



REPORT TO THE EDMONTON POLICE COMMISSION

DATE: January 8, 2019

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SUBJECT: EPC Policy Revisions

RECOMMENDATION(S):

That the Commission approve policy revisions to the following policies:

- 1) 1.1.1 Vision and Mission
- 2) 1.1.2 Authority and Accountability
- 3) 1.1.3 Discrimination and Harassment
- 4) 1.1.4 Police Commission and Police Service Planning
- 5) 1.1.7 Policy Development
- 6) 2.4.1 Awards
- 7) 2.5.1 Rewards
- 8) 4.3.1 Evaluation of Commission
- 9) 4.3.2 Evaluation and Re-Appointment of Commission Members

COMMENT / DISCUSSION:

All of the above listed policies revisions were reviewed by the Governance Committee and are being recommended to the full Commission for approval.

(Attach)

(REVISED)

Effective: Nov. 30, 2007 Repealed:	Revised: Nov. 22, 2013 Sept. 17, 2015
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1.1 SETTING THE DIRECTION FOR POLICING IN EDMONTON

1.1.1 VISION AND MISSION

The Edmonton Police Commission sets a strong foundation of consensus for the organization through its vision and mission statements. Both of these statements guide the development of the strategic plan, goals and objectives, and set a clear direction for the organization.

Definitions:

VISION STATEMENT: is a vivid idealized description of a desired outcome that inspires, energizes and helps create a mental picture of your target. The vision statement communicates both the purpose and values of the organization.

MISSION STATEMENT: defines the organization's purpose and primary objectives. Its prime function is internal communication of the organization's measures of success and its prime audience is the leadership team and stakeholders.

Guidelines:

1. The Edmonton Police Commission shall have vision and mission statements that describe the desired outcomes and objectives of the Commission.
2. Both the vision and mission statements shall be reviewed at least every second year.

(REVISED #2)

1.1.2 GOVERNANCE

Effective: Nov. 30,2007	Revised: April 19, 2012 Sept. 17, 2015
Repealed:	

1.1.2.1 AUTHORITY AND ACCOUNTABILITY

The legislative intent behind the creation of the Edmonton Police Commission (the “Commission”) is to ensure that the Edmonton Police Service (the “Service”) remains a separate and independent body from the municipality. The Police Commission has a unique relationship with Edmonton City Council and it exists, in part, to ensure an arm length relationship exists between the Service and the political decision making process. The Commission is responsible for ensuring that the police provide effective and efficient services.

The Commission is responsible to both the City of Edmonton and the Province of Alberta for exercising good governance in their oversight role of the Service on behalf of the general public, staff, volunteers and other stakeholders.

Through the *Police Act* the Government of Alberta requires that the City of Edmonton establish a police commission through bylaw and to prescribe the rules governing its operations and appoint its members. The Act requires that the Commission oversee the Service and to that end, it is expected to:

1. Allocate the funds provided by Council;
2. Establish policies providing for efficient and effective policing;
3. Issue instructions, as necessary, to the Chief of Police in respect of the policies referred to in 2;
4. Ensure that the Service employs sufficient persons for the purposes of carrying out the functions of the Police Service;
5. In consultation with Service management, establish policing priorities and participate in strategic planning for the Service in Edmonton;
6. In consultation with the Chief of Police, prepare estimates of all money required for each fiscal year and a yearly plan specifying the level of police service and programs to be provided in respect of the municipality.
7. Appoint the Chief of Police, subject to ratification by City Council;
8. Appoint a public complaint director;
9. Receive public complaints;
10. Monitor the public complaint process;

11. Carry out independent reviews of public complaints made as to the policies of or the services provided by the Service, or the actions of a police officer;
12. Consider appeals of the Chief of Police's decision in complaints as to the policies of or the services provided by the Service; and
13. Review complaints against the Chief of Police.

Guidelines:

1. Individual Commissioners are appointed by Edmonton City Council. As a Commission, they are responsible to Council as a corporate body within the parameters of the *Police Act*.
2. The Commission may make assignments to individual Commissioners, employee(s) or member(s) of a committee; however the Commission retains ultimate responsibility and accountability.
3. The Commission will account to Council and other key stakeholders through annual and periodic reports on the activities and finances of the Commission and of the Service.
4. The Commission will provide access to minutes of Board meetings, as per FOIP regulations.
5. The Commission will receive representations from the general public and will consult with key stakeholders.
6. The Commission will operate in an open and transparent manner.

References:

1. *Police Act, RSA 2000, cP-17*
2. *City of Edmonton Bylaw (No 14040), Edmonton Police Commission Bylaw, December 15, 2015*
3. *Freedom of Information and Protection of Privacy Act*

(REVISED #2)

Effective: Nov. 30, 2007	Revised: September 17, 2015
Repealed:	

1.1.3 DISCRIMINATION AND HARASSMENT

The Edmonton Police Commission (the “Commission”) affirms its commitment to the principal that all people have the right to live and work in an environment free of discrimination and harassment, and will use this as a guiding principle in dealing with all people.

The Commission promotes and expects respectful and responsible behaviour when interacting with each other, Commission staff, members of the Edmonton Police Service (the “Service”), and the public. The Commission will also promote a work environment that is free from discrimination and harassment.

Guidelines:

1. The Commission will implement policies that promote equality within the Edmonton Police Commission which ensure that all individuals are treated equally, with respect and dignity, and in a manner which is wholly consistent with the protection of the fundamental rights as provided by law to all persons regarding individual rights and employment opportunities.
2. The Commission will implement policies to ensure that the Commission’s work environment is free of discrimination and harassment, and ensure that Commissioners and Commission staff treat the public in the same manner.
3. All Commissioners and staff will be made aware of these policies on commencement of their duties.
4. The Commission will establish and maintain a complaint investigation procedure in which all harassment and discrimination complaints are handled seriously, expeditiously and appropriately.
5. The Commission expects that the Chief of Police will develop policy and procedures for the Service that address workplace discrimination and harassment ensuring that the principles outlined in this policy statement are reflected.

References:

1. *EPC Policy 3.1.6 – Respectful Workplace*
2. *EPC Policy 4.2.1 – Code of Conduct*
3. *EPC Policy 4.2.2 – Reporting A Breach Of The Oath Of Office and/or Code Of Conduct*
4. *Appendix C – Code Of Conduct*

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1.1.4 POLICE COMMISSION AND POLICE SERVICE PLANNING

1.1.4.1 LONG-TERM PLANNING

Under the *Police Act*, the Edmonton Police Commission (the “Commission”) oversees the Edmonton Police Service (the “Service”) and has the responsibility of establishing policing priorities and participating in consultation with the Police Service in the development of a strategic plan.

Guidelines:

1. The strategic plan will be developed in consultation with the Service and will be brought forward to the Commission for approval.
2. The plan will be reviewed and revised as required annually by the Commission.
3. The plan will go through a comprehensive review and re-development at a minimum every three years.
4. The Commission, in partnership with the Service, will develop key performance indicators and measures that take the following objectives into consideration:
 - a. the Service’s existing and/or previous performance and/or estimated costs;
 - b. crime trend analysis, and other social, demographic and economic factors that may impact the community;
 - c. community expectations derived from a public consultation process.

References:

1. *Police Act, RSA 2000, c P-17*

1.1.4.2 ANNUAL POLICING PLAN

Pursuant to the *Police Act* and consistent with the strategic plan prepared under policy 1.1.4.1, the Chief of Police will prepare an Annual Policing Plan for review and approval by the Edmonton Police Commission that outlines the level of police service and programs to be provided to the City of Edmonton.

Guidelines:

1. The Annual Policing Plan will provide operational details in regards to the level of service provided.
2. The Plan will include implementation strategies and performance targets.
3. Results shall be reported quarterly by the Service to the Commission.
4. The Commission must approve any material changes to the Annual Policing Plan.

1.1.4.3 ANNUAL AUDIT PLAN

As a statutory body, the Edmonton Police Commission must be publically accountable for the governance and oversight of the Police Service. With that responsibility in mind, the Chief of Police will provide the Commission with an Annual Audit Plan which outlines and addresses the risks affecting the organization. The risks identified in this plan will be those whose priority merits an audit review.

Guidelines:

1. The Commission will annually review the Service's risk profile and ensure mitigation strategies are in place.
2. The Service will provide the Commission regular performance reports of the identified risk mitigation strategies.

References:

1. *EPC Policy 1.1.5 – Risk Management & Audit*
2. *Appendix E – Risk Management & Audit*

1.1.4.4. ANNUAL OPERATIONAL PLANNING

The Edmonton Police Commission is responsible for fulfilling a number of governance and oversight functions as outlined in the *Police Act*. In addition to preparing a joint strategic plan, the Commission is committed to developing an operational plan (work plan) for the Commission that details specific activities and events to be undertaken to implement strategies.

Guidelines:

1. The Commission's Operational Plan will be developed annually and will align with the goals and objectives within the Strategic Plan.
2. The Operational Plan will include a statement of the Commission's priorities for the year, and strategies for engaging with the public and identifying and developing relationships with key stakeholders.
3. The Commission's Annual Operating Plan will be shared with Edmonton City Council and the Chief of Police.
4. The Commission will revisit and revise the Operational Plan on an ongoing basis and will be responsive to emergent needs and/or changes in priorities.

(REVISED)

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1.1.7 POLICY DEVELOPMENT

Policies of the Edmonton Police Commission (the “Commission”) are developed and maintained to ensure consistency for the organization and provides a framework for decision making.

The supporting legislation for policy development for the Edmonton Police Commission is the *Police Act* which gives the Commission the authority to establish policies providing for efficient and effective policing.

Guidelines:

1. All policies and policy revisions must be adopted by formal resolution of the Commission.
2. Existing policies will be reviewed regularly, every three years as a minimum, to ensure alignment with the Commission’s Strategic Plan and any changes to applicable legislation or regulation.
3. When appropriate, the Executive Director shall seek legal advice on the intent or wording of a policy.
4. The EPC Policy Manual will be maintained in an electronic format, available to all members of the public through the Commission’s website.
5. The Executive Director shall develop administrative procedures to carry out approved policy direction.

References:

1. *Police Act, RSA 2000, c P-17*
2. *EPC Authority and Accountability Policy 1.1.2.1*

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2.4 AWARDS

2.4.1 AWARDS

The Edmonton Police Commission (the “Commission”) endorses and supports the recognition of citizens, sworn and non-sworn members of the Edmonton Police Service (the “Service”) and volunteers who have made a significant contribution to the work of the Edmonton Police Service.

Formal recognition of deserving individuals and groups is extended through the following awards:

1. Edmonton Police Commission Citizen Awards
2. Problem Solving Award
3. Edmonton Police Service Awards

Guidelines:

1. The Commission endorses the Service’s awards and recognition programs.
2. A civilian may be presented a Citizen Award in recognition of an act of:
 - a) Conspicuous courage and/or,
 - b) Meritorious action and/or,
 - c) Outstanding concern and compassion to an individual or their community in situations which the police become involved.
3. A civilian can be nominated by either a Service member or a member of the Commission.
4. A Problem Solving Award is given to the Recruit with the highest score obtained in this section of each Recruit Training Program.

Procedures:

1. The Commission will appoint one or more delegates to the Edmonton Police Service Awards Board.

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Repealed:	

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2.5.1 REWARDS

On occasion, when normal investigative techniques fail to solve a particularly serious or high profile case, the offering of a monetary reward may provide the necessary incentive to revitalize case activity.

The Edmonton Police Commission (the "Commission) recognizes and endorses the use of rewards in cases where the Chief of Police is of the opinion that the reward will assist in the investigation of crimes.

Guidelines:

1. A monetary reward may be considered for any case under investigation when the case is particularly serious, offensive, or of very high profile and all other reasonable investigative techniques and leads have been exhausted.
2. Rewards will not be given to persons whose knowledge arose through their own participation in the criminal activity.
3. No Commissioner, Commission staff, sworn and non-sworn member of the Edmonton Police Service, or immediate family member will receive an award for the apprehension of a suspect, or wanted persons, or for supplying information.
4. The Chief of Police manages the administration of awards.

Procedures:

1. The Chief will submit for approval to the Commission a proposal for the establishment of a reward. The proposal will include recommendations regarding the posting and the amount of the reward.
2. All rewards will be posted and advertised under the authority of the Commission.

3. Rewards remain current for three years and can be renewed for additional terms of up to three years each.
4. The Chief will submit any recommendations regarding disbursement of reward funds to claimants to the Commission for approval.

(REVISED)

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4.3.1 EVALUATION OF COMMISSION

The Edmonton Police Commission (the “Commission”) is committed to effective board governance and acknowledges that the process of evaluation contributes to increased performance of the Commission as a whole and increased capacity-building.

A formal assessment of the Commission as an entity will assist in identifying strengths, achievements and areas for improvement.

Guidelines:

1. The Commission will carry out a formal assessment of their performance at a minimum of once per year. This assessment will measure how Commissioners perceive the Commission is performing its duties.
2. The Commission will carry out a comprehensive governance review of the Commission as a whole at a minimum of once every four years. This review will assess the state of the Commission’s current governance model and assess processes to ensure they are effective in carrying out the responsibilities of the Commission. This process will involve input from Commission members, staff, the Chief of Police, and may involve input from other stakeholders.
3. Results from these evaluations will be used to inform strategic planning, policy development and/or revision(s), educational opportunities and address any missing skills or competencies on the Commission.

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(REVISED)

4.3.2 EVALUATION AND RE-APPOINTMENT OF COMMISSION MEMBERS

As required by the City of Edmonton policy C575C – Agencies, Boards and Commissions, the Edmonton Police Commission (the “Commission”) will provide recommendations to City Council (“Council”) on the re-appointment of Commissioners.

Guidelines:

1. Commission members are to be appointed on the basis of their skills and experience in a decision making capacity.
2. Re-appointments to the Commission will be at the pleasure of Council, regardless of the length of term of appointment.
3. Re-appointments will be made up to a maximum of six consecutive years, unless otherwise directed by Council.

Procedures:

1. The Chair of the Commission shall evaluate each Commissioner and submit recommendations to Council on the re-appointment of all Commissioners, other than the Chair. This report is to contain relevant information such as: background of current member, time commitment and attendance, existing skill set and deficiencies, recommendation with respect to members eligible for re-appointment.
2. The Chair shall provide each Commissioner with a copy of their evaluation and the recommendation to be submitted to Council.
3. The Commission as a whole shall, in the absence of the Chair, evaluate the Chair and submit a recommendation in respect to their re-appointment as a Commissioner.

References:

1. *City of Edmonton Policy C575C – Agencies, Boards, Committees and Commissions*