



KINGSTON POLICE SERVICE BOARD

Policy Development (GP-003)

Adopted: September 25, 2025 (Res. 25-89)

Reviewed:

Revised:

Expires: Indefinite

Rescinded:

Legislation: Community Safety and Policing Act, 2019.

1. It is the policy of the Kingston Police Service Board (the Board) with respect to the Board policies required under the *Community Safety and Policing Act* and its *Regulations (CSPA)* that:
 - a) This Board will comply with the *CSPA* and its *Regulations* and other provisions prescribed by the Minister with respect to policy development.
2. The Board, in partnership with the Chief of Police, upon receiving notice of new legislative/regulatory policy requirements, changes required to the Board's existing legislative/regulatory policies or establishing additional policies for the effective management of the Kingston Police Service will:
 - a) Review the applicable legislative/regulatory directive requiring the establishment of a new Board policy;
 - b) Review the Board's existing or previous policy;
 - c) Ensure all new policies or changes are consistent with the requirements of the *CSPA* and its *Regulations*; and
 - d) Ensure the Chief of Police, in partnership with the Board, develops or revises Police Service procedures consistent with the legislative/regulatory requirements and Board policy.

3. The Board, in partnership with the Chief of Police, will develop a draft policy.
4. The policy in draft form will be distributed to all Board Members, the Chief of Police and Deputy Chief for a review period of seven (7) days. During this period, recipients may provide feedback, comments, or suggested revisions to the Policy Committee via email to the Board Administrator.
5. The draft policy will then be presented for final approval at the next regular Board meeting.
6. All Board policies will bear an effective date or revision date and be signed by the Chair and the Board Administrator/Secretary.
7. An archival record of all Board policies will be maintained with all revisions and revision dates clearly indicated.

"original signed by Chair"

Chair

"original signed by Administrator/Secretary"

Administrator/Secretary