

# YORK REGIONAL POLICE SERVICES BOARD

Policy Number:

## ELECTRONIC MONITORING POLICY

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| Date Approved:        | October 5, 2022  |
| Date Last Amended     |  |
| Date to be Reviewed:  | March 2023   |
| Legislative Authority | Working for Workers Act, 2022;<br>Employments Standard Act, 2000 |

### Policy Statement

In maintaining the York Regional Police Services Board's ("Board") commitment to transparency, this policy sets out details regarding the Board's electronic monitoring of its employees and contractors including how and in what circumstances the Board may electronically monitor employees and for what purposes for which information obtained through electronic monitoring may be used.

There is a legislated obligation under the *Ontario Employment Standards Act, 2000* (the "Act") for the Board to outline when employees and contractors are electronically monitored, how information is collected and for what purposes. This policy applies to all employees and contractors of the Board.

### Definitions

Electronic Monitoring: is all forms of electronic monitoring of employees and contractors that is done electronically.

### Policy of the Board

1. It is the policy of the Board that the Chief of Police will:
  - a. Develop a procedure that meets the requirements of Part XI. 1 of the Act, which outlines whether the Service electronically monitors civilian members and contractors. Although not statutorily mandated, this procedure may also apply to all sworn members of the Service. This procedure shall:
    - i. Provide a description of how the Service electronically monitors its employees and contractors;
    - ii. Describe how and in what circumstances in which the Service may electronically monitor employees and contractors;

- iii. Outline the purposes for which information obtained through electronic monitoring may be used by the Service; and
    - iv. Set out such other information as may be prescribed.
  - b. Ensure that all existing members and contractors of the Service are provided with a copy of this Policy and associated Procedure, and any amended versions of the Policy and associated Procedure, within 30 days of approval or amendment.
  - c. Ensure that all new members and contractors are provided with a copy of this Policy and associated Procedure, within 30 days of a member's hire date or a contractor's assignment date.
  - d. Ensure that a copy of this policy is retained for 3 years after it is no longer in effect.
2. This policy must include the date the policy was prepared and the date any changes were made to the policy.