



AA50

POLICY PROCESS

AA50

Effective Date: 23 July 1997
Revised Date 12 February 2014
Revised Date: 16 January 2019

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.

PROCEDURES

Policy and Procedure Administration

10. The development, approval, administration and dissemination of policy and procedure will be coordinated under the direction of the Deputy Chief Constable.
11. Policy and procedure will be contained in one master Policy and Procedure Manual, under the control of the Deputy Chief Constable.
12. Policy will be made accessible to all employees by electronic means, as directed by the Chief Constable.

Policy and Procedure Initiation and Approval Process

13. Department employees may propose new policy or procedures, or amendments to existing or proposed policy or procedures.
14. Employees may submit a draft of a proposed new policy or procedure, or amendments to existing or proposed policy or procedure, to their Supervisor.
15. The Supervisor will review the submission and, if appropriate, submit the proposal to the Deputy Chief Constable.
16. The Deputy Chief Constable, will review the submission and, if deemed appropriate, will assign the matter to the Manager, Risk Management Branch, to further research the need, other policy options and drafting format, and for distribution to key employees for further review and input.
17. Draft policies or procedures may be distributed to the following, based on their interest, expertise or as a result of being affected by the policy or procedure:
 - a) executive and senior management team members;



- b) supervisors who may be affected by the policy;
 - c) President, Delta Police Association;
 - d) President, CUPE; and
 - e) any other position holders directly affected by the draft policy.
18. Supervisors may discuss the proposed policy or procedures with employees under their supervision in order to obtain their input.
19. Input from reviewers may be used to revise the proposed policy or procedures, and if there are significant changes to the proposed policy or procedures, a revised draft will be circulated.
20. After all comments have been considered and a final draft is developed, it shall be returned to the Deputy Chief Constable for consideration and, if approved, presented to the Chief Constable for approval.
21. The Chief Constable shall submit new policy or revisions to policy to the Board Governance Committee.
22. The Chief Constable may approve Department procedure, in support of Board approved policy, and such procedure will become effective once approved by the Chief Constable and enforceable once submitted to, and received by the Director of Police Services.
23. The Board Governance Committee will review all Department policy changes, and may recommend any new or amended policies for Board approval, reject the same, or return them to the Deputy Chief Constable for further review and subsequent re-submission.
24. Policies recommended by the Governance Committee for Board approval will be submitted by the Deputy Chief Constable to the Board Secretary for the next scheduled Board meeting.
25. The Board may approve or reject recommended new or amended policies and, if not approved, may return the same to the Deputy Chief Constable for redrafting and resubmission.
26. Policy approved by the Board and procedure approved by the Chief Constable will be filed with the Director, Police Services, by the Deputy Chief Constable.



27. Policy becomes effective once approved by the Board and procedure becomes effective once approved by the Chief Constable, and both become enforceable once filed with Police Services.
28. Policy and procedures will be published on the Intranet or other appropriate electronic media, so that all employees have ready access to the same.

Responsibilities

29. All Department employees and volunteers are required to carry out their duties in accordance with Department policy and procedures, and are required to make themselves familiar with all Department policy and procedures relevant to their duties.
30. Where policy and procedures are published as “must read”, it is incumbent on the employee to read, and mark as read, those policies and procedures, and by marking the same as “read”, employees confirm their understanding and acceptance to carry out their duties and ensure their behaviour conforms to a policy and associated procedures.
31. Where employees fail to comply with the requirement to read, and record as having read the required policy and procedures, a report will be sent to their supervisor who will be required to ensure that the action is completed, and, in the event of refusal by the employee or continued non-compliance, the matter will be escalated to the Chief Constable and disciplinary action may be taken.
32. The Risk Manager shall monitor, audit and report instances where employees have failed to read, and record as having read, policy and procedures as required. Reports on non-compliance will be made at least every 3 months, and sent to supervisors who are to ensure compliance in their sections.
33. Where new or amended policy or procedures create a need for training, the Inspector, Human Resources Branch, shall ensure that necessary information is communicated in a timely manner, and will advise Supervisors when specific policy or procedures require in-service training.
34. Responsibility rests with Supervisors to record the date and content of policy or procedure training, and to forward documentation the same to the Inspector, Human Resource Branch.