



Hamilton Police Service Board Electronic Monitoring (Board Staff) Policy P-003

Effective date: September 23, 2022
Amended: March 28, 2024
Reviewed:

Applicable Legislation

Section 41.1.1 of the *Employment Standards Act, 2000, S.O. 2000, c.41*: Written Policy on Electronic Monitoring.

Policy Application

It is the policy of the Hamilton Police Service Board that:

1. Board staff may utilize electronic devices provided to them by the board for business-related purposes.
2. Electronic devices used by board staff, owned or leased by or through the board, are not normally monitored.
3. Should the board wish to monitor board staff utilization of employer-provided electronic devices, they may do so via direction of the Chair and/or Vice Chair.
4. The Chair and/or Vice Chair of the board may use information obtained through electronic monitoring at their discretion to ensure compliance with board policies and procedures as well as the *Municipal Freedom of Information and Protection of Privacy Act*.
5. All new board staff are to be provided with a copy of this Policy within thirty (30) days of their hire.
6. All existing board staff are to be provided with a copy of this Policy, and any amended version of this Policy, within thirty (30) days of amendment.