



Woodstock Police Force

Standing Order

Date: August 16 th , 2024	Standing Order: 2024-009
Subject: Code of Conduct and Gratuities Policy	
Link to Supporting Documentation:	
Good day. The following Code of Conduct and Gratuities Policy has been updated. Reason for Policy: This Procedure provides guidelines for Woodstock Police Force employees regarding ethical conduct for promoting a high standard of professionalism within the organization. A PDF version has been saved to WPF “TrueNAS U” drive /wpfshare /WPF POLICIES. With thanks,	
Approval – G. Forward, Chief of Police	Date: 16 August, 2024
Signature: <i>G. Forward</i>	

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Subject: Code of Conduct and Gratuities Policy

Policy Number: 2024-009

Effective Date: August 16th, 2024

Next Review Date: August 16th, 2027

Area(s) This Policy Applies to:

Office Responsible for Review of this Policy:

All Staff

Chief of Police or Designated Agent

Related Instruments:

Policy Sponsors:

Chief of Police

Document Pages (including Title Page):

This document consists of 9 pages

Revision History:

Publication Date: August 16th, 2024

Woodstock Police Force

Date of Passage of Current Framework:

August 16th, 2024

**I certify that this Policy was adopted by Woodstock Police
Force as indicated above.**

Date of Revision:

August 16th, 2024

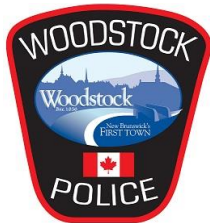
Woodstock Police Force

Approval Date:

August 16th, 2024

Contact:

Gary Forward, Chief of Police



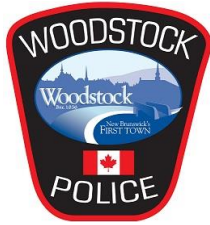
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1. PURPOSE:

This Procedure provides guidelines for Woodstock Police Force employees regarding ethical conduct for promoting a high standard of professionalism within the organization.

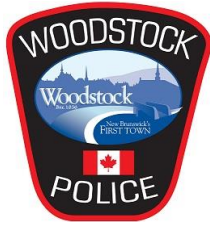
2. DEFINITIONS:

For the purposes of this Policy, the following definitions shall apply:

- 2.1 **Common Law Spouse:** An adult person who has lived with the employee for at least 12 consecutive months and who has been publicly represented as the employee's spouse.
- 2.2 **Direct Supervision:** Involves a reporting relationship where an individual has the authority to direct and control the activities and work assignments of another employee, influence the type and nature of work assignments and/or working conditions, and includes responsibility of completing, reviewing, or approving performance reviews and wage and salary adjustments; administering disciplinary action; and recommending or approving the hiring or firing of an employee.
- 2.3 **Immediate Relative:** Includes husband, wife, children, parents, brothers, sisters (including foster or step) and parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law, and including the domestic partner (i.e., same-sex relationship) or common-law spouse of a person.
- 2.4 **Personal Relationship:** Involves a relationship of a romantic nature or one which is sufficiently close that objectivity is impaired.
- 2.5 **Unacceptable Conduct:** Any action which may bring the Woodstock Police Force into discredit or any other improper use of an employee's position.

This includes, but is not limited to:

- a) being convicted of a criminal offense;
- b) theft of Woodstock Police Force or personal property;
- c) being under the influence of intoxicating beverages and/or chemical substances while on duty as an employee;
- d) insubordination;
- e) negligence of one's duties;
- f) unauthorized use, misuse, or willful damage of a Woodstock Police Force vehicle, equipment, materials, or property;
- g) claims for benefits under false pretenses; or
- h) absence from duty without leave, failure to report after a leave of absence has expired, or after such leave has been revoked or canceled.



- 2.6 **Donations:** Are items given to help a person or organization and can consist of money, property, or services.

3. RESPONSIBILITY:

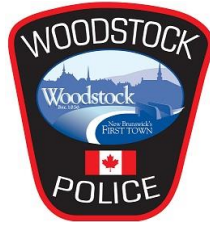
It is the responsibility of the Chief of Police to ensure this Procedure is followed.

4. PROCEDURE:

- 4.1 It is the responsibility of the Chief of Police to ensure all employees are aware of the Code of Ethics.
- 4.2 Woodstock Police Force employees are employed to provide associated public safety services to Woodstock and its citizens. Employees are to uphold and carry on in a manner that fosters and enhances respect for all we come into contact with. In their day-to-day duties, they are to discharge faithfully the obligations of their office regardless of personal considerations and interests.
- 4.3 The Woodstock Police Force requires that all employees meet the highest standards of ethical conduct. Even the appearance of impropriety can be damaging to the organization's reputation and image. Therefore, all employees must be conscious of the potential impact of their professional and personal contacts with customers, suppliers, and the general public. Conduct in both official and personal affairs is above reproach at all times.
- 4.4 WPF staff report any violations forthwith to the Chief of Police whereupon the Chief, or designate, shall investigate and/or report violations of the Code of Ethics and administer corrective action in accordance with federal, provincial statutes and/or departmental policies.
- 4.5 Any reported incidence of violation of this Procedure may constitute cause for employee suspension, removal from employment, or other disciplinary action. Disciplinary action is determined upon investigation and depends upon the circumstances of the violation.

4.6 ***Unacceptable Conduct***

All employees of the Woodstock Police Force have a responsibility to perform their assigned duties and maintain high standards of conduct. Accordingly, Woodstock Police Force employees do not engage in unacceptable conduct as defined in the "Definitions" section above.



4.7 *Conflict of Interest*

Employees must comply with all provisions of the *Municipalities Act* regarding conflict of interest and disclosure of conflict of interest. Employees with a conflict to declare must disclose the matter to the Chief of Police, or designate, as soon as is practicable to do so.

4.8 *Political Activity*

4.8.1 Employees may not use their position on behalf of any political party.

4.8.2 Employees of the Woodstock Police Force may not, in their official capacity, orally, by letter, or otherwise solicit or be in any manner involved in soliciting any assessment, subscription, or contribution to any political party.

4.8.3 Employees may not take part in political campaigns for elected municipal positions of the Woodstock Police Force through any nexus to their position as employees of the Woodstock Police Force.

4.9 *Fair and Equal Treatment*

4.9.1 Employees may not solicit members of senior staff or City Council, directly or indirectly, to obtain preferential consideration in connection with any appointment to municipal service.

4.9.2 Employees may not promise any appointment to any municipal position as a reward or favour.

4.10 *Dedicated Performance of Duties*

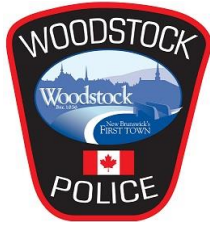
Employees do not knowingly exceed their authority or breach the law or ask others to do so. They strive to fulfill the terms and conditions of their employment and work in full cooperation with other official bodies unless prohibited from doing so by law or by officially recognized confidentiality of their work.

4.11 *Use of Municipal Property*

Employees may not request or permit the use of Woodstock Police Force-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally, or are provided as policy for the use of employees in the conduct of official business. Exceptions may be made by the Chief of Police pending that the request has nexus to a community event and only with WPF police personnel in control and oversight of the equipment requested (e.g., radar equipment at fundraising event or police car requested as part of graduation ceremony).

4.12 *Obligations to Citizens*

WPF employees may not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.



4.13 ***Incompatible Employment***

Employees may not engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his/her municipal duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.

4.14 ***Nepotism***

4.14.1 All applicants for positions have an equal opportunity to obtain employment with the Woodstock Police Force. Employees may not unduly use their position to promote the hiring of specific individuals.

4.14.2 Employees may not use their position to promote the hiring of immediate relatives or persons in a personal relationship.

4.14.3 The following guidelines are used when hiring relatives of an employee:

- i. Any active member of the senior leadership team (SLT) shall be prohibited from employing and immediate relative or person with whom they are involved in a personal relationship.
- ii. Employment of immediate relatives and persons in a personal relationship in the same is discouraged.
- iii. No member of a family may supervise an immediate relative or a person in a personal relationship.
- iv. Employees of the Human Resources Division and/or WPF employees who participate in hiring decisions may not take part in the hiring process if an immediate relative or a person in a personal relationship of such employee is a candidate for a position.

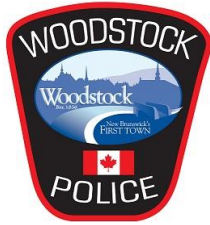
4.15 ***Disclosure of Confidential Information***

4.15.1 No employee may, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Woodstock Police Force, or use such information to advance the financial or other private interest of himself/herself or others.

4.15.2 All electronic mail shall include your name, position, and other office contact information.

4.15.3 All electronic mail sent to addresses outside the organization must include the following disclaimer at the end of the message, below the signature (this feature is automated within Microsoft Outlook for all employees with computers and automatically appears on all outgoing e-mail):

This e-mail communication (including any or all attachments) is intended only for the use of the person or entity to which it is addressed and may contain confidential and/or privileged material. If you are not the intended recipient of this e-mail, any use, review, retransmission, distribution, dissemination, copying,



printing, or other use of, or taking of any action in reliance upon this e-mail, is strictly prohibited. If you have received this e-mail in error, please contact the sender and delete the original and any copy of this e-mail and any printout thereof, immediately. Your cooperation is appreciated.

Any correspondence with elected officials, employees, or other agents of the Woodstock Police Force may be subject to disclosure under the provisions of the Province of New Brunswick *Right to Information and Protection of Privacy Act*.

4.15.4 Other information such as quotations, slogans, graphics, etc., in the closing section of electronic mail must have prior approval of the Chief of Police.

4.16 **Gratuities**

Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the Woodstock Police Force be such that no employee can be accused of showing favouritism or bias toward a vendor. Consequently, all employees are prohibited from accepting gifts, gift certificates, favours, or anything that could reasonably be perceived as a gratuity or that could influence them in the discharge of their duties. This shall not include any reasonable nexus to home-baked products contribution to force events (e.g., burgers), contribution to non-profit interest groups and/or charities supported by the WPF (e.g., donation to WPF Special Olympics Polar Plunge).

Exceptions: Gift Certificates may be accepted if done internally and as part of a member or staff appreciation (e.g. Birthday, Christmas, etc.), and at the discretion of the Chief of Police, or designate.

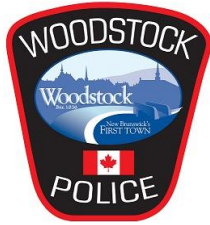
4.17 **Donations**

4.17.1 The acceptance of a donation must satisfy the following principles:

- i. be consistent with the overall goals, objectives and priorities of the Woodstock Police Force;
- ii. not compromise the integrity, objectivity or impartiality of the Woodstock Police Force;
- iii. be beneficial to the community as a whole and be donated without condition to its use or preference of the donor.

4.17.2 Acceptance of all donations requires the approval of the Chief of Police, or designate. All donations presented to officers in relation to police services are to be reported to the Office of Professional Standards (Deputy Chief or designate) immediately after receipt.

WPF Professional Standards will review the circumstances, nature and value of the donation with the Chief of Police in order to determine whether or not it is appropriate for the department to retain.



The Chief of Police will ensure that any donation, loan, or sponsorship accepted by the Force or its members is beneficial to the community as a whole and is handled in a transparent manner. It must provide a direct benefit to the community in the form of improved police service, without causing the Force's priorities to be affected. All donations, loans, sponsorships, and gifts, must be properly documented with Professional Standards including source, nature, significance, and size. The loan, gift, or sponsorship is in no way accepted on conditions providing preference to the donor or influence investigations.

4.17.3 Where the donation involves equipment, vehicles, furniture, or computer hardware/software, the appropriate Town of Woodstock department must be contacted to ensure the items meet with the Town of Woodstock specifications/process prior to accepting the donation.

4.17.4 The Woodstock Police Force does not accept monetary gifts/donations.

4.17.5 In the occurrence of a major event with a large number of incoming donations, the Chief will appoint an internal or external employee to coordinate/manage these donations.

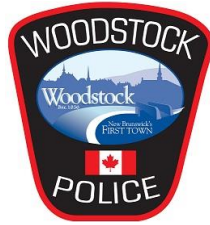
4.18 **Members**

4.18.1 Members shall not solicit or accept donations from any person including any organization or corporation, for the benefit of the Woodstock Police Force, without consent of the Chief of Police or designate, as required.

4.18.2 Unless authorized by the Chief of Police, members shall not:

- i. solicit a subscription or any form of contribution from any person by any means, either directly or indirectly, for any person leaving the Woodstock Police Force, or any police social function;
- ii. circulate subscriptions, sell tickets, or collect money for any purpose other than for religious, charitable, or athletic organization;
- iii. use the name of the Woodstock Police Force in soliciting funds from, or selling anything to, non-members;
- iv. use their official title, rank or membership of the Woodstock Police Force in connection with soliciting funds from, or selling anything to, non-members.

4.18.3 Members shall not under any circumstances solicit or accept donations or any form of contribution for members who have been dismissed.



4.19 *A Guide to Ethical Decision Making*

When making a decision that poses an ethical dilemma, you should apply the SAFE test to determine the appropriateness of your actions. If after applying the SAFE test you are still in any doubt about the validity of a course of action you should seek advice from your supervisor.

Scrutiny

Can the decision you have made withstand the **scrutiny** of affected persons, the courts, the community, the Woodstock Police, NB Police Commission, and the media?

Authorized

Is your decision lawfully allowed or **authorized** by legislation or organizational policy?

Fair

Is the decision **fair** for the affected persons, the community, the profession of Policing, your colleagues, your family, and yourself?

Ethical

Is your deduction **ethical** and in compliance with Standing and Routine Orders? Is it in keeping with the philosophies of the Standard of Conduct, Code of Ethics, and the Force's mission, vision and values?