



**AA50**

**POLICY PROCESS**

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Effective Date: 23 July 1997  
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Reviewed Date: 21 September 2023

**POLICY**

1. The Delta Police Department (“Department”) shall develop and maintain policies, consistent with statute and common law, as required for the administration of the Department, to prevent neglect and abuse by its employees, and to foster the efficient discharge of duties and functions of the Department and its employees.
2. The Chief Constable or delegate will be responsible for the creation and maintenance of Department policy and the procedures associated with carrying out those policies.
3. Department policy will become effective once approved by the Delta Police Board (“Board”) and enforceable once received by Director of Police Services.
4. Department procedures will become effective once approved by the Chief Constable and enforceable once received by Director of Police Services.
5. The Board or a committee of the Board may establish a list of policies, based on the high risk of the associated Department activities, specific to which associated new or amended procedures are to be submitted by the Chief Constable to the Board or its committee for information.

**REASONS FOR POLICY**

6. To provide policies for the administration of the Department that seek to ensure the efficient discharge of Departmental duties and functions.
7. To provide employees with the foundation from which to make sound and consistent decisions without unduly restricting the use of discretion.



8. To facilitate Department compliance with statute law, associated regulatory standards, common law and sound administrative and operational practices.
9. To ensure the efficient management of procedures required to bring policies into effect.

## **DEFINITIONS**

10. For the purposes of this Policy, the following definitions will apply:

**'Policy'**: Sections of Department policies under the headings of 'Policy' and 'Reason for Policy', which serve as directions from the Board to the Chief Constable.

**'Procedures'**: Sections of Department policies under the heading of 'Procedures', which are issued by the Chief Constable to employees.

## **PROCEDURES**

### **Responsibilities**

11. The development, approval, administration, and dissemination of policies shall be coordinated by the Manager, Legal/Risk ("Manager").
  12. The Manager shall analyze policies and consider whether:
    - a) they seek to promote impartial and equitable service delivery, and public trust and confidence in the Department;
    - b) diverse individuals or groups may be disproportionately impacted; and
    - c) in relation to a) and b), seek to apply the resources necessary to assist in the analysis.
- BCPPS 6.1.1, s. 3*
13. The Manager shall maintain an electronic compendium of all policies and ensure all employees have access to the same.

### **Approval Process**



14. New policies or amendments to existing policies may be initiated at the Section level or as directed by the Senior Management Team, and be forwarded to the Manager to assist in research, consultation, and policy drafting.
15. The Manager is responsible for ensuring the following process is adhered to, for all new or amended policies:
  - a) submission to the Deputy Chiefs for approval;
  - b) submission to the Chief Constable for approval;
  - c) for sections under 'Policy' only, a report is submitted and presented to the Board Governance Committee for approval, followed by the same to the Board;
  - d) the policy is amended or uploaded in the electronic compendium;
  - e) employees are notified, if required; and
  - f) the policy is filed with the Director, Police Services.
16. Training regarding new or amended policies shall be coordinated through the Superintendent, Administration Bureau, or delegate.

### **Assigning & Reading Policies**

17. The Manager shall consult with the Senior Management Team to determine whether a given policy must be read by all employees or only certain employee groups, based on the activity and risk addressed in the policy, and must categorize the policy accordingly in the electronic compendium.
18. Employees must read all policies assigned to their employee group and confirm they have done so in the electronic compendium.
19. The Manager shall audit employees' reading of assigned policies quarterly or as directed by a Deputy Chief or the Chief Constable and report non-compliance.
20. Section supervisors shall seek to ensure the employees in their Section have read all assigned policies.