



## GREATER SUDBURY POLICE SERVICE BOARD POLICY

<b>SUBJECT:</b> ELECTRONIC MONITORING	<b>POLICY NUMBER:</b> PSB032
<b>EFFECTIVE DATE:</b> October 11, 2022	<b>REVISED DATE:</b> December 17, 2025
<b>REPORTING REQUIREMENTS:</b> Annually, before March 1	

### 1.0 **GENERAL**

- 1.1 The Greater Sudbury Police Service Board (Board) is committed to maintaining a culture of transparency and trust by outlining how and in what circumstances employees are electronically monitored.
- 1.2 This policy protects employees' privacy by requiring details about whether, or how, employees' use of electronic devices are being monitored at the Greater Sudbury Police Service (Service).
- 1.3 This policy applies to all members including sworn, police professionals, temporary staff, volunteers, contractors, and third-party providers authorized to use hardware, software, networks and digital communication tools provided or managed by the Service, regardless of location or device type.
- 1.4 This policy should be read in conjunction with related Board Policies and Service Procedures, Code of Conduct, Oath/Affirmation of Office and any other relevant material.

### 2.0 **DEFINITIONS**

#### **ELECTRONIC MONITORING**

All forms of employee monitoring that is done electronically. This includes, but is not limited to, video/audio surveillance/monitoring, digital activity monitoring, telephone and communication monitoring, access management systems, location tracking technologies, network monitoring, electronic messaging monitoring. This applies to all work locations,

whether at on-site facilities, vehicles or remote/hybrid locations where members conduct official duties.

### **3.0 POLICY**

3.1 It is the policy of the Board that the Chief of Police will:

- a. Develop a procedure that meets the requirements of Part VII.01.01 of the *Employment Standards Act*, which outlines whether the Service electronically monitors members, and if so:
  - i. Provides a description of how and in what circumstances the Service may electronically monitor employees;
  - ii. The purposes for which information obtained through electronic monitoring may be used by the Service; and
  - iii. Such other information as may be prescribed.
- b. Ensure that all existing members 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; and
- c. Ensure that all new members are provided with a copy of this Policy and associated Procedure, within 30 days of a police professional member's hire date.

3.2 This policy will be reviewed annually by the Board and must include the date the policy was prepared and the date any changes were made to the policy.