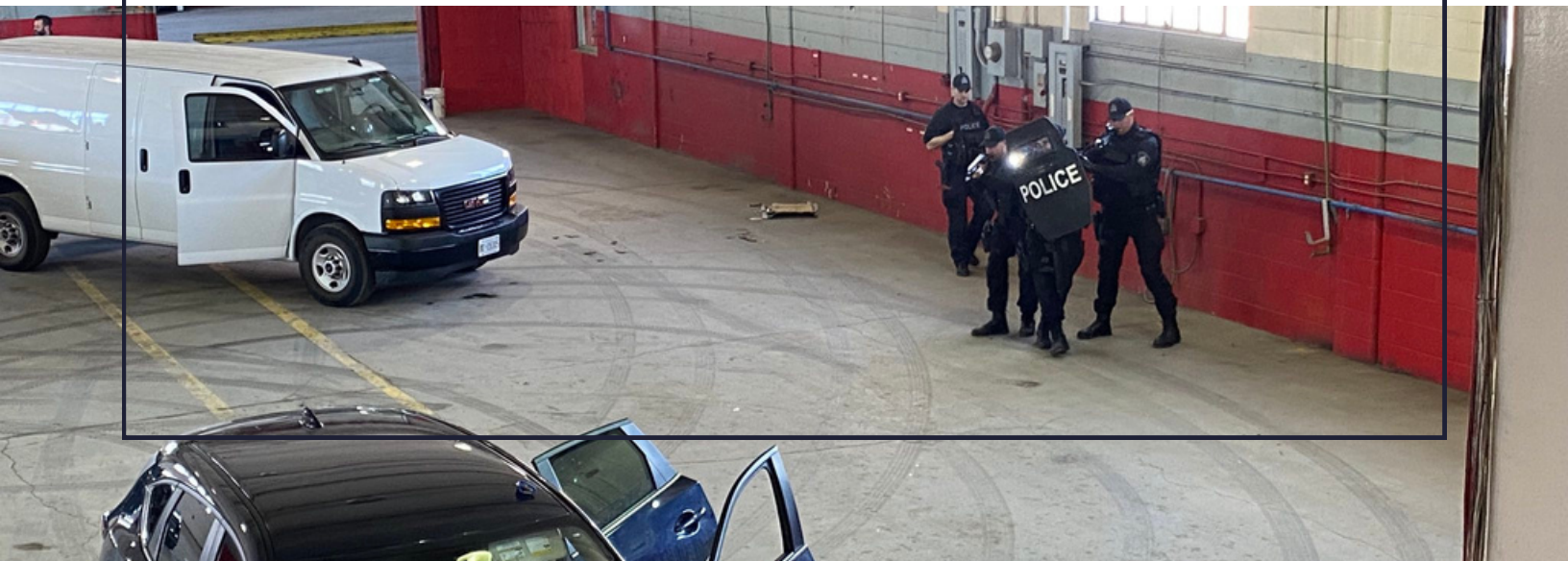


The Woodstock Police Service Emergency Response Team is classified as a Containment Team per Provincial Adequacy Standards. The mandate of the WPS Containment Team is to safely contain situations involving dangerous suspects. This could include but is not limited to; barricaded person, hostage situations, active shooters, and executing higher risk search or arrest warrants. The Containment Team consists of 14 specially trained police officers who perform other police duties, such as Uniform Patrol Officer, as their primary function.

In 2022 the Containment Team had 11 *active* members, six training days, responded to 11 call outs and were deployed in a number of different capacities.

The Containment Team has two Team Leaders (TL), one of which is an Administrative Team Lead who is responsible for equipment procurement, operational planning, annual requalifications and training.

The Containment Team works closely with the K9 Unit, Negotiators, Incident Command, Training Unit, Communications, Media Relations, Scribes, etc. in both training and real life scenarios to ensure community safety efficiently.





TRAINING

The WPS Training Unit is responsible for coordinating training for all members of the Woodstock Police Service. They train new members in varying roles while also ensuring active members' skills remain up to WPS, ministry and provincial standards. Some internal training facilitated or coordinated by the WPS Training Unit includes:

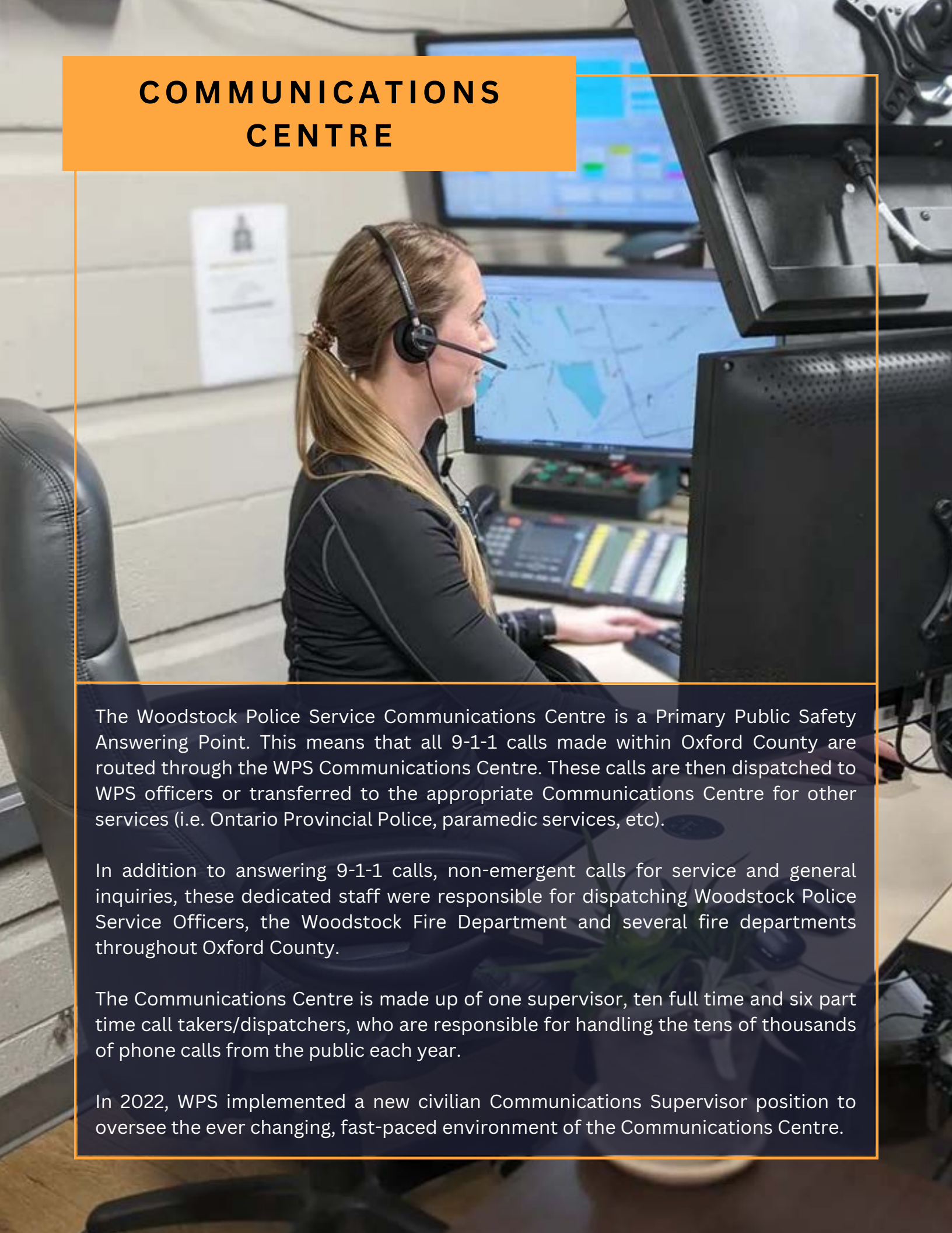
- ministry mandated training
- practical and classroom session on a number of legal issues
- wellness topics
- containment and perimeter principals
- defensive tactics
- bias awareness and anti-racism
- use of force
- de-escalation tactics
- firearms and taser training
- CPR, First Aid, AED, tourniquet training
- Online Training modules

In addition to standard annual training, WPS provides opportunities for members to attend additional training courses hosted by external organizations such as the Ontario Police College, other police services and community agencies, to improve skills and knowledge in policing and supporting the community.

WPS is committed to training on a provincial level as well, by providing a constable(s) seconded to the Ontario Police College who assists with training new police recruits on a full cost recovery basis.



COMMUNICATIONS CENTRE

A woman with blonde hair tied back, wearing a black headset with a microphone, is seated at a workstation in a communications center. She is looking at a computer monitor displaying a map. The workstation includes a keyboard and a mouse. The background shows other computer monitors and office equipment.

The Woodstock Police Service Communications Centre is a Primary Public Safety Answering Point. This means that all 9-1-1 calls made within Oxford County are routed through the WPS Communications Centre. These calls are then dispatched to WPS officers or transferred to the appropriate Communications Centre for other services (i.e. Ontario Provincial Police, paramedic services, etc).

In addition to answering 9-1-1 calls, non-emergent calls for service and general inquiries, these dedicated staff were responsible for dispatching Woodstock Police Service Officers, the Woodstock Fire Department and several fire departments throughout Oxford County.

The Communications Centre is made up of one supervisor, ten full time and six part time call takers/dispatchers, who are responsible for handling the tens of thousands of phone calls from the public each year.

In 2022, WPS implemented a new civilian Communications Supervisor position to oversee the ever changing, fast-paced environment of the Communications Centre.

COMMUNITY ENGAGEMENT OFFICER

Calls for service related to mental health and people in crisis continue to rise for police services. As a means to address these ongoing concerns, the Woodstock Police Service created the Community Engagement Officer position which falls within the Community Response Unit.

The Community Engagement Officer (CEO) is responsible for providing primary assistance and responding when required to calls for service involving those in crisis or suffering from mental illness. They work closely with MHEART (Mental Health Engagement and Response Team) and other community partners, actively participate in the Oxford County Situation Table, deliver crisis intervention training, and provide support and outreach to those in crisis within the community.

Constable Savage was the successful candidate for the new Community Engagement Officer position. He came to the Woodstock Police Service as an experienced officer in August of 2021, with extensive experience in a similar role working with people in crisis and with mental illnesses at the Brantford Police Service.



COMMUNITY SERVICE

Each year the Woodstock Police Service partners with a number of local community organizations for a wide variety of community events, engagement programs, and educational opportunities.

With community safety and well-being at the forefront of WPS's policing mission, positive community engagement is an important way to connect with those WPS serves, while providing accessible personal and community safety and crime prevention education. WPS also utilizes a number of social and traditional media outlets as tools to engage with members of the community and provide important information relating to safety, crime prevention, and ongoing investigations.

In 2022, WPS expanded the Kids & Cops Baseball program that had its inaugural season in 2021. This program provided the means for youth through Big Brothers Big Sisters of Oxford County and Oxford County Housing the opportunity for positive interaction with police in a fun environment. A number of WPS members volunteered their time to coach and teach the fundamentals of baseball to over 50 Woodstock youth. These youth also had the opportunity to travel to London, Ontario to practice their skills with and/or play in an All-Star Game against the London Police Service's Rookie League teams.



Blood Donor Drive



Smile Cookie Decorating

AUXILIARY



The WPS Auxiliary Unit started the year off with 13 dedicated volunteers. The Unit welcomed nine new members in 2022 while four retired, leaving the compliment at a strength of **18 members by the end of the year.**



Auxiliary members assist the police service by volunteering their time to attend community events, partake in ride-alongs with officers, and assist with traffic control and road closures for a number of events (ie. parades, Terry Fox Run, etc.)

In 2022, the WPS Auxiliary Unit contributed a **total of 2755 hours** of their time to patrol, training, and 33 different community events over the course of 58 days.

HUMAN TRAFFICKING CONFERENCE

The Woodstock Police Service received funding through the Victim Support Grant allowing for police to partner with local agencies to provide education and awareness around human trafficking.

In partnership with Domestic Abuse Services Oxford (DASO), Victim Assistance Services of Oxford County (VASOC) and United Way Oxford, WPS hosted a one day educational human trafficking workshop to local professionals and service providers.

As both a survivor and policy expert, Kimberly Mull was hired to bring an empowered voice to the discussion on human trafficking at the Elm Hurst Inn on Thursday, November 3rd, 2022.

Kimberly shared her story, provided valuable information and used activities to reinforce the important information she was sharing.



BUDGET

Category of Expenditure	2022 Budget	2022 Actual	Variance
Personnel Costs	16,425,831	16,373,995.67	51,835.33
Police Services Board	101,671	77,625.01	24,045.99
Administrative Expenses	2,966,687	3,187,235.33	(220,548.33)
Purchased Services	73,900	134,086.55	60,186.55
Building Maintenance and Utilities	331,000	363,353.85	(32,353.85)
Fleet	308,900	339,782.22	(30,882.22)
Total Expenditures	20,207,989	20,476,078.63	268,089.63
Revenues	2,699,899	3,240,317.18	540,418.18
Net Budget Allocation	17,508,090	17,235,761.45	272,328.55



COMPLAINTS

	2022	2021
Total Chief's Complaints	3	1
Total Public Complaints	10	12
<ul style="list-style-type: none"> • Conduct • Service • Policy 	8 2 0	11 2 0
Allegations		
<ul style="list-style-type: none"> • Incivility/Insubordination • Neglect of Duty • Discreditable Conduct • Excessive/Unnecessary Use of Force • Unlawful/Unnecessary Exercise of Authority • Unsatisfactory Work Performance • Other Service Complaints 	1 1 6 1 1 0 1	0 1 10 0 2 0 0
Resolutions		
<ul style="list-style-type: none"> • Deemed frivolous, vexatious, bad faith, outdated or not affected by the Office of the Independent Review Director • Informal Resolution without a hearing • Withdrawn by Complainant • Unsubstantiated Through Investigation • Police Service Act Hearing • Lost Jurisdiction • Early Resolution 	2 1 2 2 0 0 2	7 1 2 2 0 0 0

**STAY CONNECTED
WITH WPS**

WOODSTOCK POLICE SERVICE



519-537-2323
519-421-2800
(administration line)



615 Dundas St.
Woodstock, ON
N4S 1E1



woodstockpolice.ca

Social Media Accounts



[@woodstockpolice](https://www.facebook.com/woodstockpolice)



[@woodstockpoliceservice](https://www.instagram.com/woodstockpoliceservice)



[@woodstock_ps](https://www.twitter.com/woodstock_ps)

From: [REDACTED]
Subject: #External: Annual PTSD First Responders Extended Network Golf Tournament (PTSD1REN)
Date: July 24, 2023 12:58:22 PM

CAUTION: This email originated from outside of the Woodstock Police Service. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good day,

On behalf of the PTSD1REN team we Thank you for your support. Corporate Sponsorships, hole sponsorships, gift and cash donations all contributed to a fun and successful tournament.

With your help, along with the participants, we are pleased to give Boots on the Ground (BOTG) \$11,000 dollars. This money goes directly to all the Peer support services BOTG offer first responders in Ontario. BOTG considers Police, Fire, EMS, Corrections, Nurses and Military as first responders, these are the people you are helping.

We now have our focus on next year's tournament, June 22, 2024 @ Ingersoll Golf Club. We hope you will be in a position to contribute to us once again.

In a couple weeks check out our NEW website: www.ptsd1ren.org

Thank you again for your generosity and support that is greatly appreciated.

Stay safe and have a fun summer, we will be in touch in the new year!

Jason White
PTSD First Responders Extended Network

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