



## **REPORT TO THE EDMONTON POLICE COMMISSION**

**DATE:** January 8, 2019

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**SUBJECT:** EPC Policy Revisions

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### **RECOMMENDATION(S):**

That the Commission approve the revisions to the following policies:

- 1) 2.1.1 Appointment of the Chief of Police
- 2) 2.1.3 Appointment of Acting Chief of Police
- 3) 2.1.4 Succession Planning
- 4) 3.1.1 Commission Staff
- 5) 3.1.2 Security Clearances for Staff
- 6) 3.1.3 Staff Evaluation

That the Commission rescind policy #3.1.4 Information Management.

### **COMMENT / DISCUSSION:**

The proposed policy revisions were reviewed by the HR Committee and are recommended for approval by the full Commission.

The guidelines for policy 3.1.4 Information Management are captured under policy 3.1.1 Commission Staff as it relates to the delegation of responsibility to manage requests under the FOIP Act.

(Attach)

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Repealed:</b>	

**(REVISED #2)**

### **2.1.1 APPOINTMENT OF THE CHIEF OF POLICE**

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Pursuant to the *Police Act* the Edmonton Police Commission (the “Commission”) is responsible for appointing a Chief of Police (the “Chief”) for the Edmonton Police Service (the “Service”).

#### **Guidelines:**

1. The Commission is responsible for hiring the Chief subject to ratification by City Council.
2. The Commission has the authority to determine the executive search process utilized to hire a Chief and to determine the remuneration.
3. The terms and conditions of the Chief’s employment shall be set out in a contract with the Commission.
4. The Chief reports to, and takes direction from, the Commission in accordance with applicable legislation.
5. The Chief will assume the responsibility for providing overall leadership to the Service by communicating the Commission’s vision and participating in the development of the Commission’s strategic plan.
6. The Chief will be accountable to the Commission for the effective management of all human and financial resources of the Service.
7. The Commission will evaluate at a minimum the performance of the Chief on an annual basis.
8. The Commission has delegated the power to appoint all police officers and civilian employees for the Service to the Chief.

#### **References:**

1. *Police Act, RSA 2000, c P-17*
2. *EPC Policy 1.1.4 – Police Commission And Police Service Planning*

**(REVISED)**

<b>Effective:</b> Dec. 15, 2016	<b>Revised:</b>
<b>Repealed:</b>	

### **2.1.3 APPOINTMENT OF ACTING CHIEF OF POLICE**

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The Edmonton Police Commission (the “Commission”) is responsible for the appointment of the Chief of Police for the City of Edmonton and delegates the appointment responsibility for Acting Chief of Police to the Chief of Police.

#### **Guidelines:**

1. The Chief of Police will, when not available to provide supervision or direction, appoint a Deputy Chief of Police as Acting Chief of Police to assume these duties.
2. When a Deputy Chief of Police is not available to assume these duties, the Chief of Police will appoint any eligible individual from the Service as Acting Chief of Police as long as this individual is deemed a police officer as defined under the Police Act.
3. The Chief of Police will notify the Chair of the Commission when these appointments are made.

#### **References:**

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

<b>Effective:</b> Nov. 30, 2007 <b>Repealed:</b>	<b>Revised:</b> April 19, 2012 September 17, 2015
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**(REVISED)**

#### **2.1.4 SUCCESSION PLANNING**

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Pursuant to the *Police Act*, The Edmonton Police Commission (the “Commission”) is responsible for ensuring that sufficient persons are employed for the Edmonton Police Service (the “Service”) for the purpose of carrying out the functions of the police service.

Succession planning strategies need to be in place to ensure the availability of qualified replacements with the required skill sets and competencies to fill unexpected or upcoming vacancies within the Service.

##### **Guidelines:**

1. The Commission requires that the Chief of Police undertakes succession planning for the Service.
2. The succession planning strategy should include assessment systems that can measure the development of skills, competencies, and required knowledge. The strategy should also incorporate coaching, mentoring, training, and recruitment methods that match personnel requirements and future needs of the Service.
3. As part of the overall succession plan, the Chief of Police shall report annually to the Commission the succession plans for the position of Chief of Police, Deputy Chiefs, and senior officers.

##### **References:**

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

**(REVISED)**

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012 October 27, 2016
<b>Repealed:</b>	

### **3.1 HUMAN RESOURCES**

#### **3.1.1 COMMISSION STAFF**

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Pursuant to its responsibilities under the *Police Act*, the Edmonton Police Commission (the “Commission”) will employ an Executive Director. The duty of the Executive Director will be to ensure that the Commission is able to fulfill its obligations under the *Police Act*

The purpose of this policy is to provide a broad holistic description of the roles and responsibilities of the Commission’s Executive Director and staff reporting structure.

##### **Guidelines:**

1. The Commission appoints an Executive Director, who reports directly to the Chair and members of the Commission.
2. The Executive Director is responsible to:
  - a) Provide administrative support and advice on matters of governance, policy and procedures to the Commission;
  - b) Develop administrative procedures to fulfill Commission obligations created by Federal and Provincial legislation;
  - c) Manage and organize the flow of information and documentation;
  - d) Ensure the preparation and circulation of meeting agendas and materials;
  - e) Ensure that an accurate record is kept of all Commission proceedings, correspondence and records;
  - f) Act as the Commission’s Coordinator for the purposes of the *Alberta Freedom and Protection of Privacy Act*;
  - g) Conduct research, analysis and writes reports for, and on behalf of, the Commission
  - h) Prepare and monitor the Commission’s budget; and
  - i) Oversee the management of the Commission office and staff.
3. The following positions also report directly to the Commission: Chief of Police, Chief Internal Auditor, and Public Complaint Director/Legal Counsel when providing advice to the Commission.

##### **References:**

1. *Alberta Freedom and Protection of Privacy Act*.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Repealed:</b>	

**(REVISED #2)**

### **3.1.2 SECURITY CLEARANCES FOR STAFF**

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The Edmonton Police Commission (the “Commission”) is committed to managing and mitigating potential risk to the Commission and Edmonton Police Service by assessing the background of staff.

#### **Guidelines:**

1. The Commission requires that enhanced security clearances be conducted for all staff members and contractors who are provided with access to sensitive police information.

#### **Procedures:**

1. The Executive Director will be responsible for ensuring all staff members and contractors with access to sensitive information are subject to an enhanced security clearance.
2. This requirement will be outlined in all materials relevant to the hiring process including, but not limited to, job postings and requests for proposals.

#### **References:**

1. *Edmonton Police Service – Enhanced Security Clearance Policy – HR36PO*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Repealed:</b>	

**(REVISED)**

### **3.1.3 STAFF EVALUATION**

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The Edmonton Police Commission (the “Commission”) expects all employees to perform their duties in an efficient and effective manner.

#### **Guidelines:**

1. In order to ensure a high level of performance, regular performance reviews will be carried out.
2. The objectives of these reviews are:
  - a) to achieve Commission goals;
  - b) to provide employees with a clear and concise understanding of their duties and responsibilities within their assigned jobs;
  - c) to establish measuring tools by which the employee’s performance in completing their duties and responsibilities can be evaluated;
  - d) to identify employee training and staff development needs; and
  - e) to encourage employees to identify and overcome barriers which limit performance.
3. The Commission will conduct at a minimum an annual review of the Executive Director, the Chief Internal Auditor, and the Chief of Police.
4. The Executive Director will conduct at a minimum an annual review of all other Commission employees not listed in Guideline 3.

#### **Procedures:**

1. The Executive Director is responsible for:
  - a) ensuring that a job description exists for each employee
  - b) appraising current performance levels and discussing performance expectations with the employee on an ongoing basis
  - c) identifying areas of each job in which training is needed
  - d) determine what future objectives/expectations they wish to set.

(CURRENT)

### 3.1.4 INFORMATION MANAGEMENT

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The Edmonton Police Commission is a public body under the Alberta *Freedom of Information and Protection of Privacy Act* (FOIP Act) and complies with the access to information provisions therein.

For the purpose of the *FOIP Act*, the Commission delegates its powers, duties and functions as the head of the public body to the Executive Director in respect to all FOIP matters.

The Executive Director is responsible for taking steps to ensure the Commission's compliance with the *FOIP Act*.

The Executive Director will report annually to the Commission on requests for information under the *FOIP Act*.

References:

1. *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.