



## Windsor Police Services Board

# POLICY

|  |   |                                   |
|--|---|-----------------------------------|
| Policy Name:<br><b>Financial Management Policy</b>           |   | Policy Number:<br><b>FIN - 01</b> |
| Responsible Manager:<br><b>Administrative Director, WPSB</b> | Review Schedule:<br><b>Every 3 years.</b> | Effective Date:<br>May 19, 2022   |
| Repeals:<br><b>NEW</b>                                       | Reporting:<br><b>Annual</b>               | Next Review Date:<br>May 2025     |
| Reference: <b>Finance</b>                                    |   |                                   |
| Related Documents:   |   |                                   |

### 1. POLICY STATEMENT:

- 1.1. Under Section 31(1) (c) of the Police Services Act, the Board shall establish policies for the effective management of the Police Service.
- 1.2. The Board is committed to ensuring that the principles of fiscal integrity and accountability govern the financial planning and financial management practices of the Windsor Police Service.
- 1.3. The Board ensures that policing programs and initiatives are consistent with the goals, objectives and priorities outlined in its Business Plan. Furthermore, the Board also ensures that services are provided in an efficient matter and in a way that provides the greatest value to the taxpayer.
- 1.4. The Chief of Police shall comply with the requirements set out in this policy in directing the Windsor Police Service.

### 2. PURPOSE:

- 2.1. This policy establishes key objectives with respect to financial governance to ensure:
  - Accountability to the taxpayer;
  - Financial commitment to the Business Plan;
  - Efficient use of police resources/funding and;
  - Long-term financial sustainability by optimizing cost, risk and performance.
- 2.2. This policy provides direction to the Chief of Police in establishing procedures with respect to sound financial planning and effective financial management of the Windsor Police Service budget.

### 3. STATUTORY AUTHORITY:

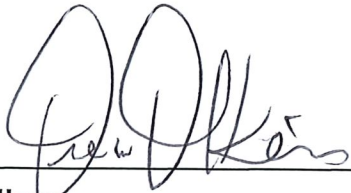
- 3.1. Section 39 of the Police Services Act requires the Board to submit operating and capital estimates to Regional Council in order to maintain the Police Service, provide it with the necessary equipment and facilities, and pay the expenses of the Board's operation.
- 3.2. Subsection 30 (1) of the Adequacy Standards Regulation requires the Board to prepare a Business Plan at least once every three years.
- 3.3. Sections 132 and 133 of the Police Services Act govern property and monies seized by members of the Windsor Police Service in the lawful execution of their duties.

#### **4. FINANCIAL PLANNING:**

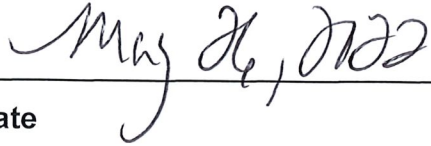
- 4.1. The Board recognizes that stewardship for the use of corporate funds is primarily the responsibility of the Windsor Police Service. Therefore, the Board holds the Chief of Police accountable for the deployment of financial resources within the approved annual budget, for compliance with legal and administrative policies, for efficiency and economy in operations, and for the achievement of annual objectives as set out in the Business Plan.
- 4.2. The Chief of Police shall develop annual operating and capital budgets in formats and timelines established by Council for Board approval which are sustainable, responsible and affordable in current and future years and further which ensure adequate and effective services to the public.
- 4.3. The annual budget shall provide projections that adopt policing practices that align with changing needs, standards and legislation and support industry-leading objectives.
- 4.4. The Chief of Police shall not exceed the approved operating and capital budgets without prior approval from the Board.

#### **5. REPORTING REQUIREMENTS:**

- 5.1. The Chief of Police shall ensure that financial reporting is timely, accurate and relevant. In addition, the Chief of Police shall ensure compliance with all external reporting requirements and establish internal reporting mechanisms within the organization. The reports to the Board shall include:
  - Quarterly reporting;
  - Annual reporting;
  - Annual Operating and Capital Budget which will be presented first to the Board's Finance Committee and then to the regularly scheduled board meeting prior to being submitted to the City of Windsor;
  - A detailed budget document should be posted on the Windsor Police Service website once approved by the Board and before discussed by City Council;
  - The Board approves the City of Windsor Auditor General to include the Windsor Police Service for consideration in developing their audit plan subject to all applicable legislation;
  - Other financial reporting, as requested by the Board or the City of Windsor Auditor General.



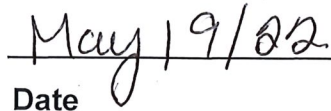
**Drew Dilkins**  
Board Chair



**Date**



**Sarah Sabihuddin**  
Administrative Director



**Date**



## Windsor Police Services Board

# DIRECTIVE

|  |   |                                      |
|--|---|--------------------------------------|
| Directive Name:<br><b>Grant Applications – Delegation of Signing Authority</b> |   | Directive Number:<br><b>FIN - 02</b> |
| Responsible Manager:<br><b>Administrative Director, WPSB</b>                   | Review Schedule:<br><b>Every 3 years.</b> | Effective Date:<br>May 19, 2022      |
| Repeals:<br><b>NEW</b>   | Reporting:<br><b>Annual</b>               | Next Review Date:<br>May 2025        |
| Reference: <b>Finance</b>  |   |                                      |
| Related Documents:   |   |                                      |

### 1. POLICY STATEMENT:

- 1.1. It is the policy of the Board that the Windsor Police Service pursue any grant programs which are consistent with the themes and goals contained in the current Windsor Police Service Strategic Plan.
- 1.2. To support this policy, administrative processes are required to ensure the legal requirements for these grant programs are met. This policy outlines the delegation of the Board's signing authority for administering these grant programs.
- 1.3. This policy also establishes a consistent approach for the processing of grant applications and contractual agreements. Any grant application or contractual agreement shall be processed in accordance with this policy.

### 2. GENERAL:

- 2.1. Section 30 of the Police Services Act provides that a Board may contract in its own name. The Windsor Police Service does not have specific authority to contract with others or to bind the Board.
- 2.2. The Province of Ontario regularly announces grant programs, which align with the objectives, priorities and policies of the Board. The Grant Programs can be delivered through one-time funding, or for an ongoing basis.
- 2.3. These grant programs require that a grant application be submitted in order to determine eligibility for funding.
- 2.4. These contractual agreements generally have a short turnaround time frame and given the Board's schedule of monthly meetings, at times there is insufficient time to allow for formal Board approval to be obtained in order to meet the timelines of the grant process submission/application.

### 3. DELEGATION OF SIGNING AUTHORITY:

#### 3.1. Grant Applications

If a grant application requires a signature of the Board Chair, provided no unbudgeted financial impact, the Board hereby delegates its authority to sign any

grant application to the Chief of Police or such designated officials as may be appointed from time to time by the Chief of Police to act on behalf of the Windsor Police Service for the submission of grant applications.

### 3.2. Contractual Agreements

The Board hereby delegates its authority to sign any contractual agreement as well as any ancillary documents for grant programs to the Board Chair, or in their absence, the Vice-Chair, provided the contractual agreement and ancillary documents have been prepared satisfactory to Legal Counsel.

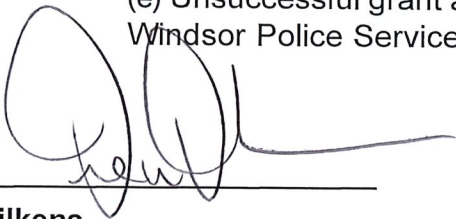
### 3.3. Grant Reporting

The Police Services Board hereby delegates its authority to sign any subsequent grant report or any ancillary document required as part of the contractual agreement to the Chief of Police, or in their absence, the Deputy Chief.

## 4. REPORTING:

4.1. On an annual basis, a report shall be submitted to the Board from the Administrative Director detailing any contractual agreements that have been executed by the Board Chair detailing the following information:

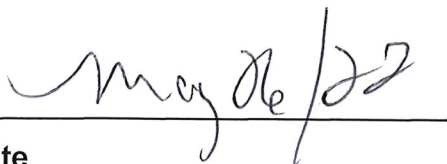
- (a) Name and purpose of the grant program;
- (b) Fiscal year(s) covered;
- (c) Amount of funds awarded;
- (d) Amount of funds received to date;
- (e) Unsuccessful grant applications submitted for inclusion from the Windsor Police Service.



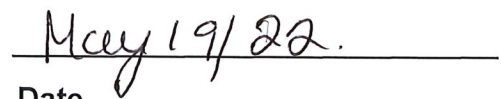
**Drew Dilkins**  
Board Chair



**Sarah Sabihuddin**  
Administrative Director



Date



Date



Windsor Police Services Board

**DIRECTIVE**

|  |   |                                      |
|--|---|--------------------------------------|
| Directive Name:<br><b>Board Travel and Expense Reimbursement</b>                 |   | Directive Number:<br><b>FIN - 03</b> |
| Responsible Manager:<br><b>Administrative Director, WPSB</b>                     | Review Schedule:<br><b>Every 3 years.</b> | Effective Date:<br>May 19, 2022      |
| Repeals:   | Date Last Reviewed:<br><b>May 2022</b>    | Next Review Date:<br>May 2025        |
| Reference: <b>WPS Directive #241-01, City of Windsor, Draft Policy #CS.A3.06</b> |   |                                      |
| Related Documents:   |   |                                      |

**1. PURPOSE:**

1.1. Board members and staff will be required to attend business travel, seminars, conferences, workshops, or training courses related to their duties with the Board. Funds are budgeted annually for these expenses. This policy governs the authorization required to travel and the reimbursement and reporting of expenses incurred.

**2. SCOPE:**

2.1. This policy applies to all Board members and staff.

**3. RESPONSIBILITY:**

- 3.1. The Board is responsible to approve travel;
- 3.2. The Board is responsible to approve travel expense incurred; and
- 3.3. The Board Administrative Director is responsible to report approved travel expenses to the Board.

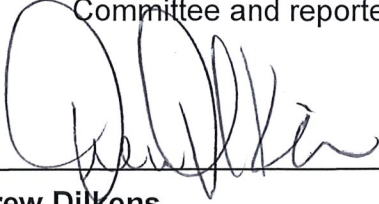
**4. GENERAL:**

- 4.1. Travel to seminars, conferences, workshops, or training courses shall be related to duties with the Board and shall be based on sound judgment and proper regard for the economy;
- 4.2. Travel shall be approved by the Board;
- 4.3. Registration for seminars/workshops/conferences shall be completed by the Administrative Director;
- 4.4. The most practical method of transportation shall be used;
- 4.5. Accommodations shall be selected on the basis of practical location and reasonable cost;
- 4.6. Travel expenses shall be allowed as listed in Appendix "A";
- 4.7. Travel expenses will not be reimbursed for spouse and/or other guests;
- 4.8. Meals, when supplied on airlines, trains, or included in registration/conference fees, will not be reimbursed;
- 4.9. Cash advances for allowable expenses may be requested through the Administrative


Director at least three weeks prior to travel;

4.10. A Cash Expenditure Form for reimbursement of travel expenses shall be completed by the individual and submitted, along with required receipts, to the Administrative Director within two weeks from the date of return from travel;

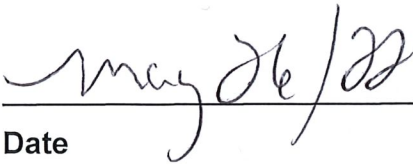
4.10. The Cash Expenditure Form shall be reviewed and approved by the Board's Finance Committee and reported to the Board by the Administrative Director.



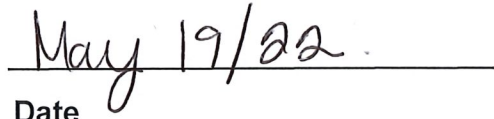
**Drew Dilkens**  
Board Chair



**Sarah Sabihuddin**  
Administrative Director



Date



Date

## TRAVEL EXPENSE ALLOWANCES

### Appendix A

| ITEM                          | ALLOWANCE  | RECEIPTS     | NOTES  |
|-------------------------------|--|--------------|--|
| Accommodation                 | Reasonable room charge   | Mandatory    | Detailed billing required.   |
| Air/Rail fare                 | Lowest economy air rate and up to business class using rail service. | Mandatory    | Detailed billing required.<br><br>Seat selection/upgrades will not be reimbursed.  |
| Ground Transportation         | Actual cost  | Mandatory    | Includes taxis, bus fare, and parking.   |
| Long Distance Telephone Calls | Reasonable allowance   | Mandatory    |  |
| Meals - Business Travel       | \$ 15 Breakfast<br>\$ 25 Lunch<br>\$ 35 Dinner<br>\$ 75 Per Day      | Not Required | Includes taxes and gratuities.<br><br>Per diem amount shall be reduced according to meals provided at seminars, workshops, etc. and/or; meals provided on the basis of departure and return times and/or overnight stay. |
| Personal Vehicle              | \$0.61/km (as of 2022)   | Not Required | Round trip.<br><br>Reviewed annually and tied to Canada Revenue Agency's non-union mileage rates.  |
| Registration/<br>Tuition      | As required  | Mandatory    | Receipt required if paid directly by member.   |





## Windsor Police Services Board

# DIRECTIVE

|   |   |                                      |
|---|---|--------------------------------------|
| Directive Name:<br><b>Public Donations</b>                        |   | Directive Number:<br><b>FIN - 04</b> |
| Responsible Manager:<br><b>Administrative Director, WPSB</b>      | Review Schedule:<br><b>Every 3 years.</b> | Effective Date:<br>May 19, 2022      |
| Repeals:<br><b>NEW</b>  | Date Last Reviewed:                       | Next Review Date:<br>May 2025        |
| Reference: <b>Board Direction, 2010-03-26, P.S.A. s31 (1) (c)</b> |   |                                      |
| Related Documents:  |   |                                      |

### 1. POLICY STATEMENT:

1.1. The Board acknowledges the interest and generosity of citizens, community agencies, and corporations in supporting the Windsor Police Service through donations and sponsorships.

1.2. The Board is committed to ensuring that such donations are used solely for the purpose of enhancing the safety and security of citizens, and that the receipt of these donations does not undermine the integrity, impartiality and reputation of the Windsor Police Service. It is important that the acceptance of these donations is subject to a clear, transparent and accountable process.

### 2. POLICY:

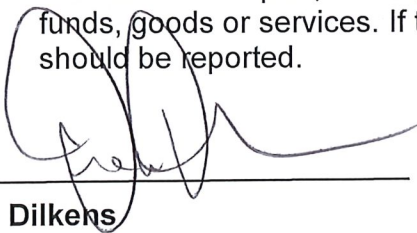
It is the policy of the Board with respect to public donations that:

- 2.1. The donation shall support the objectives and priorities of the Board and provide a community safety benefit to the citizens that the Windsor Police Service provides service;
- 2.2. There shall be no binding conditions attached to the donation, which shall only be used for the sole purpose approved by the Chief of Police or the Board in accordance with this policy;
- 2.3. The acceptance of any donation shall not commit the Windsor Police Service to additional, unbudgeted resources, unless approved by the Chief of Police in consultation with the Board;
- 2.4. The Chief of Police shall be responsible for approving donations valued at less than \$5,000;
- 2.5. No donation valued at more than \$5,000 is to be accepted without the approval of the Board;
- 2.6. Absent exceptional circumstances, no donation shall be accepted from an anonymous source or donor, and in all circumstances the identity of the donor shall be made known to the Board;
- 2.7. No donations shall be accepted from a person whose background, lifestyle or association,

- would be in conflict with the values and objectives of the Windsor Police Service;
- 2.8. If the donation takes the form of equipment, vehicle, furniture, computers etc., the appropriate unit must be contacted to ensure the product meets Windsor Police Service specifications prior to accepting the donation;
  - 2.9. The Chief of Police shall maintain a registry of all donations made to the Windsor Police Service;
  - 2.10. The Chief will ensure that procedures are in place for receiving donations and sponsorships in accordance with the Board's policy. The Chief of Police shall ensure that operational procedures provide detailed control for the accounting of donations. The accounting record shall include proper documentation of the source, value or significance of each public donation and shall be subject to oversight review every three years.
  - 2.11. The Chief of Police shall be responsible to approve public donations valued at less than \$5,000 and shall be presented to the Board in a report detailing the source, amount and purpose;
  - 2.12. Any donations with a one-time or cumulative annual value of \$5,000 or more shall be presented to the Board as above for approval;
  - 2.13. Public donations shall be distributed at the discretion of the Windsor Police Service;
  - 2.14. The Chief of Police will ensure that any accepted donation is beneficial to the community as a whole, and is handled in a transparent manner by an accountable process;
  - 2.15. The Chief of Police will ensure that any accepted donation shall be consistent with the principles as outlined in the *Police Services Act*.

**3. REPORTING REQUIREMENT:**

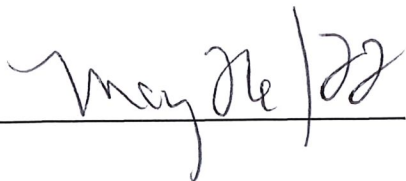
- 3.1. The Chief of Police shall seek the Board's approval for donations of \$5,000 or more.
- 3.2. The Chief of Police shall provide a detailed report to the Board in the first quarter outlining the source, amount and purpose of all donations and sponsorships received by the Windsor Police Service during the previous year. The Chief of Police shall include in this report, investigations that have benefitted from public donations of funds, goods or services. If there were no donations, gifts or sponsorships, this should be reported.



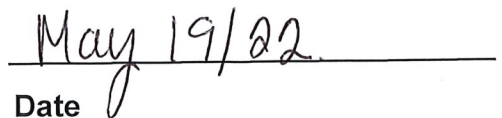
**Drew Dilkens**  
Board Chair



**Sarah Sabihuddin**  
Administrative Director



**Date**



**Date**



## Windsor Police Services Board

### DIRECTIVE

|  |   |                                      |
|--|---|--------------------------------------|
| Directive Name:<br><b>Rewards</b>                            |   | Directive Number:<br><b>FIN - 05</b> |
| Responsible Manager:<br><b>Administrative Director, WPSB</b> | Review Schedule:<br><b>Every 3 years.</b> | Effective Date:<br>May 19, 2022      |
| Repeals: <b>NEW</b>  | Date Last Reviewed:                       | Next Review Date:<br>May 2025        |
| Related Documents:   |   |                                      |

#### 1. POLICY STATEMENT:

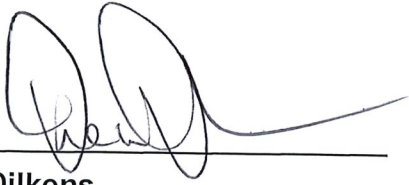
- 1.1. It is the policy of the Board to support the Windsor Police Service in preventing and solving crime, including the pursuit and apprehension of offenders, through the offer and payment of rewards when deemed appropriate by the Board on the recommendation of the Chief of Police.
- 1.2. This policy sets out the guidelines under which the Board will consider offering and paying rewards to persons who provide information that assists in solving a specific, significant crime or crimes, including the location or return of missing persons or property.

#### 2. POLICY:

It is the policy of the Board that:

- 2.1. The Board may from time to time authorize the Chief of Police to publicly offer a reward at the Board's total discretion to any person or persons who supplies information that advances the investigation of any crime, leads to the apprehension or conviction of any person guilty of any offence or leads to the location or return of any missing persons or property;
- 2.2. The Board will consider situations where there is a serious or high-profile case and all reasonable investigative techniques and leads have been exhausted or the investigation will not be resolved through the use of other means.
- 2.3. Upon receipt of a report and recommendation from the Chief of Police, the Board shall determine if the offering of a reward is appropriate in the circumstances. If the Board approves the public offer of a reward, any advertisement, publication or notice respecting reward monies shall be approved by the Chief of Police prior to publication;
- 2.4. During the course of an investigation, a third party wishing to post reward money to assist the Windsor Police Service will:
  - 2.4.1. Deposit the full amount of such reward money with the Board;
  - 2.4.2. Sign an agreement and release consistent with this policy in a form satisfactory to the Board granting their consent to the release of all or any portion of the reward monies to any person or persons at the Board's sole discretion;

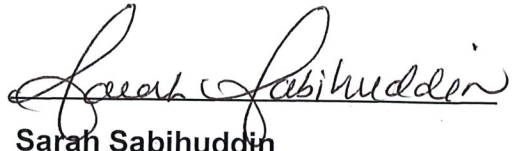
- 2.5. Prior to authorizing the offer of any reward, the Board shall confirm that the required amount of money is within the Windsor Police Service budget or is available from alternate funding sources and/or has been deposited by a third party;
- 2.6. The Board may, in its discretion, advise Windsor City Council if a substantial amount of money has been re-allocated from the Windsor Police Service budget to facilitate the offer of a reward;
- 2.7. Any offer of a reward shall be limited to one year from the publication date of the initial advertisement of the reward;
- 2.8. Any renewal or extension requires Board approval. In the event that the Board wishes to renew or extend the time period of the reward offer, should there be a third party donor of reward monies they shall be so notified;
- 2.10. The third party donor of any reward monies may apply to the Board for the return of such monies after the expiration of one year from the date when the reward monies were deposited with the Board. The Board shall determine, in its total discretion, when it is appropriate to return any portion of the donated reward monies to the third party donor;
- 2.11. The Board is not required to reimburse or return any interest accruing on the donated amount;
- 2.12. Upon receipt of a report and recommendation from the Chief of Police, the Board shall determine if any person or persons is/are entitled to all or any portion of any offered reward;
- 2.13. Members and employees, or immediate family of a member or employee of the Windsor Police Service and/or the Windsor Police Services Board, shall not be entitled to claim any reward monies;
- 2.14. The Board retains authority to decide, in its sole discretion, a person's eligibility for the payment of any reward monies. The identity of any person claiming a reward shall remain anonymous unless the Board approves the disclosure of this information;
- 2.15. At the conclusion of an investigation, a third party wishing to offer reward money to any person who supplied information which leads to the apprehension or conviction of any person guilty of any offence will:
  - Deposit the full amount of such reward money with the Board; and
  - Sign an agreement and release consistent with this policy in a form satisfactory to the Board granting their consent to the release of all or any portion of the reward monies to any person or persons at the Board's sole discretion;
- 2.16. Notwithstanding the foregoing, the Board retains the ultimate discretion to authorize the offer of a reward, as well as the payment to any persons of any portion of any offered reward.
- 2.17. That the Chief of Police shall ensure that the appropriate accounting and audit systems are in place to protect the integrity of reward funds deposited and/or disbursed.
- 2.18. Any claim against outstanding rewards will be made and addressed in writing and directed to the Chair of the Windsor Police Services Board for consideration. Claims shall be made by the actual claimant or an agent acting on his/her behalf.
- 2.19. Correspondence and payments between the Board and claimants will normally be conducted through the Chief of Police.



**Drew Dilkins**  
Board Chair

*May 26 / 22*

Date



**Sarah Sabihuddin**  
Administrative Director

*May 19 / 22*

Date



## Windsor Police Services Board

# DIRECTIVE

|  |   |  |
|--|---|--|
| Directive Name:<br><b>Disbursement of Board Funds</b>        |   | Directive Number:<br><b>FIN - 06</b>   |
| Responsible Manager:<br><b>Administrative Director, WPSB</b> | Review Schedule:<br><b>Every 3 years.</b> | Effective Date:<br><b>May 19, 2022</b> |
| Repeals: <b>NEW</b>  | Date Last Reviewed:                       | Next Review Date:<br><b>May 2025</b>   |
| Related Documents:   |   |  |

### 1. POLICY STATEMENT:

1.1. Section 132(2) of the Police Services Act establishes that the Windsor Police Services Board has the sole authority for spending the proceeds from the sale of property which lawfully comes into the possession of the police service. The Act stipulates that "the Chief of Police may cause the property to be sold, and the Board may use the proceeds for any purpose that it considers in the public interest."

1.2. The Board, in the course of carrying out its duties and responsibilities, accrues funds through a number of avenues including: auctions held to sell unclaimed articles, found and forfeited funds amongst other avenues. These funds are deposited in a special board account (Special Fund) and reviewed periodically to ensure maximum investment benefits are earned.

1.3. It is the policy of the Board that these funds will be spent at the discretion of the Board and with the consensus of the Board, within the guidelines of the Police Services Act of Ontario.

### 2. POLICY:

2.1. The Board is to utilize these funds in accordance within the guidelines of the Police Services Act, and more specifically, the Board will have the authority to commit these funds for items/issues directly related to 5 priority areas including:

#### 1. BOARD ADMINISTRATION

- Recruitment process of Chief of Police and Deputy Chiefs of Police.
- Facilitation of Board and Committee Meetings.
- Conferences, training and provincial meetings.

#### 2. COMMUNITY OUTREACH

- Supporting community policing programs.
- Enhancing community relationships with the Windsor Police Service.

- Supporting crime prevention and education programs.

### **3. AWARDS & RECOGNITION**

- Expenditures related to recognition of the work of board members, Windsor Police Service members and retirees, auxiliary members and volunteers.
- Rewards pertaining to criminal matters and informant fees.
- The Chair and the Vice Chair have been granted standing authority to approve expenditures from the Special Fund for costs associated with the Board's awards and recognition programs.

### **4. BURSARIES & SCHOLARSHIPS**

- Annual bursaries and scholarships with the University of Windsor and St. Clair College.

### **5. WINDSOR ESSEX COUNTY CRIME STOPPERS**

- Transfer of funds to Windsor Essex County Crime Stoppers for the sale of bicycles.

### **3. APPLICATION ASSESSMENT CRITERIA:**

3.1. Requests for funding will be evaluated according to the following criteria:

- 3.1.1. Falls within one of the five delegated categories;
- 3.1.2. Proposes clear, measurable objectives, and benefits;
- 3.1.3. Involves both community partners and the Windsor Police Service;
- 3.1.4. Clearly indicates how funded initiatives will be evaluated;
- 3.1.5. Where appropriate, applicants must indicate how they propose to sustain the initiative after Board funding has been utilized.

### **4. APPLICATION PROCEDURES:**

4.1. Request for funding must be made in writing, signed and forwarded to the Chair of the Board.

4.2. In addition to the requirements stated in the Application Assessment Criteria section, requests must include:

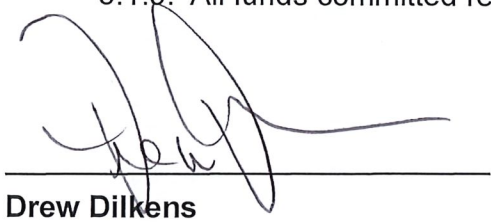
- 4.2.1. Project/initiative mandate;
- 4.2.2. Budget;
- 4.2.3. Timelines for completion;
- 4.2.4. One or more letters of endorsement.

### **5. ADMINISTRATION:**

5.1. It is the policy of the Board with respect to the administration of the Special Fund that:

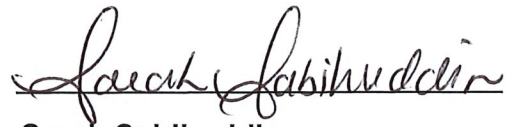
- 5.1.1. All approval of funding is subject to the availability of funds as outlined in this policy;
- 5.1.2. All requests for funding with the exception of initiatives that have been granted standing authority, will be considered as part of the Board's public agenda;
- 5.1.3. The Board will not commit to recurring donations or to the on-going funding of particular initiatives/projects. The approval of funding for a particular purpose will not be considered as a precedent which binds the Board;

- 5.1.4. The Special Fund will not support retroactive funding of events that have already taken place;
- 5.1.5. Recipients of funding will be advised that as a condition of receiving funds, they must file a report that accounts for and evaluates the effectiveness of the event or project which was funded, the use of the funds and, further, they must return any unexpended monies;
- 5.1.6. Recipients of funding must provide this report to the Board within 60 days of the conclusion date noted in their application;
- 5.1.7. The Board, on a case-by-case basis, may consider exceptions to this policy. Exceptions must be clearly stated in the Board report requesting funding;
- 5.1.8. The Board will receive a semiannual financial report of the Special Fund account;
- 5.1.9. All funds committed require the majority support of the Board.



**Drew Dilkens**  
Board Chair

May 26/22  
Date



**Sarah Sabihuddin**  
Administrative Director

May 19/22  
Date