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# EDMONTON POLICE COMMISSION POLICY MANUAL

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*Guardian of Public Trust*

Updated: Nov. 2022

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<b>Effective:</b> Sept. 17, 2020	<b>Revised:</b>
<b>Repealed:</b>	

## **1.0 GOVERNANCE**

### **1.1 INTENT OF POLICY MANUAL**

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The policy manual of the Edmonton Police Commission (Commission) outlines the authority in carrying out their duties in accordance with legislation, regulations, written policy, and procedures.

#### **Guidelines:**

1. The Commission's policy manual compiles all policies, procedures, and guidelines into one document.
2. Notice of amendments to any portion of the document are provided as they occur.
3. Enquiries concerning the contents of the manual or its use and/or interpretation may be referred to the Executive Director.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> Nov. 22, 2013
<b>Reviewed:</b> Sept. 22, 2022	Sept. 17, 2015
	January 17, 2019

### 1.1.1 VISION AND MISSION

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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.

<b>Effective:</b> Nov. 30,2007	<b>Revised:</b> April 19, 2012
<b>Reviewed:</b>	Sept. 17, 2015
	January 17, 2019
	Sept. 22, 2022

### 1.1.2 AUTHORITY AND ACCOUNTABILITY

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#### Definitions:

**Adequate, efficient and effective policing:** are defined in the Government of Alberta's *Policing Oversight Standards for Municipal Police Commissions* as follows:

- **Adequate** policing is equitable and efficient:
  - Equitable: Provides the community specified needed and desired level and standard of service.
  - Efficient: Balance community specified needed and desired level and standard of service against the cost.
- **Effective** policing meets specified goals developed by community and police:
  - Community specified level and standard of service
- **Level of service** - resources available to police:
  - Number of members (including civilian specialists) of an agency;
  - Availability of members to do work; and
  - Facilities and equipment
- **Standard of service** - nature and quality of work provided:
  - Staff knowledge, skills and abilities;
  - Equipment and specialized resources; and
  - Organization oversight (internal): quality of supervision and management; policies/procedures; planning/reporting.

The legislative intent behind the creation of the Edmonton Police Commission (Commission) is to ensure that the Edmonton Police Service (Service) remains a separate and independent body from the municipality. The Police Commission has a unique relationship with Edmonton City Council (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 adequate, 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 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*
4. *Alberta Justice and Solicitor General December 16, 2014 - Alberta Policing Oversight Standards For Municipal Police Commissions*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015 January 17, 2019
<b>Reviewed:</b> Sept. 22, 2022	

### **1.1.3 DISCRIMINATION AND HARASSMENT**

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The Edmonton Police Commission (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 (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.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Reviewed:</b>	September 17, 2015
	January 17, 2019
	Sept. 22, 2022

#### **1.1.4 POLICE COMMISSION AND POLICE SERVICE PLANNING**

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##### **1.1.4.1 LONG-TERM PLANNING**

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Under the *Police Act*, the Edmonton Police Commission (Commission) oversees the Edmonton Police Service (Service) and has the responsibility of establishing policing priorities and participating in consultation with the 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 strategic plan will be reviewed and revised as required annually by the Commission.
3. The strategic 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 BUSINESS PLAN**

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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 Business Plan (Plan) for review and approval by the Commission that outlines the level of police service and programs to be provided to the City of Edmonton.

##### **Guidelines:**

1. The 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 semi-annually by the Service to the Commission.
4. The Commission must approve any material changes to the Plan.

#### **1.1.4.3 ANNUAL AUDIT PLAN**

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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 audit 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 – EPC and EPS Internal Audit Charter*

#### **1.1.4.4. ANNUAL OPERATIONAL PLANNING**

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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 will revisit and revise the Operational Plan on an ongoing basis and will be responsive to emergent needs and/or changes in priorities.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Repealed:</b>	March 21, 2019
	Feb. 17, 2022

### 1.1.5 RISK MANGEMENT AND AUDIT

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It is the responsibility of the Edmonton Police Commission (Commission) to ensure that the Edmonton Police Service (Service) are effectively managing all significant risks the organization faces.

The Commission also provides the oversight function for all audit functions and overall risk management for the Service to ensure that its assets and reputation are protected and safeguarded within reasonable business limits.

#### **Definitions:**

**Risk:** is the effect of uncertainty on objectives and is a positive or negative deviation from what is expected. In this policy risk refers to all those social, economic, organizational and human elements both within the Service and the community it serves that would affect the achievement of the Service's approved mission, goals, objectives and activities.

**Risk Management:** refers to a coordinated set of activities and methods used to direct and control the risks that can affect an organization's ability to achieve its objectives and to provide reasonable assurance regarding the achievement of the organization's objectives.

**Risk Management Framework:** is a set of components that support and sustain risk management throughout an organization.

**Risk Management Process:** is the process of systematically applying risk management policies, procedures, and practices to a set of activities intended to establish the context, communicate and consult with stakeholders, and identify, analyze, evaluate, treat, monitor, record, report, and review risk.

**Risk Profile:** is a representation at a given point in time of an organization's overall exposure to some specific risk or group of risks.

#### **Guidelines:**

1. The Commission will be the primary oversight for all external and internal auditors.

2. The Commission will integrate risk management into policies, strategic planning and oversight of the Service.
3. The Commission will participate in the annual review of risks based on a scan of community issues and includes advice from the Chief.
4. The Commission will ensure that the Service has established an enterprise risk management (ERM) process in which risk identification, awareness, tolerance and mitigation is determined, monitored and reported.
5. The Commission will review and assess the Service's Integrated Risk Management Framework and processes.
6. The Commission will approve the Service's Corporate Risk Profile (CPR) including the risk appetite and risk tolerance levels for significant risks identified, ensure mitigation strategies are in place, and review annually.
7. The Commission will ensure that the risks identified in the Service's CPR and other risk assessments are considered within the Commission's annual audit plan.
8. The Commission will approve and provide ongoing monitoring of the Director of Audit & Risk's (Director) annual audit plan, strategic plan and ensure appropriate resourcing is available.
9. The Service will provide the Commission with regular performance reports of the identified risk mitigation strategies and will include where their assessments have remained at the level identified, or if a raising or lowering of the residual risks have been deemed necessary.
10. The Commission requires that the Director shall provide a risk based audit plan that assesses risks within the organization whose priority merits an audit review.
11. The Commission requires that the Chief of Police and the Director will provide the results of all audits, operational reviews, and compliance reviews. The Chief of Police and Director will highlight any issues that will assist in determining whether the Service and/or Commission is in compliance with related statutory requirements, and issues that have potential risk or liability to the Service and/or Commission.
12. The Commission will provide ongoing monitoring of the actions taken by the Service in addressing unacceptable levels of risk and/or identified weaknesses in internal controls.

13. The Commission will ensure that the Service has implemented appropriate systems of internal controls for financial reporting, compliance with all relevant laws and regulations and financial, operational and corporate risk exposure.
14. The Commission will review any policies for which significant risks have been identified.
15. The Commission will regularly review the processes in place to communicate a consistent message on risk management and associated expectations across the Service.
16. The Commission will review the Service's strategic plans to ensure there are performance measures and key performance indicators (KPI's) in place to monitor high risk areas.
17. The Commission will ensure that all performance evaluations of the Chief address high risk areas that have been identified.
18. The Commission will approve the Internal Audit Charter (Appendix E).
19. The Commission will review at a minimum every 5 years the Internal Audit Quality Assurance and Improvement Program to ensure conformance with the Institute of Internal Auditor's International Standards for the professional practice of internal auditing.
20. During external audits of the Commission all members and staff will respond to record requests and/or inquiries in a timely manner and will work to ensure that the audit's purpose, objectives and scope are met.
21. In addition to all internal audits and related work plans prepared by the Commission and/or the Service, the Commission may request external audits to be conducted on matters of concern to the Commission.

**References:**

1. *Appendix E – EPC Audit Charter*
2. *5.2.3 Finance and Audit Committee Terms of Reference*



<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Reviewed:</b> Sept. 22, 2022	September 17, 2015
	March 21, 2019

### **1.1.6 FINANCIAL STEWARDSHIP**

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Under the Police Act, the Edmonton City Council (Council) is responsible for establishing the total budget for the purposes of policing, and the Edmonton Police Commission (Commission) is responsible for allocating the funds provided for under the budget.

#### **Guidelines:**

1. The Commission will ensure that Council has access to any information Council deems necessary to assess the efficiency and financial requirements of the Edmonton Police Service (Service).
2. The Commission, in consultation with the Chief, will develop the operating and capital budgets that will be presented to Council.
3. The Service will submit financial reports to the Commission which assist in fulfilling its financial oversight responsibilities.
4. The Commission shall establish a Finance and Audit Committee (Committee) which will assist the Commission in fulfilling its obligations and oversight responsibilities. The Committee will review financial reporting and policies, oversee the annual operating budget, and oversee the risk management and audit function for the Commission. The Committee will also review relevant legislative and regulatory changes affecting financial resources and any other significant issues which may impact Commission and Service budgets. The Committee will make recommendations to the Commission for approval when required.

#### **References:**

1. *Police Act, RSA 2000, c P-17*
2. *EPC Policy 5.2.3 – Finance & Audit Committee Terms of Reference*

<b>Effective:</b> Nov. 30,2007	<b>Revised:</b> January 22, 2009
<b>Reviewed: Sept. 22, 2022</b>	December 17, 2009
	April 19, 2012
	September 17,2015
	January 17, 2019

### 1.1.7 POLICY DEVELOPMENT

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Policies of the Edmonton Police Commission (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 Policy 1.1.2 - Authority and Accountability*

<b>Effective:</b> June 17, 2021	<b>Revised:</b>
<b>Repealed:</b>	

### 1.1.8 FAIR & EQUITABLE POLICING

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The Edmonton Police Commission (Commission) believes in upholding the principles of equity, diversity, inclusion and human rights.

The Commission is also committed to the fair and equitable delivery of policing services which respect an individual's rights and freedoms and to receive these services without discrimination or harassment.

The Commission believes in the principles of restorative justice as well as participation in diversion programs and supports these to their fullest extent.

#### **Definitions:**

**Bias** – means a judgement or belief that can impact a person's behavior.

**Discrimination** – An adverse impact based on a protected ground according to the *Alberta Human Rights Act*. Discrimination may be intentional or unintentional. It may involve negative differential treatment, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may be present even if it is only one of many factors affecting a decision or action.

**Diversity** – means the range of human difference, experience and perspectives. Diversity includes the protected grounds listed in the *Alberta Human Rights Act*, and includes, but is not limited to, differences in personality, thoughts, life experiences, learning styles, working styles and viewpoints.

**Equity** – acknowledging that people have diverse needs to achieve a common outcome. Equity involves examining and recognizing the root causes of inequity and removing systemic barriers to ensure each person can access the opportunities, network, resources and supports they need. Equity is distinct from equally, which involves treating each person the same regardless of diverse needs.

**Inclusion** – is valuing and embracing diversity to ensure the active participation and contribution of all individuals and groups. Inclusive environments welcome and embrace differences, while viewing them as strengths in creating an innovative and forward-thinking organization and community.

**Restorative Justice** – The roots of restorative justice can be found in Aboriginal healing traditions and the non-retaliatory responses to violence. It views conflict as an opportunity for a community to learn and grow. It operates on the premise that conflict inflicts harm and, therefore, individuals must accept responsibility for repairing that harm. Victims, offenders and communities actively participate in devising mutually beneficial solutions.

**Systemic discrimination** – refers to a system in which one group of people exercises power over another on the basis of skin colour; an implicit set of beliefs, erroneous assumptions, and actions based on an ideology of the inherent superiority of one racial group over another, and evident in organizational or institutionalized structures and programs as well as in individual thought or behavior patterns. Systemic racism is rarely overt but is embedded as ‘normal practice’ through policies and practices entrenched in established institutions resulting in the exclusion or promotion of designated groups.

### **Guidelines:**

1. The Commission expects that the Chief of Police (Chief) will implement and/or maintain policies and procedures that address the following:
  - a. Potential biased practices and/or systemic racism, both in how employees of the Edmonton Police Service (Service) interact with the public as well as in how employees interact with other;
  - b. Professional development and training opportunities that address issues of diversity and cultural competencies and encourage all staff at the Service to access applicable resources;
  - c. Ensures the Service works continuously to build sustainable relationships with members of racialized communities;
  - d. Preventing workplace discrimination and harassment and provide for a respectful, inclusive, and positive work environment;
  - e. Ensures that the Service is reflective of a diverse community and expects that the Chief will implement recruitment, selection, hiring and promotional practices that facilitate access to employment and promotion opportunities to members of diverse groups at all levels of the Service.

**Procedures:**

1. The Chief will submit to the Commission on an annual basis a report that includes performance measures with respect to the relevant procedures and practices used to assess the effectiveness and impact of this policy.

**References:**

1. *Alberta Human Rights Act*

<b>Effective:</b> November 30/07	<b>Revised:</b> April 19, 2012
<b>Repealed:</b>	Sept. 17, 2015
	May 21, 2020

## 1.2 POLICE DISCIPLINE MATTERS

### 1.2.1 PUBLIC COMPLAINT DIRECTOR

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The Edmonton Police Commission (Commission) is committed to effective oversight of the complaint process and will designate a Public Complaint Director (PCD) to assist with that oversight role in accordance with the *Police Act*.

#### **Guidelines:**

1. The Commission will promote a complaint process that is fair, equitable, and transparent for all parties.
2. The Commission, with the assistance of the PCD, will monitor the complaint process and review the disposition of complaints.

#### **Procedures:**

1. The Commission shall designate a PCD in accordance with section 28.1 of the *Police Act*.
2. The PCD is responsible for the administration and review of public complaints, on behalf of the Commission, and for meeting the responsibilities set out in the *Police Act*.
3. The PCD shall ensure that the information provided by the Edmonton Police Service (Service) or any materials approved by the Provincial Public Complaint Director to explain the complaint process are made available to the public.
4. The PCD shall ensure there are clearly defined processes in place to receive and refer a public complaint to the Service for investigation. This includes consideration and offer of alternative dispute resolution (ADR) rather than a formal investigation, if appropriate and applicable.

5. The PCD shall act as a liaison between the Commission, the Chief of Police, and the complainant.
6. The PCD shall have access to records pertaining to complaints and citizen contacts. Records include those in hard copy and those stored on a professional complaint database (e.g. IAPro). The records shall include, but are not limited to, pertinent dates, timelines, allegations, findings, dispositions, and status of all complaints.
7. The PCD shall review the investigation conducted in respect of a complaint during the course of an investigation and at the conclusion of the investigation.
8. The PCD shall perform other duties assigned by the Commission in relation to police discipline matters as set out in other policies of the Commission.
9. The PCD shall provide a report to the Commission at its regular monthly meetings, or as otherwise requested by the Commission.

**References:**

1. *Police Act, RSA 2000, c P-17*
2. *Alberta Policing Oversight Standards for Municipal Police Commission - Alberta Justice and Solicitor General – November 6, 2014*

<b>Effective:</b> Nov. 20, 2007	<b>Revised:</b> September 17, 2015 May 21, 2020
<b>Repealed:</b>	

## **1.2.2 RECEIVING, REFERRING AND REPORTING COMPLAINTS**

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The Edmonton Police Commission (Commission) is committed to maintaining confidence of the public as it relates to the conduct of members and the policies or services of the Edmonton Police Service (Service).

### **Guidelines:**

1. In accordance with the *Police Act* and associated regulations, the Chief of Police (Chief) will establish policies and procedures for the professional conduct of Service members to ensure that members will not act in any manner that would likely bring discredit on the reputation of the Service.
2. In accordance with the *Police Act* and associated regulations, the Chief will ensure there is a process in place to discipline members who violate the foregoing policies and procedures and will also ensure these policies and procedures are consistently applied to all Service members.
3. The Chief will ensure that all complaints with respect to the conduct of Service members and the policies or services of the Service are handled in a timely manner and in accordance with the *Police Act* and associated regulations.
4. The Service and the Commission will ensure that the public complaint brochure is readily available and accessible by members of the public and that information on how to file a complaint is readily accessible on the public facing websites of the Service and Commission.

### **Procedures:**

1. The Public Complaint Director (PCD) will receive complaints against Service members and the policies or services of the Service and will refer them to the Chief as set out in section 43(1) of the *Police Act*.
2. A complaint must be made in writing and must include the following information:



- a) the full name of the complainant;
  - b) the complainant's contact information including the following:
    - i. address,
    - ii. telephone number,
    - iii. electronic mail address (if available);
  - c) if the complaint is in respect of the conduct of a Service member then the following information:
    - i. the date of the alleged conduct (if known),
    - ii. the identification of the Service member(s) (if known),
    - iii. a description of the incident that gave rise to the alleged conduct;
  - d) if the complaint is in respect of a policy or service, then sufficient information to be able to identify the policy or service being complained of;
  - e) any other information requested by the Chief, PCD or Provincial Public Complaint Director.
3. A complaint may be transmitted by electronic mail.
  4. If a complainant is unable to provide a written document due to a valid reason such as, but not limited to, a language barrier, then the PCD shall take reasonable steps to have the complaint recorded in writing.
  5. All complaints with respect to the Chief will be referred to the Chair of the Commission as set out in section 43(2) of the *Police Act*. (*The protocol for handling complaints against the Chief is contained in a separate EPC policy.*)
  6. Once the PCD receives a public complaint against a Service member, other than the Chief, or a complaint regarding the policies or services of the Service, the PCD will:
    - a) acknowledge receipt of the complaint by letter, in-person, telephone call or email;
    - b) forward a copy of the complaint and any attachments to the Service's Professional Standards Branch (PSB) and retain original documents in the Commission office.
  7. The Chief shall provide a summary report of all complaints and their current status to the PCD on a quarterly basis. This report will be provided to the Commission and made available to the public at the Commission's public meeting and on the Commission's website.
  8. The Chief shall submit annual complaint statistics to the PCD, which will be provided to the Commission. The Commission will submit those annual statistics to the City of Edmonton and make them available to the public at the Commission's public meeting and on the Commission's website.

### **References:**

1. *Police Act, RSA 2000, c P-17*
2. *Police Service Regulation, AR 356/1990*
3. *EPS Policy CO2PO – Complaints Against, Investigations of, and Discipline of Sworn Members Policy*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015 May 21, 2020
<b>Repealed:</b>	

### **1.2.3 INQUIRIES BEFORE THE COMMISSION**

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The Edmonton Police Commission (Commission) promotes public confidence through its governance and oversight role, and by being accountable and responsive to concerns raised or otherwise identified about the conduct of police officers or the Edmonton Police Service (Service).

The Commission sets high expectations for the Service with regards to the conduct of all members and employees in the discharge of their duties. Accordingly, and pursuant to the *Police Act*, the Commission may conduct formal inquiries into any matter respecting the Service to provide an additional layer of accountability and transparency into matters of public interest.

#### **Guidelines:**

1. The *Police Act* provides that the Commission may conduct an inquiry into any matter respecting the Service or the actions of any Service member or other person employed for the Service.

#### **Procedures:**

1. Upon receipt of a request for inquiry, the Executive Director shall notify the Commission Chair and bring the request forward to the Commission as a whole.
2. The Commission will designate one or more commissioners to serve on a committee that will conduct the inquiry. If the committee conducting the inquiry consists of more than one person, the Commission shall designate one of the committee members to act as the chair of the inquiry.
3. Alternately, the Commission, at its discretion, may ask the Minister responsible for the *Police Act* (Minister) to appoint a person or persons to conduct the inquiry on behalf of the Commission.

4. The Commission will advise the Minister, prior to commencement of an inquiry, that it intends to conduct an inquiry under section 32 of the *Police Act*.
5. If required and as determined, the Commission will direct the Executive Director to retain external resources in the form of legal counsel, investigators or other support staff for the purposes of conducting the inquiry.
6. Once the inquiry is completed, the chair of the inquiry committee will provide a written report of the findings, and any recommendations, to the Commission as a whole and the Minister.
7. Where the Law Enforcement Review Board (Board) is conducting an inquiry under section 17(1)(a) of the *Police Act*, the Commission shall not commence an inquiry with respect to a matter that is the subject of the Board's inquiry until the Board's inquiry is completed.

**References:**

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

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> May 21, 2020
<b>Repealed:</b>	

#### **1.2.4 POLICY AND SERVICE APPEALS**

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Section 44 of the *Police Act* provides for appeals to the Edmonton Police Commission (Commission) of the disposition of a complaint regarding the policies of, or services provided by, the Edmonton Police Service (Service).

##### **Guidelines:**

1. A complainant may appeal the disposition of a policy or service complaint to the Commission within 30 days from the date the complainant was advised of the disposition.
2. The Commission shall review the matter and take whatever action it considers appropriate, if any, regarding the appeal.
3. The Commission may appoint a committee consisting of not less than three commissioners to conduct the appeal and make a recommendation to the Commission with respect to the disposition of the appeal.
4. The Commission or committee may conduct a hearing into the matter being appealed.

##### **Procedures:**

1. Upon receiving a notice of appeal, the Public Complaint Director (PCD) will respond to the appellant in writing acknowledging receipt of the notice of appeal, providing an overview of the appeal process, and requesting any clarification that may be required.
2. The PCD will send correspondence to the Chief of Police (Chief) advising of the appeal and requesting that a copy of the record be provided within 30 days.
3. Once the Chief provides the record for the appeal, the PCD will forward the record to the appellant along with correspondence setting out a deadline of 30 days for the appellant to provide written submissions on the appeal. The PCD will also advise the appellant that

if they wish to make oral submissions at a hearing on the appeal, they must indicate that in their written submissions along with the reason why they believe a hearing is required.

4. Once the appellant provides written submissions for the appeal, the PCD will forward those submissions to the Chief along with correspondence setting out a deadline of 30 days for the Chief to provide written submissions on the appeal.
5. Once the Chief provides written submissions for the appeal, the PCD will forward those submissions to the appellant along with correspondence setting out a deadline of 14 days for any reply submissions the appellant may wish to provide. If the appellant chooses to provide reply submissions, the PCD will forward those submissions to the Chief.
6. Once all written submissions for the appeal have been received, the PCD will advise the full Commission of the appeal at the next Commission meeting. The Commission will determine whether the appeal should be conducted by a committee or the full Commission, along with any other preliminary matters that must be determined.
7. If the Commission or committee conducting the appeal decides that it will proceed with a hearing under section 44(8) of the *Police Act*, a notice of the hearing will be sent to the parties who are the subject of the hearing. The PCD will be responsible for coordinating the hearing.
8. If the Commission or committee conducting the appeal decides that a hearing is not required, the parties will be notified that a hearing is not required and advised that the Commission will provide a decision in due course.
9. Once the Commission or committee conducting the appeal decides that a hearing is not required, the PCD will present a report summarizing the appeal to the Commission or committee that is conducting the appeal for its decision or recommendation.
10. If the appeal is conducted by committee, the committee will present its recommendation(s) at the next Commission of the whole meeting for decision.
11. Once the Commission makes a decision regarding the disposition of the appeal, a written decision will be provided to the appellant and the Chief notifying them of the disposition of the appeal and the Commission's reasons for decision.

## **References:**

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

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015 May 21, 2020
<b>Repealed:</b>	

### 1.2.5 COMPLAINTS AGAINST THE CHIEF

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As set out in the *Police Act*, the Edmonton Police Commission (Commission) is responsible for receiving and disposing of complaints against the Chief of Police (Chief) of the Edmonton Police Service (Service).

#### **Definitions:**

**Fivolous:** When a complaint is either clearly devoid of substance, lacking in factual basis, absent an air of reality, lacking in proper seriousness, or without importance.

**Vexatious:** When a complaint is clearly repetitious of one or more previous complaints that all share substantially the same theme and have already been determined. Attempts to abuse or misuse the complaint process even if legally justified to do so. Vexatious complaints include without limitation, any one or more of the following:

- (a) persistently bringing complaints to determine an issue that has already been determined by a competent body;
- (b) persistently bringing complaints that cannot succeed or that have no reasonable expectation of success;
- (c) persistently bringing complaints for improper purposes;
- (d) inappropriately using previously raised grounds and issues in subsequent complaints.

**Bad Faith:** When a complaint is made dishonestly or for an improper purpose.

#### **Guidelines:**

1. The Commission shall follow the provisions of the *Police Act* as they relate to complaints against the Chief.

2. The Public Complaint Director (PCD) shall ensure that the Commission's reporting requirements as set out in section 52 of the *Police Act* are met, along with any other reporting required by the *Police Act*.
3. At any time following the receipt of a complaint and prior to a formal investigation, an informal resolution process may be used.
4. Additional external legal advice may be sought at any time throughout the complaint process by the Commission.

**Procedures:**

1. When a complaint against the Chief is received by the Commission, the PCD will assess the complaint to ensure that it meets the threshold requirements under section 42.1 of the *Police Act*.
2. Should the complaint threshold not be met under section 42.1, the PCD will contact the complainant to inform them that their complaint is deficient, provide the reason for the deficiency, and give the complainant an opportunity to remedy the deficiency.
3. The PCD will also request any clarification as necessary regarding the complaint and discuss the option of alternative dispute resolution (ADR) with the complainant, if appropriate.
4. When the PCD determines that the complaint threshold has been met, the complaint shall be referred to the Chair of the Commission.
5. The Chair shall notify all Commissioners with a copy of the complaint.
6. The PCD will make a preliminary assessment of the complaint to determine whether it was made within the one-year time limit set out in section 43(11) of the *Police Act*.
7. If it appears the complaint was not made within the one-year time limit, the PCD will bring the matter before the Commission which will consider the timing of the complaint and, if determined to be made out of time, shall dismiss the complaint. The Commission shall notify the complainant and the Chief in writing of its decision to dismiss the complaint.
8. If the complaint was made within the one-year time limit, the Chief will be notified and provided a copy of the complaint, unless there is an investigative reason to delay notice.
9. In accordance with section 10(2) of the *Police Service Regulation*, the Chief may, on a voluntary basis, provide an explanatory submission to the Commission setting out their

version of the subject matter of the complaint to assist with the Commission's assessment of the complaint. Any such voluntary report will be included in any formal investigation that may occur at a later stage of the complaint investigation process.

10. The PCD will make a preliminary assessment of the complaint to determine whether it may be frivolous, vexatious or made in bad faith.
11. If the complaint may be frivolous, vexatious or made in bad faith, the PCD will bring the matter before the Commission to decide whether the complaint should be dismissed pursuant to section 43(9) of the *Police Act*.
12. If the Commission decides to dismiss the complaint pursuant to section 43(9), the Commission shall notify the complainant and the Chief in writing of its decision and the reasons for the decision. The written decision will also inform the complainant of their right to request the Law Enforcement Review Board to review the Commission's decision pursuant to section 43(12) of the *Police Act*.
13. If the complaint against the Chief is not dismissed by the Commission for any of the foregoing reasons, the PCD shall bring the complaint before the Commission to decide whether the investigation threshold in section 46(2) of the *Police Act* has been met.
14. If, after reviewing the complaint and any voluntary submission from the Chief, the Commission is of the opinion that the investigation threshold in section 46(2) has not been met, the complaint shall be dismissed. The Commission will advise the complainant and the Chief in writing of the disposition of the complaint and the grounds on which the disposition was made.
15. If, after reviewing the complaint and any voluntary submission from the Chief, the Commission is of the opinion that the actions of the Chief may constitute an offence under an Act of the Parliament of Canada or the Legislature of Alberta, or a contravention of the regulations governing the discipline or the performance of duty of police officers, then the Chair of the Commission shall request the Minister responsible for the *Police Act* (Minister) to request or direct another police service to investigate the complaint.
16. If a complaint against the Chief is being investigated as outlined in Procedure 15, the complainant shall be updated in writing at least once every 45 days as to the progress of the investigation. These 45-day update letters may be provided by the external police service that has been requested or directed to conduct the investigation, but the Chair of the Commission is responsible for ensuring these letters are provided to the complainant. Copies of these 45-day update letters shall also be provided to the Minister.
17. If the external police service that has been requested or directed to conduct the investigation determines that the Chief's actions do not constitute an offence



under an Act of the Parliament of Canada or the Legislature of Alberta, or a contravention of the regulations governing the discipline or the performance of duty of police officers, the complaint will be dismissed. The Commission shall advise the complainant and the Chief in writing of the disposition of the complaint and the grounds on which the disposition was made. The written decision shall also inform the complainant of their right to appeal the disposition of their complaint to the Law Enforcement Review Board pursuant to section 48(2) of the *Police Act*.

18. If the external police service that has been requested or directed to conduct the investigation determines that the Chief's actions constitute an offence under an Act of the Parliament of Canada or the Legislature of Alberta, they shall refer the matter to the Minister and advise the Commission of their findings, unless the Minister directs otherwise.
19. If the external police service that has been requested or directed to conduct the investigation determines that the Chief's actions are a contravention of the regulations governing the discipline or the performance of duty of police officers, they shall refer the matter to the Commission.
20. When a matter is referred to the Commission as outlined in Procedure 19 then the Commission shall conduct a hearing, unless the Commission is of the opinion that the contravention of the regulations is not of a serious nature in which case the matter may be disposed of without conducting a hearing in accordance with section 19 of the *Police Service Regulation*.
21. The Commission shall conduct a hearing in accordance with section 47 of the *Police Act*. At the conclusion of the hearing, the Commission shall advise the complainant and the Chief in writing of the findings of the hearing and any action taken or to be taken against the Chief, if applicable. The Commission shall also inform the complainant and the Chief of their right to appeal the disposition of the complaint to the Law Enforcement Review Board pursuant to section 48 of the *Police Act*.
22. Where the Commission conducts a hearing and determines that the Chief is guilty of contravening section 5 of the *Police Service Regulation*, the Commission shall impose one or more punishments as outlined in section 17(1) of the *Police Service Regulation*.

**OF NOTE:**

**Formal Investigations:** In the event that an external police service has been requested or directed to conduct an investigation into a complaint against the Chief and a complaint against another Service member(s) involving the same incident, the external police service should be requested

to prepare two separate investigative reports: one addressing only the complaint against the Chief, and the other addressing only the complaint against the other Service member(s).

**Delays:** Investigations should not be delayed unnecessarily. If delays occur, the Commission's best practice is to update the complainant regarding delays, even if an investigation has not yet begun. Additionally, if delays occur, adherence must be made to section 7 of the *Police Service Regulation* and a time extension under section 7(4) must be on record. (Refer to EPC Policy 1.2.6 – Extension Requests)

**Complainant Participation:** As noted in section 43(9.1) of the *Police Act*, if a complainant refuses or fails to participate in an investigation then the Commission may dismiss the complaint.

### **References:**

1. *Police Act, RSA 2000, c P-17*
2. *Police Service Regulation, AR 356/1990*
3. *EPC Policy 1.2.6 – Extension Requests*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> December 17, 2009
<b>Repealed:</b>	September 17, 2015
	May 21, 2020

### 1.2.6 EXTENSION REQUESTS

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The Edmonton Police Commission (Commission) recognizes the importance of efficiency in investigating complaints. The *Police Service Regulation* provides the Commission with the authority to extend the time limit for the Chief of Police (Chief) to charge a police officer with misconduct.

#### **Guidelines:**

1. The Chief shall bring a request for a time extension to the Commission prior to the expiry of the time limit set out in section 7 of the *Police Service Regulation*.
2. Each time limit extension request will not exceed the amount of time allotted for charging a police officer with misconduct or commencing a hearing as established in section 7 of the *Police Service Regulation*.
3. The Commission will determine if there are circumstances that warrant an extension of time to investigate a complaint. The Commission will not address the merits of the complaint allegations.
4. The Commission will strive for procedural fairness by considering all time limit extension requests made prior to the expiry of the time limit in the same manner and following the same procedure outlined below.

#### **Procedures:**

1. All extension request reports will contain the following information:
  - a) Date original complaint was received;
  - b) Basic outline of the steps taken to investigate or resolve the complaint;
  - c) Timelines regarding the criminal process underway to determine the length of time the complaint may be suspended pending the resolution of the criminal process;

- d) Length of the extension being requested;
  - e) Other relevant dates or milestones.
2. Requests shall first be provided by the Chief to the Public Complaint Director (PCD).
  3. The PCD shall review the requests, request additional information from the Chief as required, and bring the requests forward to the Professional Standards Committee (PSC).
  4. The PSC shall review the requests, request additional information from the Chief as required, and prepare recommendations to be brought forward to the Commission.
  5. The Chair of the PSC shall bring to the Commission the extensions requested by the Chief together with the recommendations of the Committee.
  6. The Commission shall decide whether to grant the extensions requested.
  7. The PCD will coordinate the preparation of orders granting or denying each extension request, which will be provided to the Chief.

#### **1.2.6.1 RETROACTIVE EXTENSION REQUESTS**

The Police Service Regulation provides the Commission with the authority to extend the time limit for the Chief to charge a police officer with misconduct.

#### **Guidelines:**

1. The Commission may extend the time limit for the Chief to charge a police officer with misconduct even if the time limit has passed.
2. Where the Chief brings a request for a retroactive extension of the time limit within three months of the expiry of the time limit, the Commission may consider that extension request in accordance with the regular extension request procedures set out in 1.2.6 above.
3. Where the Chief brings a request for a retroactive extension of the time limit more than three months after the expiry of the time limit, the Commission shall follow the retroactive extension request procedures set out below.

**Procedures:**

1. All retroactive extension requests will first be provided by the Chief to the PCD.
2. The PCD will notify the complainant(s) and affected officer(s) of the retroactive extension request and provide them with the opportunity to make submissions to the Commission regarding whether the retroactive extension request should be granted.
3. The PCD will coordinate the exchange of submissions between the Chief, complainant(s), and affected officer(s). Generally, submissions are made in writing, however requests to make in person submissions shall be brought forward to the Commission for decision.
4. Once all submissions have been received, the PCD will bring the matter before the Commission for decision.
5. The Commission shall provide the Chief, complainant(s), and affected officer(s) with a written decision regarding the retroactive extension request.

**References:**

1. *Police Service Regulation, AR 356/1990*
2. *EPC Policy 5.2.4 – Professional Standards Committee Terms of Reference*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015 May 21, 2020
<b>Repealed:</b>	

### **1.2.7 RELIEF FROM DUTY WITHOUT PAY**

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The Chief of Police (Chief) may relieve from duty any police officer whom the Chief, on reasonable grounds, suspects has contravened section 5 of the *Police Service Regulation*. Where the Chief relieves an officer from duty without pay, that direction must be confirmed by the Edmonton Police Commission (Commission).

#### **Guidelines:**

1. The Chief may relieve from duty without pay any officer suspected of or charged with any disciplinary misconduct if the Chief is of the opinion that exceptional circumstances exist respecting the alleged misconduct.
2. The Commission shall review the relief from duty without pay decision and advise the Chief and the affected officer(s) whether the Chief's direction is confirmed within 30 days from the day the officer is relieved from duty without pay.
3. Submissions may be made by the Chief and affected officer(s).

#### **Procedures:**

1. Upon receiving notice from the Chief that an officer has been relieved from duty without pay, the Public Complaint Director (PCD) shall immediately notify the Commission Chair and Vice-Chair.
2. The PCD will send correspondence to the Chief and affected officer(s) inquiring whether an in-person hearing is requested and setting out the deadlines for providing written submissions to the Commission. Deadlines for written submissions will normally accord with the following timelines:
  - a. Approximately one week for the initial written submissions of the Chief;

- b. Approximately one week for the written submissions of the affected officer(s);
  - c. Approximately 3 business days for any reply submissions of the Chief.
- 3. If the Chief or affected officer(s) have requested an in-person hearing, the PCD shall coordinate with the Chief, the affected officer(s) and the Commission to arrange the hearing on a suitable date and time prior to the expiry of the 30-day period.
- 4. If neither the Chief nor affected officer(s) have requested an in-person hearing, the Commission shall determine whether an in-person hearing is nonetheless required. If an in-person hearing is not required, the Commission shall consider the written submissions and decide whether to confirm the Chief's direction prior to the expiry of the 30-day period at a special in camera meeting, or the next regularly scheduled in camera meeting following receipt of all written submissions.
- 5. Once the Commission decides whether to confirm the Chief's direction to relieve a member from duty without pay, the Chief and affected officer(s) shall be notified of the decision within the 30-day period. The Commission will then provide the Chief and affected officer(s) with a written decision advising them of the Commission's reasons for decision as soon as possible thereafter.
- 6. Where an officer is relieved from duty without pay for a 30-day period, the Chief shall, at the end of the 30-day period and at the end of any subsequent 30-day periods, report to the Commission as to the status of the matter.

**References:**

- 1. *Police Service Regulation, AR 356/1990*

<b>Effective:</b> May 21, 2020	<b>Revised:</b>
<b>Repealed:</b>	

## 1.2.8 FRIVOLOUS, VEXATIOUS AND BAD FAITH COMPLAINTS

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Section 43(7) of the *Police Act* allows the Chief of Police (Chief) to recommend to the Edmonton Police Commission (Commission) that it dismiss a complaint that appears to be clearly frivolous, vexatious or made in bad faith.

### **Definitions:**

**Frivolous:** When a complaint is either clearly devoid of substance, lacking in factual basis, absent an air of reality, lacking in proper seriousness, or without importance.

**Vexatious:** When a complaint is clearly repetitious of one or more previous complaints that all share substantially the same theme and have already been determined. Attempts to abuse or misuse the complaint process even if legally justified to do so. Vexatious complaints include without limitation, any one or more of the following:

- (a) persistently bringing complaints to determine an issue that has already been determined by a competent body;
- (b) persistently bringing complaints that cannot succeed or that have no reasonable expectation of success;
- (c) persistently bringing complaints for improper purposes;
- (d) inappropriately using previously raised grounds and issues in subsequent complaints.

**Bad Faith:** When a complaint is made dishonestly or for an improper purpose.

### **Procedures:**

1. Once the Chief has determined that a complaint appears to be clearly frivolous, vexatious or made in bad faith, a letter will be provided to the Commission recommending that the complaint be dismissed pursuant to section 43(8) of the *Police Act* and including the



reasons why the Chief believes the complaint should be dismissed. The Chief will also provide a copy of the investigative record of the complaint with documentation supporting why the complaint should be dismissed for being one or more of frivolous, vexatious, or made in bad faith.

2. The Commission's Public Complaint Director (PCD) will review the recommendation and supporting material to ensure all applicable documentation is included. The PCD will then bring the materials before the Commission to decide whether to uphold the recommendation made by the Chief.
3. The Commission will approve or deny the recommendation of the Chief to dismiss the complaint and, in doing so, will provide reasons. The Commission may seek further information or clarification from the Chief before coming to a decision.
4. If the recommendation is approved, the Commission will provide a written decision to the complainant which includes the reasons for the dismissal of the complaint. The written decision will also inform the complainant of their right to request the Law Enforcement Review Board to review the Commission's decision pursuant to section 43(12) of the *Police Act*. A copy of this written decision will also be provided to the Chief and subject officer(s).
5. If the recommendation is denied, the Commission will provide a written decision to the Chief which includes the reasons for the denial and a direction that the Chief continue to deal with the complaint in accordance with Part 5 of the *Police Act*. A copy of this written decision will not be provided to the complainant or subject officer(s).
6. Once the Commission has denied the Chief's recommendation, the Chief may submit a subsequent recommendation to dismiss the same complaint as frivolous, vexatious or made in bad faith should further investigation support another such recommendation.
7. In the case of a section 46 complaint about the Chief that is deemed frivolous, vexatious, or made in bad faith, the Commission will follow policy 1.2.5 – Complaints Against The Chief.

### **References:**

1. *Police Act, RSA 2000, c P-17*
2. *EPC Policy 1.2.5 – Complaints Against The Chief*

<b>Effective:</b> February 18, 2021	<b>Revised:</b>
<b>Repealed:</b>	

### **1.2.9 NON-DISCIPLINARY TERMINATIONS OF POLICE OFFICERS**

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Under the *Police Act*, the Edmonton Police Commission (Commission) may terminate the services of a police officer for reasons other than disciplinary reasons.

#### **Guidelines:**

1. Section 37(2) of the *Police Act* grants the Commission broad statutory authority to terminate the services of a police officer for reasons other than disciplinary reasons, notwithstanding the provisions of a collective agreement.
2. No process for non-disciplinary terminations of police officers who have completed their probationary period has been agreed to in the relevant collective agreements.
3. The Commission shall abide by the requirements of natural justice and procedural fairness in effecting a non-disciplinary termination.

#### **Procedures:**

1. Where the Edmonton Police Service (Service) believes that the non-disciplinary termination of a police officer is warranted, the Chief of the Service or designate shall provide its recommendation as such to the Chair of the Commission, including written submissions outlining the rationale for the recommendation and attaching supporting evidence.
2. The Chair shall notify the Commission Legal Counsel (LC) of the recommendation. The LC shall send correspondence to the affected officer, including the recommendation and written submissions, and shall invite the affected officer to provide any written submissions in response and inquire as to whether the affected officer requests an in-person hearing.

- a. The timeline for any written submissions or request for an in-person hearing from the affected officer shall generally be within 30 days of receipt of the correspondence.
3. If the affected officer provides written submissions, the LC shall provide same to the Service with the opportunity to provide reply submissions.
  - a. The timeline for any reply submissions from the Service shall generally be within two weeks of receipt of the affected officer's submissions.
4. If the affected officer requests an in-person hearing, the LC shall coordinate with the Service, the affected officer and the Commission to arrange a suitable date and time.
5. After review of the written submissions from the Service and affected officers, and following the in-person hearing should such a hearing occur, the Commission shall decide whether to terminate the services of the affected officer for non-disciplinary reasons and shall advise the Service and affected officer of its decision in writing.

**References:**

1. *Police Act*, RSA 2000, c P - 17, s 37

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Reviewed:</b>	January 17, 2019
	Sept. 22, 2022

### 2.1.1 APPOINTMENT OF THE CHIEF OF POLICE

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Pursuant to the *Police Act* the Edmonton Police Commission (Commission) is responsible for appointing a Chief of Police (Chief) for the Edmonton Police Service (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. Once the contract is ratified by City Council, the Commission will make this information public on an annual basis. The annual public disclosure will form an element of the terms and conditions of employment. The compensation information released will balance the need for transparency to the citizens of Edmonton while respecting the privacy of the employee.
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*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015 December 15, 2016 March 16, 2017 October 18, 2018
<b>Repealed:</b>	

## 2.12 APPOINTMENT OF DEPUTY CHIEFS OF POLICE

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### **Guidelines:**

1. The Edmonton Police Commission (Commission) is responsible for hiring and appointing the Deputy Chiefs of Police (Deputy Chiefs). The Commission delegates this hiring responsibility to the Chief of Police (Chief), with the understanding that the Chief will invite the Commission to nominate a member to any interview panel held within the hiring process for the Deputy Chiefs and for the Chief Administrative Officer.
2. After a Deputy Chief competition is complete, the Chief is to seek ratification of the successful candidate at the Commission. This step is to occur prior to any contractual negotiations.
3. The Commission also delegates to the Chief the responsibility to negotiate and enter into employment contracts with the Deputy Chiefs. The employment contracts will contain standardized terms and conditions of employment as outlined in the template contract attached as Schedule "A". The terms and conditions to be negotiated are subject to the following limitations:
  - Term (Section 2.1): Term shall be between 2 years to 5 years.
  - Salary (Section 6.2): The salary range must be within the range set by the ML5-BM1 salary grade in the City of Edmonton Management Salary Schedule, or the equivalent document set by the City of Edmonton, applicable the date that the agreement commences.
4. The Deputy Chiefs of Police are not entitled to any additional compensation not included in the Deputy Chief's employment contract, unless expressly permitted in writing by the Chief and ratified by the Commission.
5. The Chief shall deliver all Deputy Chief employment agreements to the Commission within five days of the agreement being executed.

6. The Chief may negotiate the renewal of any Deputy Chief's contract, the terms and conditions of which shall conform to this policy. Any renewal is also subject to subsequent ratification by the Commission.
7. The Deputy Chiefs shall report to and take direction solely from the Chief of Police. Annually, the Chief will evaluate the performance of the Deputy Chiefs and report these performance evaluations to the Commission once completed.
8. This Policy shall apply to all Deputy Chiefs of Police appointed after the adoption of this policy and to any Deputy Chief employment agreements renewed after the adoption of this policy. Nothing in this policy shall amend or otherwise affect any Deputy Chief employment agreement entered into before and in force on the date of the adoption of this policy.

**References:**

1. *Schedule "A" - Deputy Chief Employment Contract Template*

<b>Effective:</b> Dec. 15, 2016	<b>Revised:</b> January 17, 2019
<b>Reviewed:</b> Sept. 22, 2022	October 28, 2021

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

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The Edmonton Police Commission (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.
3. The Chief of Police will notify the Chair of the Commission when these appointments are made.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Reviewed:</b>	September 17, 2015 September 22, 2022

#### **2.1.4 SUCCESSION PLANNING**

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Pursuant to the *Police Act*, The Edmonton Police Commission (Commission) is responsible for ensuring that sufficient persons are employed for the Edmonton Police Service (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 and Deputy Chiefs.

##### **References:**

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



<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> February 18, 2010
<b>Reviewed:</b>	April 19, 2012
	September 17, 2015
	October 18, 2018
	Sept. 22, 2022

## 2.2 PLANNING

### 2.2.1 SYMBOLIC INSTRUMENTS

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The Alberta Police Act states that a police service shall only wear the uniform and insignia that is approved by a commission.

#### **Guidelines:**

1. Unless set out in Guideline #2 below, the Edmonton Police Commission must approve any changes to the Edmonton Police Service symbolic instruments including:
  - a) badge or crest;
  - b) shoulder flash; and,
  - c) uniforms.
2. The Commission considers any special religious or cultural requests by officers that have been determined by the Chief to meet reasonable accommodation requirements, including Occupational Health and Safety guidelines and the professional standards of the Edmonton Police Service dress and deportment, to be approved by the Commission for the purposes of this policy and pursuant to the Police Act.
3. The Edmonton Police Commission has an expectation that the Chief of Police will develop procedures on the provision and use of standardized uniforms by the Edmonton Police Service's sworn officers and civilian members.

#### **References:**

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

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> February 18, 2010
<b>Reviewed:</b>	April 19, 2012
	September 17, 2015
	October 18, 2018
	September 22, 2022

## 2.2.2 REQUEST FOR POLICING ASSISTANCE OUTSIDE MUNICIPAL BOUNDARIES

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The Edmonton Police Commission (Commission) is legally responsible for the provision of adequate and effective police services within the City of Edmonton (City). When neighbouring jurisdictions request assistance and/or resources from the Edmonton Police Service (Service) the request must be consistent with the provisions of the *Police Act* and can only be performed to the extent possible without significant impact on the provision of policing services to the City.

### Definitions

**Policing assistance:** as referenced in this policy means a request to supply sworn officers from the Service to perform policing duties in another jurisdiction in response to an event or incident that exceeds 12 hours in length. This policy only applies to members authorized under section 38(2) of the *Police Act* to exercise authority as police officers throughout Alberta. The request can also include, but is not limited to, vehicles, radios, or other specialized police resources.

### Guidelines:

1. The Chief of Police shall notify the Commission of any requests of the Service to provide policing assistance outside the municipal boundaries of the City.
2. Approval must be received from the Commission prior to any agreement to provide any such services are entered into.
3. Where there are exigent circumstances, the notification and approval process may be done verbally provided both are confirmed in writing as soon as reasonably practicable.
4. Verbal notification shall be made to the Chair of the Commission, or their designate, who shall have the authority to give their approval on behalf of the Commission if deemed appropriate.

**References:**

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

<b>Effective:</b> Sept. 17, 2015	<b>Revised:</b> October 18, 2018
<b>Repealed:</b>	

### 2.2.3 MAJOR POLICING EVENTS

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The purpose of this policy is to ensure an open exchange of information between the Edmonton Police Commission (Commission) and the Edmonton Police Service (Service) when dealing with major policing events.

#### **Definitions:**

**MAJOR POLICING EVENT:** A planned or unplanned event that significantly taxes the Service's ability to provide basic policing services to the citizens of Edmonton. It requires a significant number of police members to assess and manage in excess of those ordinarily on duty but does not include a Level 2 incident as defined by the Service. It can also be a significant or notable organization or community event that has the potential of disrupting public peace, order or security in a significant way.

Examples of a major policing event may include, but are not limited to:

- a) civil disturbances;
- b) union conflicts and labour unrest;
- c) public demonstrations involving large or disorderly crowds;
- d) political meetings or protests in a public venue;
- e) event requiring the assistance of other police agencies;
- f) event involving emerging local, provincial or national issues;
- g) natural and human disasters; and,
- h) event that requires deployment of the Public Order Unit.

#### **Guidelines:**

1. The Service will provide the Commission with the information and details required to perform its statutory mandate. Specifically, the Service will provide information that ensures the Commission that the Service has the necessary policies in place to address the efficient and effective policing at a Major Policing Event. That the Service can properly fulfill its regular policing responsibilities and that they have the necessary resources to police the Major Event.
2. The Chief of Police will notify the Commission, as soon as practicable, when the potential of a Major Policing Event or issue is identified.

3. The Commission, in consultation with the Chief of Police, will establish reasonable ongoing reporting requirements pre- and post-event with respect to matters that may include:
  - a) The nature of the event, including, but limited to, date, timeline, location, attendance, agencies involved and manpower requirements;
  - b) The Service's proposed priorities and objectives;
  - c) Legislation, Provincial Policing Standards and risk management considerations;
  - d) Funding and resource requirements, including, but not limited to, budget, resourcing, Memorandums of Understanding (MOUs), Mutual Aid Agreements;
  - e) Command and control structure;
  - f) Significant special facility requirements, including, but not limited to, detainee management;
  - g) Whether the Service is taking planning or operational direction from another entity;
  - h) Contingency planning to ensure regular policing requirements are maintained in the City of Edmonton; and,
  - i) Policy and training issues, including, but not limited to, development, implementation and compliance.
4. Where exigent circumstances arise, in the planning of the event or as the event unfolds, the Chief of Police will notify the Commission Chair or, in their absence, their designate.
5. Throughout the consultation and review process, the Commission may provide recommendations to the Service, however, the Chief of Police is free to accept or reject any or all of these recommendations, at their own discretion. The Chief of Police maintains the autonomy to develop and execute the appropriate operational plan(s) for the Major Policing Event.
6. These guidelines also pertain to a response to a Major Policing Event where the Service is providing policing outside the boundaries of the City of Edmonton.

### **References:**

1. *Police Act, RSA 2000, c P-17*
2. *EPC Policy 2.2.2 – Request For Policing Assistance Outside Municipal Boundaries*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> November 22, 2018 September 22, 2022
<b>Reviewed:</b>	

## 2.3 INFORMATION REQUESTS AND REPORTING REQUIREMENTS

### 2.3.1 INFORMATION REQUESTS

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In order to meet legislative requirements and to enhance transparency, Edmonton Police Commission (Commission) members acting in their capacity as members of the Commission and in the performance of their official duties shall have timely access to information under the control of the Edmonton Police Service (Service).

#### **DEFINITION(S):**

**Information Request(s):** means an inquiry made by a Commissioner that does not have to be in writing and the information requested is relevant to the roles and/or responsibilities of the Commission.

#### **Guidelines:**

1. All requests for information and related advice shall be directed through the Office of the Chief of Police, or as otherwise determined in consultation with the Chief.
2. Formal information inquiries coming out of Commission meetings that require resource time and/or research to be undertaken by the Service be requested by formal motion by the Commission.
3. All Commission public and closed meeting agendas shall contain a standing item to facilitate Commissioners requests for information.
4. Informal inquiries that arise between Commission or Committee meetings must be brought to the attention of the Executive Director to determine, in consultation with the Service, the best format to provide the information.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Reviewed:</b>	October 18, 2018
	September 22, 2022

### **2.3.2 EDMONTON POLICE SERVICE POLICIES**

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The Edmonton Police Commission (Commission) is responsible for establishing policies providing for efficient and effective policing.

#### **Guidelines:**

1. The Commission has an expectation that the Edmonton Police Service (Service) will have a system of written policy and procedure that is informed by the Commission's Policy and Procedure Manual and reflects the vision, mission and values outlined in the strategic plan. The Service's Policy Framework will contribute to the organization's operational and administrative efficiency, effectiveness, and transparency.
2. The Chief of Police will provide reports to the Commission regarding plans for and changes to Service policies that directly align with approved Commission policies as outlined in the Commission's Policy and Procedure Manual and/or align with the governance and oversight role of the Commission.
3. The Chief of Police will additionally develop all policies required by the Province of Alberta under the Alberta Provincial Policing Standards, at a standard acceptable to the Province of Alberta.

#### **References:**

1. *EPC Policy 1.1.7 – Policy Development*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012 September 17, 2015 November 22, 2018
<b>Repealed:</b>	

### 2.3.3 REPORTING REQUIREMENTS

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Reporting processes are essential to the effective management of the Edmonton Police Service (Service) and assists in obtaining the oversight objectives of the Edmonton Police Commission (Commission) in operating in an open and transparent fashion.

Timely and accurate information must be shared with all stakeholders, including the public, regarding the business and service objectives of the Edmonton Police Service.

#### **Guidelines:**

1. Reports may be placed on a meeting agenda, referred to a Commission committee and/or circulated to Commissioners for information.
2. The Chief of Police (or designate) will indicate if the report(s) is/are for information purposes and/or for discussion indicating that the report is intended to generate feedback and/or the report requires a formal decision by the Commission.
3. The Chief of Police will provide reports to the Commission on all instances of the following:
  - A. Control tactics, such as:
    - a) Firearm deployment or discharge;
    - b) Conducted energy weapon (CEW) deployments;
    - c) canine deployments;
    - d) baton deployments;
    - e) oleoresin capsicum deployments; or
    - f) any other exceptional use of force.
  - B. Criminal flight;
  - C. Proposed additions or significant modifications to existing lethal and non-lethal weapons used by the service;
  - D. Edmonton Police Service officers that are being investigated for misconduct and/or facing criminal and/or disciplinary charges, including the outcome(s) of these proceedings;
  - E. Complaints about the policies and/or service provided by the Edmonton Police Service as well as the outcome(s) of any such complaints; and



- F. Other information as requested by the Commission.
- 4. The Commission will have a process in place for reporting both the Commission's and Service's achievements to its stakeholders.

**Procedures:**

- 1. The Commission administration will track all reports requested by the Commission and will update the list as necessary.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Repealed:</b>	November 22, 2018

#### 2.3.4 REPORTING OF SERIOUS INCIDENTS

In accordance with the *Police Act, Section 46.1(1)*, the Chief of Police shall as soon as practicable notify the Edmonton Police Commission (Commission) and the Minister of Alberta Justice and Solicitor General where

- a) An incident occurs involving serious injury or the death of any person that may have resulted from the actions of an Edmonton City police officer, or
- b) A complaint is made alleging that
  - i. Serious injury to or death of any person may have resulted from the actions of an Edmonton City police officer, or
  - ii. There is any matter of a serious or sensitive nature related to the actions of a police officer.

##### **Definitions:**

**SERIOUS INJURY** - When the victim is admitted to hospital, suffers a fracture to a limb, rib or vertebrae or to the skull, suffers burns to a major portion of the body or loses any portion of the body or suffers loss of vision or hearing, or alleges sexual assault.

**SERIOUS OR SENSITIVE MATTER** - May be defined as any matter alleged to be connected with the actions of a police officer which may result in criminal charges against a police officer or that has the potential to bring the Edmonton Police Service into disrepute or undermines public confidence in the police.

##### **Guidelines:**

1. Serious injury shall initially be presumed when the injuries are likely to interfere with the health or comfort of the victim and includes all of the scenarios listed in the definition of serious injury.
2. Identifying complaints of a serious or sensitive nature will require the exercise of judgment by the Chief of Police taking into account the following contextual factors:

- a. Nature of alleged incident;
- b. Allegation of sexual assault by officer;
- c. Extent of alleged loss or damage;
- d. Impact on alleged victim;
- e. Number of alleged victims;
- f. Number or frequency of similar allegations;
- g. Potential for perception of significant conflict of interest;
- h. Impact on community and/or on police and/or on justice system;
- i. Impact on public confidence in police; and,
- j. Potential for bringing police or justice system into serious disrepute.

**Procedures:**

1. Pursuant to section 46.1 of the *Police Act*, within 24 hours of any incident or complaint or as soon as is practicable under the circumstances, the Chief of Police shall notify the Commission Chair, or designate, and the Commission's Executive Director, or designate.
2. The Executive Director, or designate, shall then notify the Commission's Public Complaint Director as soon as practicable thereafter.
3. Either the Executive Director or the Public Complaint Director will then notify all other Commissioners of the incident or complaint as soon as practicable thereafter.
4. The Commission administration shall retain a record of all notifications and related communications as required by the Commission's record retention schedule.

**References:**

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

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> Sept. 17, 2015 November 22, 2018 Feb. 20, 2020
<b>Repealed:</b>	

### 2.3.5 REPORTS TO CITY COUNCIL

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The Edmonton Police Commission (Commission) is committed to upholding the working relationship between the City of Edmonton Council (Council) and the Commission. The Commission acknowledges that communication is an essential element in this working relationship.

#### **Guidelines:**

1. The Commission will provide information as required or requested by Council or as directed by the Commission for Council's consideration.
2. The Commission shall approve any reports tabled with Council or any of its committees.
3. The Chief of Police will ensure that the Commission is aware of, and informed, about any Edmonton Police Service presentations to City Council or any of its committees.

#### **Procedures:**

1. The Chief shall notify the Commission as early as possible in advance of a sworn or non-sworn member of the Service appearing before Council or any of its committees.
2. The Chief will ensure that Commission representatives are briefed prior to attending duly scheduled Service presentations.

<b>Effective:</b> October 22, 2020	<b>Revised:</b>
<b>Repealed:</b>	

### 2.3.6 ACCESS TO INFORMATION

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The Edmonton Police Commission (Commission) supports the principle of reasonable public access to records in its custody or control and will release information as outlined in the *Freedom of Information and Protection of Privacy (FOIPP) Act*, RSA 2000, c. F-25 (Act).

#### **Definitions:**

**FOIPP Coordinator** - Means the person designated by the Commission responsible for the overall management of its access to information and protection of privacy functions and responsibilities.

**Information** – Information may mean, but is not limited to, operational or administrative records, knowledge or data, regardless of how it is stored or kept. It can include electronic data, written or printed information, and verbal conversation.

**Personal Information** - Is defined in s.1(n) of the Act and is recorded information about an identifiable individual, including but not limited to the individual's name, home or business address or home or business telephone number, the individual's race, national or ethnic origin, colour, religious or political beliefs or associations, the individual's age, sex, marital or family status, information about the individual's educational, financial, employment or criminal history, and anyone else's opinions about the individual.

**Record** - Is defined in s.1(q) of the Act and means a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software programs or packages or any mechanism that produces records.

**Transitory Record** – Is a record that has only immediate or short-term usefulness and will not be needed again in the future. Transitory records contain information that is not required to meet legal or financial obligations or to sustain administrative or operational functions, and has no archival value.

### **Guidelines:**

1. The Commission, as a local public body under the Act, is designated as the Head of the Commission under section 95(a) of the Act.
2. Pursuant to section 85 of the Act, the Commission delegates its duties, powers and functions under the Act to the Executive Director of the Commission, who is designated as the FOIPP Coordinator for the Commission.
3. Commission staff make every reasonable effort to assist applicants and to respond to each applicant openly, accurately and completely.
4. Commission records, management policies and procedures comply with the provisions of the Act that specify the manner in which personal information can be collected, used and disclosed.
5. In accordance with section 3(e)(ii) of the Act, Commission records are filed, retained and destroyed as set out in the Commission's policy 3.2.1 – Records Management.
6. Commission staff record minutes of Commission meetings without note or comment. Upon Commission approval of the minutes as recorded, notes of Commission staff are destroyed. Notes kept to prepare the official minutes of the Commission are considered transitory records as well as other temporary information such as, but not limited to, messages, routing slips, post-it notes, envelopes, memos, notes, and messages (either paper, voice, or electronic).
7. Under the Act, material considered in a public meeting of the Commission is available without making a request under the Act and includes agendas, minutes and reports made to the Commission by the Edmonton Police Service (Service).
8. Requests for information not routinely available at public meetings are subject to the Commission Fee Schedule. (Appendix G – EPC FOIPP Procedures)
9. Disclosure of records of public meetings that contain personal information is subject to the provisions of the Act.

### **Procedures:**

1. Requests for Disclosure of Commission Records under the Act:
  - Applications for disclosure of Commission records that are not considered in public meetings are processed according to the provisions of the Act.
  - Exceptions to disclosure are made in accordance with the provisions of the Act.
  - The Commission FOIPP Coordinator determines whether a request can be processed informally or as a request under the Act.
  - Fees for requests under the Act must be paid or waived before the records will be provided.
  - Requests for personal information are provided free of charge unless the costs of producing a copy of the records exceed \$10.00. Costs in excess of \$10.00 are assessed in accordance with the Commission Fee Schedule. (Appendix G – EPC FOIPP Procedures)

- An initial fee as set out in the Commission Fee Schedule (Appendix G – EPC FOIPP Procedures) must accompany requests for general information. Processing of a request does not commence until this fee has been paid or waived.
  - Upon receipt of the initial fee, the Commission’s FOIPP Coordinator provides the applicant with an estimate of the total fees to process the request. Processing of the request ceases until the applicant either agrees to pay the fees as estimated; receives approval to have the fees waived; or asks for a review under Part 5 of the Act.
  - If the applicant chooses to cancel or abandon the request, the initial fee is non-refundable.
2. Disclosure of Service reports made to the Commission:
- Notwithstanding that reports made by the Service to the Commission are in the custody of the Commission, the Service is considered to be the originator of any reports that are not provided by the Service at a public meeting of the Commission.
  - Under section 15 of the Act, requests for disclosure of reports made to the Commission by the Service will be transferred to the Edmonton Police Service FOIPP Unit coordinator and will be processed under their policies and procedures.

**References:**

1. *Appendix G – EPC FOIPP Procedures*
2. *EPC Policy 3.2.1 – Records Management*
3. *EPS policy IS2PO – Disclosure of Information Policy*
4. *EPS Procedure IS2-1PR – FOIPP Procedure*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Repealed:</b>	September 17, 2015
	January 17, 2019
	September 17, 2020

## 2.4 AWARDS

### 2.4.1 AWARDS AND COMMENDATIONS

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

#### Guidelines:

1. The Commission endorses the Service's awards and recognition programs.
2. Formal recognition of deserving individuals and groups is extended through the following awards:
  - Edmonton Police Commission Citizen Awards
  - Problem Solving Award
  - Edmonton Police Service Awards
3. 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.
4. A civilian can be nominated by either a Service member or a member of the Commission.
5. A Problem-Solving Award is given to the Recruit with the highest score obtained in this section of each Recruit Training Program.
6. Individual Commission members, at their discretion, may also provide an official commendation to a Service member for exceptional performance, outstanding work in the community, outstanding contribution to police work and/or innovation and problem-solving.



**Procedures:**

1. The Commission will appoint one or more delegates to the Edmonton Police Service Awards Board.
2. For commendations, individual Commissioners will provide the Chief of Police with a letter outlining the nature of the commendation to be placed on that Service member's personnel file.

<b>Effective:</b> October 22,2020	<b>Revised:</b>
<b>Repealed:</b>	

## 2.4.2 MEMORIAL FUNDS

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The Edmonton Police Commission (Commission) supports the formation of permanent and one-time memorial awards to commemorate the passing of a prominent employee of the Edmonton Police Service (Service).

### **Guidelines:**

1. Memorials can be either monetary and/or material gifts given to an individual or group of individuals which has been designated in memory of a person.
2. Memorials shall be set up with an expressed set of selection criteria and application process.
3. All award criteria will be formulated to achieve a specific objective of the Commission's and/or Service's strategic plan and goals.
4. The Commission may set up an independent Memorial Committee to assist in developing selection criteria, receive applications, and distribute funds.
5. The Commission will determine the amount of funding that will be allocated for each individual memorial award.
6. The Commission shall take all reasonable and appropriate steps to ensure the award is used for the purpose it was intended including, but not limited to, financial recording keeping and reporting.

<b>Effective:</b> Nov.30, 2007	<b>Revised:</b> September 17, 2015
<b>Repealed:</b>	January 17, 2019

## **2.5 REWARDS**

### **2.5.1 REWARDS**

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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 (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.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Reviewed:</b>	October 27, 2016
	September 20, 2020

### 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 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;
  - i) Hires the staff necessary to run the operations of the Commission office; and,
  - j) Oversee the management of the Commission office and staff.
  - k) The Executive Director will ensure that all HR processes as it relates to staff generally align with the City of Edmonton’s policies and procedures. Exceptions may be made which recognizes the unique nature of providing support to a volunteer governance board. To ensure the Commission is able to fulfill their legislated roles and

- responsibilities, the Executive Director has the flexibility to alter, but is not limited to, the following processes:
- Hiring process
  - Negotiating compensation and benefits packages for Commission staff
  - Banking of vacation days and or Earned Days Off (EDO's)
3. The Commission appoints a Public Complaint Director and legal counsel who reports to the Executive Director on day-to-day matters.
  4. The Public Complaint Director and legal counsel reports directly to the Commission on public complaint and legal matters.
  5. The role of the Public Complaint Director is as set out in the *Police Act*, and as described in EPC policy number *1.2.1 – Public Complaint Director*.
  6. The Commission may issue instruction to the Public Complaint Director and legal counsel that is consistent with their duties.

**References:**

1. *Alberta Freedom and Protection of Privacy Act.*
2. *Police Act, RSA 2000, c P-17*
3. *EPC Policy 1.2.1 – Public Complaint Director*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Repealed:</b>	January 17, 2019 December 12, 2019

### **3.1.2 SECURITY CLEARANCES**

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The Edmonton Police Commission (Commission) requires enhanced security clearances to manage and mitigate potential risk to the Commission and Edmonton Police Service (Service) by assessing the background of staff, appointed Commissioners and other individuals who are provided access to sensitive information.

#### **Guidelines:**

1. The Commission requires that enhanced security clearances will be conducted for all Commission staff members who are provided with access to sensitive police information.
2. Prior to appointment, public Commission members will be subject to an enhanced security clearance which includes an interview to assess overall suitability for appointment.
3. Prior to consideration for appointment, Council members will require an enhanced security clearance.
  - a) Commission staff will work with the City of Edmonton staff to facilitate an Enhanced Security Clearance prior to appointment by the City.
4. The Commission requires enhanced security clearance for external contractors who will have access to sensitive police information. This includes, but is not limited to, trade persons, consultants and external auditors.

#### **Procedures:**

1. The Executive Director will be responsible for ensuring all staff members, commission members and contractors are subject to an enhanced security clearance.
  - a) Enhanced Security Clearances for staff to be completed every five years.
  - b) Enhanced Security Clearances for Commission members to be completed every six years.

2. External contractors engaged by the Commission are subject to an Enhanced Security Clearance for each contract entered into with the Commission.
  - a) In the event an external contractor engages in multiple contracts with the Commission that overlap in time, only one enhanced security clearance will be required.
  - b) Contractors engaged by the Commission for terms longer than five years will require completion of an Enhanced Security Clearance every five years.
3. This requirement will be outlined in all materials relevant to the hiring process including, but not limited to, job postings and requests for proposals.
4. The Executive Director will ensure all Enhanced Security Clearance forms remain with the Enhanced Security Clearance Unit.
5. The Service may, at any time and without prior notice, conduct a criminal record and police check of any Commissioner during their term of appointment.

**References:**

1. *Edmonton Police Service – Enhanced Security Clearance Policy – HR36PO*
2. *Edmonton Police Service – Enhanced Security Clearance Procedure – HR36-1PR*
3. *Edmonton Police Service – Enhanced Security Information Checklist form*



<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015 January 17, 2019
<b>Repealed:</b>	

### **3.1.3 STAFF EVALUATION**

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The Edmonton Police Commission (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.

<b>Effective:</b> September 17/15	<b>Revised:</b> September 20, 2018
<b>Repealed:</b>	

### **3.1.4 HEALTH AND SAFETY**

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The Edmonton Police Commission (Commission) promotes a safe and healthy workplace for all employees.

The Commission is committed to protecting the health and safety of all our staff members and, as such, the Executive Director fully supports a health and safety management system that protects our staff and any general public that may enter onto our property.

#### **Definitions:**

**HAZARD ASSESSMENT:** Hazard assessment is a formal process for identifying existing and potential hazards and determining the degree of danger or risk the hazards pose to employees.

**IMMINENT DANGER:** A danger that is not normal for that occupation or a situation under which a person is at immediate risk of serious physical harm or death.

**SAFETY MANAGEMENT SYSTEM:** A process used to effectively manage hazards. It includes the identification of hazards, ranking of hazards, and the control of identified hazards.

#### **Guidelines:**

1. All Commission staff members have a responsibility for ensuring healthy and safe workplace practices.
2. The Executive Director will provide leadership in promoting a healthy and productive work environment and will support specific safety procedures including providing related health and safety training for staff members.
3. The Executive Director is responsible for assuring all health and safety processes implemented adhere to the Occupational Health and Safety regulations and any other relevant legislation.

### **Procedures:**

1. All new staff members will be given an Occupational Health and Safety orientation within the first week of working in the new position.
2. One staff member will be assigned the responsibility of Fire Warden. One staff member will be the Deputy Fire Warden. Assignment will be reviewed every two years.
3. Emergency Response Procedures: The Fire Warden and Deputy Fire Warden shall, annually, attend the Emergency Response Procedures training provided by the lessor. After receiving the training, the procedures will be reviewed with all staff.
4. Annual Facility Inspection: The Fire Warden will conduct an annual facility inspection by March 31. The results of the facility inspection will be brought forward to the Executive Director for review and action, as necessary.
5. First Aid Supplies: The office shall have a first aid kit located in an area which is accessible by all employees. The Fire Warden will assess and replenish the supplies of the first aid kit annually as part of the annual facility inspection.
6. Hazard Assessment: The Executive Director, in collaboration with all staff, will annually review the hazard assessment.
7. Check In and Check Out Procedures: Where a staff member is working alone after 1900hrs, that staff member will advise the Executive Director or another staff member that they are working, and will also advise when they are leaving work, and when they have safely reached their vehicle or have arrived home on public transit. Staff may also take a taxi and seek reimbursement if the staff member feels they are too fatigued to drive home. This applies to both weekdays and weekends.
8. Attendance of Unknown Persons at EPC Office: Where an unknown member of the public attends at the EPC offices, they will not be invited into the interview room but instead sent down to the area beside the lessor's security desk. The PCD will attend at the couches. If comfortable, the PCD will meet with the individual in the food court. If not comfortable, the PCD will meet with the individual at the couches (close to security) or another location deemed suitable to the PCD.
9. Attendance of Known Persons at EPC Office: only individuals known to EPC staff will meet in the interview room and ONLY if EPC staff agree that it is safe to do so. In most cases, all meetings will be conducted with two EPC staff present. Only

if an EPC staff member is confident that it is safe to do so as the individual is known to them and that they have sufficient experience with the individual to assess risk will an EPC staff member meet with a member of the public alone.

10. Panic Alarm Response: In the event that the panic alarm is activated, lights and sirens in the EPC space are engaged. The Executive Director will attend immediately to the interview room if in use prior to the alarm. The Executive Assistant or Administrative Assistant will call 911 and the Scotia Place security desk.
11. No staff member shall carry out any work if, on reasonable and probable grounds, the employee believes that there exists an imminent danger to the health and safety of that employee.

**References:**

1. *Alberta Occupational Health & Safety Act, Legislation, Regulation and Code*
2. *Edmonton Police Commission Security System Procedural Manual*

<b>Effective:</b> Sept. 20, 2018	<b>Revised:</b>
<b>Repealed:</b>	

### 3.1.5 RESPECTFUL WORKPLACE

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The Edmonton Police Commission (Commission) is committed to creating and maintaining a vibrant, healthy, safe and caring work environment for all Commission employees. The Commission promotes a work environment free from discrimination or harassment, one in which everyone treats each other with respect and dignity.

Harassment in the workplace creates an intimidating and offensive climate, is a form of discrimination, affects individual's dignity and self-esteem, and will not be tolerated by the Edmonton Police Commission.

The Commission upholds all laws in place including, but not limited to, the *Human Rights Act* for the Province of Alberta.

#### **Definitions:**

**HARASSMENT:** Is conduct by an individual that means to demean, humiliate or embarrass and is also any act of intimidation or threat that the individual knew or ought to reasonably have known would cause offense or harm. Harassment also occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

The behavior need not be intentional in order to be considered harassment.

Examples of harassment that will not be tolerated at the Commission include but are not limited to: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo, or taunts related to any of the protected grounds listed above.

Bullying is a humiliating, offensive, and intimidating behavior and also a form of harassment. It is the impact of the behavior on others, not the intent, which determines whether or not bullying has occurred.

**SEXUAL HARASSMENT:** Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment.

Sexual harassment can include such things as pinching, patting, rubbing, leering, “dirty” jokes, pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature.

INDEPENDENT HUMAN RESOURCES (HR) CONSULTANT: A sole firm held on retainer by the Commission to provide advice to employees on issues of harassment or discrimination and may investigate harassment complaints on behalf of an employee.

**Guidelines:**

1. The Executive Director of the Commission will strive to realize a respectful workplace by setting, communicating and modeling clear expectations of employee behaviours in relation to other employees and stakeholders. The Executive Director may provide or facilitate appropriate training, education and awareness information for all employees that is congruent with a respectful workplace.
2. Any individual subjected to discrimination, harassment or sexual harassment has the right to bring their concern to the Executive Director, and/or the Chair of the Commission, and/or to an independent HR consultant, and/or to the alleged offender.
3. The Executive Director and/or the Chair of the Commission are responsible for ensuring that complaints are addressed in a timely manner.
4. Complaints may be resolved through an informal verbal complaint mechanism, which may involve mediation or by submitting a formal written complaint to the Executive Director and/or Chair of the Commission and/or an independent HR consultant.
5. Individuals alleged to have violated this policy are entitled to know the name(s) of individual(s) making an informal or formal complaint. In the case of a formal complaint, the respondent shall receive a copy of the written complaint.
6. Reasonable efforts shall be made to respect the confidential nature of all complaints while recognizing that absolute confidentiality cannot be guaranteed owing to the need for investigations and the need to inform the alleged individual; and
7. Nothing in this policy affects a complainant’s right from seeking a civil remedy or recourse through any administrative tribunal.

## **Procedures:**

### **1) INFORMAL COMPLAINT:**

- a) The complainant may convey objections to the individual directly or through the Executive Director and/or Chair of the Commission.
- b) If the complaint is about the Executive Director and the Chair of the Commission then the complainant may contact the Vice Chair.
- c) The complainant should keep written records regarding the incident(s) and of any attempts to inform the respondent directly.
- d) If the Executive Director, Chair of the Commission or Vice Chair receives an informal complaint they shall take action to resolve the complaint expediently.
- e) The Executive Director, Chair or Vice Chair shall take the following actions:
  - 1) Provide the complainant and respondent with information regarding discrimination, harassment or sexual harassment, including this policy and advise them where assistance is available.
  - 2) Assist the complainant in speaking to the respondent directly, or speak to the respondent on the complainant's behalf to outline the allegations and attempt to resolve the complaint informally.
  - 3) Monitor the status of the complaint to see that it is satisfactorily resolved with a reasonable time limit.
  - 4) If the Executive Director, Chair or Vice Chair is unable to resolve the complaint, the complainant and respondent will be asked whether they are willing to enter into voluntary mediation through a neutral third party selected by the Executive Director, Chair or Vice Chair.
  - 5) If the informal complaint is not resolved through mediation then a formal complaint can be filed.
  - 6) If the behavior of the respondent appears to be in violation of this policy then a warning may be issued that such behavior is unacceptable. Failure to discontinue the behavior may result in a formal complaint.

### **2) FORMAL COMPLAINT:**

- a) A formal complaint consists of a signed written statement outlining the allegations, describing the specific incident(s), the dates (if available) and any witness(es).
- b) The written statement can be delivered to either the Executive Director or Chair of the Commission. In the case the formal complaint is against both of these individuals then the statement can be submitted to the Vice Chair and/or independent HR consultant.
- c) In the event that the complaint submitted is against both the Chair and Executive Director, then the Vice Chair will take on the responsibility of ensuring the formal complaint process is followed.
- d) The Executive Director or Chair of the Commission shall provide a copy of the complaint to the respondent.

- e) The Executive Director or Chair of the Commission may retain a third party to conduct an investigation regarding the complaint.
- f) The findings shall be detailed in a report back to the Executive Director or the Chair of the Commission.
- g) If the results of the investigation support the allegations in the letter of complaint, a range of sanctions may be imposed on the respondent by the Executive Director or Chair of the Commission. The sanctions depend upon the nature and seriousness of the offence and include a verbal warning, written reprimand with a copy retained in the respondent's file, suspension or termination of employment.
- h) If the results of the investigation do not support the allegations, the complaint will be deemed unfounded and a letter will be issued indicating that the respondent has been cleared of all allegations.
- i) If the evidence indicates that the complainant knowingly and willfully made false allegations in an attempt to cause harm to the respondent, a range of sanctions may be imposed as outlined in 2(g).
- j) Either party has the right to seek civil or criminal redress through the courts or to file a complaint with the Alberta Human Rights Commission.
- k) No employee shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Sanctions may be imposed for retaliation.

**References:**

- 1) *Human Rights Act*
- 2) *EPC Policy # 1.1.3 - Discrimination and Harassment*



<b>Effective:</b> October 22, 2020	<b>Revised:</b>
<b>Repealed:</b>	

### 3.1.6 DIVERSITY AND INCLUSION

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The Edmonton Police Commission (Commission) is committed to attracting a diverse and talented workforce to meet the business requirements of the organization by employing a recruitment process that is inclusive and reflects equal opportunity in accordance with appropriate laws and collective agreements.

The Commission will meet its goal of acknowledging the diversity within the community by leveraging the unique talents and backgrounds of its staff.

#### **Definitions:**

**Diversity** - The range of human difference, experiences and perspectives. Diversity includes the protected grounds listed in the *Alberta Human Rights Act*, and includes, but is not limited to, differences in personality, thoughts, life experiences, learning styles, working styles and viewpoints.

**Inclusion** - Valuing and embracing diversity to ensure the active participation and contribution of all individuals and groups. Inclusive environments welcome and embrace differences, while viewing them as strengths in creating an innovative and forward-thinking organization and community.

#### **Guidelines:**

1. The Commission will incorporate deliberate strategies of inclusion when developing policies and procedures for the organization.
2. The Commission is committed to the principle that all members, including staff, have a right to work in an environment without discrimination and harassment.
3. All Commissioners and staff have a role in preventing, recognizing, acknowledging, and addressing potential biased practices within the organization. Complaints of individual or systemic discrimination will be addressed in accordance with *EPC Police 3.1.6 – Respectful Workplace*.

4. The Commission will engage in staff recruitment programs that encourage all members of society to access Commission employment opportunities and will ensure that the selection process is inclusive.
5. The Commission supports professional development and training opportunities that address issues of diversity and cultural competencies and encourage all Commissioners and staff access these resources.

**References:**

1. *Alberta Human Rights Act*
2. *City of Edmonton Policy C538 – Diversity and Inclusion*
3. *City of Edmonton Policy Administrative Directive A1104A – Hiring*
4. *EPC Policy 3.1.6 – Respectful Workplace*

<b>Effective:</b> October 28,2021	<b>Revised:</b>
<b>Repealed:</b>	

### 3.1.7 COVID-19 POLICY

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The Edmonton Police Commission (Commission) has legislative obligations to provide a safe and healthy workplace and value protecting the well-being of each other and those we serve.

The Commission is committed to safeguarding its Commissioners, staff and members of the public from the risks associated with COVID-19.

The Commission has determined that it is necessary to take additional steps to mitigate the hazards of COVID-19 by determining and outlining the requirement for all Commissioners and staff to be fully vaccinated against COVID-19, unless exempt on the basis of a protected legal ground.

#### **Definitions:**

**COVID-19 Vaccine:** means a vaccine authorized by Alberta Health. (e.g. Pfizer BioNTech/Comirnaty, Moderna/Spikevax, Janssen (Johnson & Johnson), AstraZeneca/COVIDSHIELD/Vaxzevria)

**Fully Vaccinated:** means having obtained all required doses of a COVID-19 vaccine, including having observed a two-week period following the final dose.

**Protected legal ground:** means a sincerely held religious belief which prohibits an individual from receiving a COVID-19 vaccine or a medical condition which prevents an individual from safely receiving a COVID-19 vaccine.

#### **Guidelines:**

1. This policy and the following procedures apply to all Commissioners and Commission staff.
2. All Commissioners and staff must be fully vaccinated against COVID-19 and provide proof of vaccination.

3. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical) may request an exemption and accommodation.
4. Commissioners who are unable to be fully vaccinated will be facilitated to attend meetings and events virtually, where possible, by either the Commission or Service.
5. The Commission will continue to manage the risks related to COVID-19 through other hazard controls such as engineering controls, administrative controls, and personal protection equipment.
6. This policy may be reviewed and revised before its scheduled review date if the circumstances warrant.

#### **Procedures:**

1. All Commissioners and staff must submit proof of two doses received in a form satisfactory to the Commission by the date determined by the Executive Director.
2. Commission employees will provide a copy of their COVID-19 vaccine immunization record that shows their name, date of vaccination, and type of dose. This record will be kept on file in accordance with retention and disposition schedules. The copy of the immunization record is transitory and will be destroyed within 30 days of review of the immunization record.
3. An employee may request an exemption from the requirement to be fully vaccinated on the basis of protected legal ground by submitting this request to the Executive Director. This request must be accompanied by a sworn or affirmed declaration of that belief or medical documentation from a physician licensed to practice in Alberta confirming that the employee cannot receive a COVID-19 vaccine.
4. Employees with an approved exemption will be accommodated as per *Occupational Health and Safety Regulations*.
5. Employees who do not provide proof they are fully vaccinated or have an approved exemption will be required to submit to ongoing COVID-19 rapid antigen testing up to twice per week at the employee's own cost, unless testing is part of accommodation for a protected legal ground. The frequency of testing will be determined by the Executive Director.
6. Employees who do not comply with the testing requirements will be required to work remotely as long as it remains feasible for operations.

7. Commissioners who cannot be vaccinated on protected legal grounds and/or do not want to comply with testing requirements as outlined for employees, will not be allowed to attend in person any Service facilities or Commission office.
8. Commissioners and Commission employees who are fully vaccinated or who have an approved exemption are still required to adhere to all other City of Edmonton and Service workplace COVID-19 hazard controls.
9. All information collected under this policy and procedure is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is managed and protected in accordance with FOIP. The Commission will take all reasonable security arrangements to protect this information from unauthorized access, collection, use, disclosure or destruction pursuant to Section 38 of FOIP. The information will only be retained to achieve the purposes stated above and will be securely destroyed in accordance with the Commission's retention and disposition schedules.

**References:**

1. *Occupational Health and Safety Act*
2. *Freedom of Information and Protection of Privacy Act*
3. *EPC Policy # 3.1.4 – Health and Safety*
4. *EPC Policy # 3.2.1 – Records Management*

<b>Effective:</b> January 20, 2022	<b>Revised:</b>
<b>Repealed:</b>	

### 3.1.8 ENHANCED SECURITY CLEARANCE RECONSIDERATION FOR COMMISSIONERS

Under section 3.1 of the Alberta *Police Act* the Province of Alberta has established standards for Municipal Police Commissions with respect to background checks of individuals to be appointed as Commissioners under the *Alberta Policing Oversight Standards for Municipal Police Commissions* as follows:

RR2 Preamble: Once a municipal police service has been established, the second requirement is an oversight agency that will oversee the police service. To fulfill this requirement, the municipality **shall** select and appoint qualified oversight agency members through a process sensitive to the principles of openness and equity.

RR 2.3 Security checks: The municipality shall conduct a background check/security clearance of each successful candidate (including those appointed as a member of the council or an employees of the municipality) before confirmation of his/her appointment to the oversight agency, including at a minimum:

- a. Criminal record check;
- b. Character / Reference checks;
- c. Interview of applicant (including an assessment of overall suitability)

In Edmonton, the criminal record check is done by the police service in the form of an Enhanced Security Check and pass/fail results provided to the City of Edmonton. City Council and their employees are responsible for items (b) and (c) above.

This policy outlines the process to be used in the event an individual fails an ESC to become a Commissioner.

#### **Definition(s):**

Enhanced Security Clearance – means the submission of the Service’s Enhanced Security Clearance Form for processing through the Enhanced Security Clearance Unit (ESCU).

## **Procedures:**

1. In the event an applicant for an Enhanced Security Clearance comes back as classified “unable to clear” by the Service then the applicant will be notified by the City of Edmonton’s Recruitment Team that they may request a reconsideration of the decision.
2. If an applicant decides they wish to proceed with the reconsideration process then a private meeting shall be called by the Commission’s Executive Director which will include the following individuals:
  - Chair of Commission
  - Vice Chair of Commission
  - Executive Director (who attends to take notes on behalf of the Commission)
  - Two members of City Council, designated by Council with the authority to make a decision on matters under review
  - City staff member (who attends to take notes on behalf of Council)
  - Chief of Police or designate
  - Applicant and representative, if desired
3. The applicant needs to agree, in writing, to release all details of the ESC to designated members of EPC and City Council for the purpose of reconsidering the ESC decision.
4. The applicant may provide information and/or additional evidence at the reconsideration meeting in support of their appointment to the Commission including that the findings of their ESC is not a barrier nor that they pose a risk to either the Commission or Service.
5. The Commission and/or the Service will provide additional information or evidence as to why the findings of the ESC may or may not present a risk in appointing the applicant as a Commissioner.
6. City Council representatives will make a decision on the matters including whether or not the failure to clear an ESC creates a barrier to appointment as a Commissioner. Their decision will be shared with Council who will make the final decision on the appointment of the applicant as per *City of Edmonton Bylaw 14040*.
7. All information provided during the reconsideration meeting will be collected and retained in a secure manner in accordance with regulations under the *Freedom of Information and Protection of Privacy (FOIPP) Act*.
8. In the event Council appoints an individual as a Commissioner that, in the opinion of the Commission poses a risk to the organization, then the Commission’s Executive Director shall craft provisions and processes for Commission approval related to this specific individual that limit the risk to both the Commission and the Service. These provisions will

be unique to the circumstances of each individual and may include, but are not limited to the following:

- Access to Commission and Service's buildings and facilities;
  - Restricted access to receipt of sensitive documents including, but not limited to, historical and/or ongoing police investigations;
  - Exclusion from all or portions of Commission meetings in which sensitive information or presentations are being discussed.
9. The Commission may also choose to notify the Minister of Justice and seek direction on a case by case basis.

**References:**

1. *Police Act, RSA 2000, cP-17*
2. *Freedom of Information and Protection of Privacy (FOIPP) Act*
3. *Alberta Policing Standards for Municipal Police Commissions*
4. *City of Edmonton Bylaw (No 14040), Edmonton Police Commission Bylaw, December 15, 2015*
5. *EPC Policy # 3.1.2 – Security Clearances*



<b>Effective:</b> Sept. 17, 2015	<b>Revised:</b> February 21, 2019
<b>Repealed:</b>	

## 3.2 RECORDS MANAGEMENT

### 3.2.1 RECORDS MANAGEMENT

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Corporate Records are a valuable asset that must be managed throughout their life cycle and preserved for future use. The Edmonton Police Commission (Commission) establishes a record and information management framework and procedures to capture, protect, use and preserve records under their control.

#### **Definitions:**

**Archival Record:** Records that are identified as having historical or research value warranting continued preservation beyond the time they are needed for administrative, legal, or fiscal purposes.

**Corporate Record:** Information recorded in any form, physical or electronic, which is in the custody or control of the Commission. It is also a record which has been created or received by Commissioners or staff of the Commission in connection with the transaction of public business and preserved as evidence of the organizations policies, decisions, functions, procedures, operations, or other activities of the Commission. The specific form of records include, but are not limited to, handwritten or printed notes, electronic correspondence or messages, images, audiovisual and sound recordings, documents, drawings, photographs, letters, and any other information that is written, photographed, recorded or stored in any manner.

**Record and Information Management:** Field of management responsible for the systemic control of the creation, receipt, maintenance, use and disposition of corporate records, including processes for capturing and maintaining evidence of, and information about business activities and transactions in the forms of records.

**Records Retention Schedule:** Describes the records under the control of the Commission and the associated “keeping” requirements. It identifies statutory and business requirements for document retention and ensures records are disposed of consistently or archived in a timely manner.

**Transitory Record:** Is a record that does not have long-term value. Transitory records contain information that is not required to meet legal or financial obligations or to sustain administrative or operational functions and have no historical value. Police Commission

transitory records may include, but are not limited to, notes taken to prepare official records or minutes, duplicate records, drafts and working materials, emails that do not solely document a decision or transaction of the Commission, and voice-mail messages.

**Vital Record:** Recorded information required by the Commission to recover from a disaster, emergency or loss of information.

### **Guidelines:**

1. Management of all corporate records must comply with all business requirements, applicable legislation and corporate records and information management best practices.
2. All business processes established by the Commission must meet the requirements set out by the City of Edmonton Corporate Records and Information Management Program and City of Edmonton Archives.
3. Vital records must be protected to ensure the continuity of key services and business operations of the Commission in the event of a disaster, emergency or loss of information.
4. Transitory records should not be filed in any official record systems as these records are not required to meet any statutory obligation or to sustain administrative or operational function.
5. All records created by the Commission must be classified as per the Records Classification System and Retention Schedule.
6. The Commission shall maintain a file and document management system that allows for the efficient retrieval of records.
7. In the event the Commission is dissolved, all records will go to the Office of the City Clerk and the City of Edmonton will become the record holder.

### **Procedures:**

1. The Records Classification System and Retention Schedule will be reviewed every five (5) years.
2. The Commission shall, by the end of March of every year, attend to the archival and destruction of records as required by the record retention schedule.

### **References:**

1. *City of Edmonton Corporate Records and Information Management Program*
2. *Edmonton Police Commission Records Classification System and Retention Schedule*
3. *City of Edmonton Archives*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> May 20, 2010
<b>Repealed:</b>	September 17, 2015
	October 27, 2016
	March 21, 2019

## 4.1 ROLES AND RESPONSIBILITIES

### 4.1.1 ROLES AND DUTIES OF COMMISSION MEMBERS

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Edmonton Police Commissioners (Commissioners) are expected to represent the public in carrying out their duties as prescribed in the Police Act, City of Edmonton Bylaw #14040 and this policy manual.

It is recognized that elected officials who are appointed to serve on the Edmonton Police Commission (Commission) may, in making decisions or taking actions as a member of the Commission, take into account the broader interests of their constituents, stakeholders and the municipal corporation as a whole.

#### **Guidelines:**

1. Individual members of the Commission must exercise their official duties and functions and arrange their affairs in such a manner that public confidence and trust in the integrity, objectivity, and impartiality of the Commission are conserved and enhanced.
2. Commission member actions should be guided by the Commission's Vision and Mission.
3. Commission members should expect to spend a significant number of hours each month in performance of their duties as required.
4. All members will attend meetings prepared to discuss items on the agenda and will have read all reports and background materials provided.
5. Commission members will focus their efforts and discussions on issues related to strategy, policy, and governance oversight.
6. Individual Commissioners will be appointed to any number of standing committees and/or ad hoc committees.
7. All Commission members are encouraged to attend functions throughout the community to maintain strong links with individuals and groups.

8. Each member of the Commission will avail themselves of training opportunities and will become knowledgeable on the practices of good governance and the policing profession.
9. No individual Commission member shall purport to speak on behalf of the Commission unless they are authorized to do so as outlined in EPC policy 5.3.3 – Communications and Media Relations.
10. All Commission members must observe the rules around confidentiality as outlined in the Code of Conduct and the FOIP Act.
11. Individual Commissioners cannot direct the Executive Director or any other Commission staff member and all directions or recommendations will follow the guidelines in EPC policy 2.3.1 – Information Requests.
12. Individual Commissioners have no direct authority over any member of the Edmonton Police Service and all authority flows through approved motions of the Commission.

**References:**

1. *Police Act, RSA 2000, c P-17*
2. *City of Edmonton Bylaw, No 14040, Edmonton Police Commission Bylaw*
3. *Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25*
4. *EPC Policy 2.3.1 – Information Requests*
5. *EPC Policy 4.2.1 – Code of Conduct*
6. *EPC Policy 5.2.1 – Committees of the Commission*
7. *EPC Policy 5.2.6 – Ad Hoc Committees*
8. *EPC Policy 5.3.2 – Education and Training*
9. *EPC Policy 5.3.3 – Communication & Media Relations*
10. *EPC Policy 5.6.3 – Attendance of Commissioners at Functions*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April, 2012
<b>Repealed:</b>	September 17, 2015
	October 27, 2016
	March 19, 2019
	April 17, 2021

#### **4.1.2 ROLES AND DUTIES OF CHAIR AND VICE CHAIR OF COMMISSION**

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Regulations under the Police Act and the Police Commission Bylaw require that both a Chair and Vice Chair are elected from among the membership of the Edmonton Police Commission (Commission).

##### **Definitions:**

**CHAIR:** the person elected by members of the Commission annually to act as the head representative of the Commission and also means a person who has authority to preside over meetings.

**VICE CHAIR:** the person elected by the members of the Commission annually to act as Vice Chair and to preside over meetings and/or assume the responsibilities of the Chair in their absence.

**EX-OFFICIO:** the Chair holds a position as a member of all Commission appointed committees with full voting privileges.

##### **Guidelines:**

1. In addition to their role as a member of the Commission, the Chair is also responsible for ensuring that the Commission is operating in accordance with its policies and procedures, and for ensuring the ongoing integrity of the Commission's processes.
2. The Chair will work with the Executive Director to set the agendas for Commission meetings.
3. The Chair will preside over Commission meetings and will determine the speaking order when two or more members wish to speak.
4. In the absence of the Chair at a Commission meeting, the Vice Chair will preside over the meeting. In the absence of both the Chair and Vice Chair, any member of the Commission chosen by those members present, other than a member of Council or municipal employee, shall preside over the Commission meeting.

5. While presiding over a meeting of the Commission the Vice Chair, or alternate, may exercise all the same rights, powers, and authority of the Chair, including the responsibility to speak on behalf of the Commission.
6. The Chair will endeavor to build consensus and build teamwork within the Commission; encourage an atmosphere of openness and trust and maintain a cohesive group without losing diversity of opinion and independent points of view.
7. The Chair is an ex-officio member of all committees where the Chair is not appointed as a full member.
8. The Chair shall maintain a liaison and communication with all Commission members and committee Chairs.
9. The Chair is the liaison to Commission administration through the Executive Director.
10. The Chair is the official spokesperson of the Commission and is the only person authorized to speak to the media on behalf of the Commission.
11. The Chair may designate the Vice Chair, Committee Chairs, or other members of the Commission, to speak to the media on certain matters.
12. The Chair shall evaluate each Commissioner and submit recommendations to Council on the re-appointment of all Commissioners, other than the Chair.
13. The Chair ensures that the Commission is appropriately represented at official functions and meetings.
14. The Chair has the authority to delegate any or all of their responsibilities in their absence or when their schedule does not permit participation in scheduled events or meetings. This delegation shall first be applied to the Vice Chair and in their absence, the authority will be applied to another member of the Commission.
15. Should the Chair become unavailable and is unable to delegate their authority, then the Vice Chair will automatically assume this position until such time as the Chair returns and is able to resume their responsibilities.
16. The Vice Chair will work closely with the Chair and the Executive Director and assists in facilitating communications among the Commission, the Chair, and the Chief.
17. The Vice Chair will meet with Commission members as needed to provide general guidance and advice.

**18. References:**

1. *Police Act, RSA 2000, c P-17*
2. *City of Edmonton Bylaw, No 14040, Edmonton Police Commission Bylaw*
3. *Appendix B – Edmonton Police Commission Meeting Procedures*
4. *EPC Policy 4.3.2 – Evaluation and Re-Appointment of Commission Members*
5. *EPC Policy 5.3.3 Communications and Media Relations*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Reviewed:</b>	February 21, 2019
	October 20, 2022

## 4.2 CODE OF CONDUCT AND CONFLICT OF INTEREST GUIDELINES

### 4.2.1 CODE OF CONDUCT

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It is the purpose of this Code of Conduct to outline certain basic rules for persons appointed as members of the Edmonton Police Commission (Commission) so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of the Edmonton Police Commission is, at all times, service to its community and the public.

The members of the Commission will achieve effective governance and oversight by fulfilling their roles and responsibilities under the *Police Act* and will exercise their official duties and functions in such a manner that public confidence and trust in the integrity and objectivity of the Commission are conserved and enhanced.

While this policy covers a wide range of practices and procedures, the guidelines presented here are not exhaustive, and it is acknowledged that no articulation of policies and procedures to govern conduct can anticipate all situations. The Code of Conduct applies to all Commission members.

#### **Definitions:**

**Elected office:** applies to statutory elections set out in municipal, provincial, and federal legislation.

**Political activity:** political related activities include canvassing, campaigning, and fundraising, that aim to advance an individual's or a group's interests. This includes, but is not limited to, post, solicit, distribute, wear, or otherwise display political material or messages during board meetings and board- related activities (This includes vehicles and equipment).

#### **Guidelines:**

1. Commissioners are expected to comply with the spirit and letter of all laws, regulations, policies, and procedures applicable to the Commission, including, but not limited to, the *Police Act*.



2. Govern their conduct in accordance with the requirements and obligations set out in the Province of Alberta Police Act and Regulations, and the bylaws and policies of the City of Edmonton and the Edmonton Police Commission Policy Manual.
3. Commission members are expected to conduct themselves in such a way as to protect the Commission's reputation and to conduct all business on behalf of the Commission fairly and honestly.
4. Preserve the integrity and impartiality of the Commission and of City Council.
5. At all times conduct themselves in a manner that is respectful and courteous of other Commissioners, Commission staff, members of the Edmonton Police Service, and the public.
6. Not use their position to secure any special privileges, favours, or exemptions for themselves or any other person.
7. Not use their position to advance their interests or the interests of any person or organization with whom or with which they are associated.
8. Be politically neutral in the performance of their Commission duties.
  - a) A Commissioner may participate in political activity; however, such activity must be conducted during non-Commission time and outside of the Commission office.
  - b) A Commissioner may not make use of information obtained during their course of work with the Commission for political purposes.
  - c) Commission members must take an approved leave of absence when running for elected office.
  - d) Commissioners must resign from the Commission if successfully elected.
9. Not use their position as Commissioner to obtain employment with the Edmonton Police Commission or Edmonton Police Service for themselves, family members, close associates, or their firms.
  - a) If a Commissioner is considered for employment with the Commission, then they must temporarily withdraw from the Commission. If the Commissioner is successful in gaining employment, they shall immediately resign from the Commission.
  - b) A Commissioner shall immediately resign if a family member (parent, spouse, and child) gains employment with the Commission.
10. Not attempt to exercise individual authority over the Commission or the Edmonton Police Service. Commission members have no individual authority over the Chief of Police and other Edmonton Police Service members.
11. Commissioners will be governed by the guidelines set out in the Commission's policy on Communications and Media Relations and will not speak to the media on behalf of the Commission unless delegated to do so by the Commission Chairperson. The Chair will be the spokesperson for the Commission. Delegation of this authority may be made from time to time to designated members of the Commission.

- a) If speaking to the media in their individual capacity, individual Commissioners must notify the media that they are not speaking as a spokesperson for the Commission.
  - b) A Commissioner who expresses disagreement with a decision of the Commission shall make it clear that the member is expressing a personal opinion and not the opinion of the Commission.
12. If Commissioners use social media platforms then their comments and activities will be governed by the EPC's policy on Social Media and a Commissioner may not avoid this, or other applicable policy, by changing the name or identifier on their social media account(s).
  13. Keep confidential any information discussed at an in-camera or closed meeting.
  14. Abide by their Oath of Office.
  15. Attend and actively participate in Commission meetings and notify the Chair or Executive Director of any anticipated absences.
  16. Not interfere with the management or day to day operations of the Service.
  17. Avail themselves of training or educational opportunities that may be provided for them to assist in carrying out their duties.
  18. Commissioners should not assume that any unethical activities not covered by or specifically prohibited by these guidelines of conduct, or by any legislation, are therefore condoned. Any Commission member uncertain of their duties in any particular circumstance should raise this concern with the Commission Chair, Executive Director or the Commission's legal counsel in order to obtain appropriate guidance and advice.
  19. Any Commission member who becomes aware that another Commission member may have breached the Code of Conduct shall bring the matter forward to the Commission.
  20. All suspected breaches will follow the procedures outlined in EPC policy *Appendix C – Reporting a Code of Conduct Breach*.
  21. For a period of twelve months after leaving the Commission, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

## **References:**

1. *Appendix C – Reporting a Code of Conduct Breach*
2. *City of Edmonton – Ethical Guidelines For Citizens Who Serve On City Boards, Agencies and Committees*
3. *EPC Policy #4.2.4 – Social Media*
4. *5.3.3. Communications and Media Relations*

<b>Effective:</b> Oct. 20, 2022	<b>Revised:</b>
<b>Reviewed:</b>	

#### 4.2.2 CONFLICT OF INTEREST

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Commissioners are expected to perform duties conscientiously and in a manner that will not put their personal interests in conflict with the best interests of the Edmonton Police Commission (Commission) and/or Edmonton Police Service (Service). A conflict of interest arises when a Commissioner's private interests supersede or compete with the Commissioner's dedication to the interests of the organization. This could arise from real, potential, or perceived conflict of interests.

##### **Definitions:**

Conflict of Interest: is any situation in which a Commissioner's personal interests (e.g. financial, occupational or political) may affect, or appear to affect, their objectivity, judgment or ability to act in the best interests of the Commission. The interests of immediate relatives of a Commissioner are also considered to be the interests of a Commissioner.

Potential Conflict of Interest: occurs when there exists some private interest that could influence the performance of a Commissioner's duty or function or in the exercise of power, provide that they have not yet exercised that duty or function.

Real Conflict of Interest: occurs when a Commissioner exercises an official power or performs an official duty or function and, at the same time, knows that in the performance of that duty or function or in the exercise of power, there is the opportunity to further a private interest.

Perceived Conflict of Interest: occurs when it appears that a Commissioner's private interests could improperly influence the performance of their duties – whether or not this is the fact.

Private Interest: means anything that can influence an employee. Private interests include, **but are not limited to**, direct interests, such as an employee's own personal, family, professional or business interests. Private interests may be pecuniary (i.e. financial), which includes any actual, potential or perceived financial gain or loss. They may also be non-pecuniary, which includes any tendency toward favour or prejudice resulting from personal or family relationships.

Consensual Personal Relationships: include sexual, intimate and/or romantic relationships between adults of any sex or gender identity. These relationships may be casual, periodic or

regular and may or may not constitute a primary relationship. A familial relationship of spouse or partner also constitutes a consensual personal relationship.

**Guidelines:**

1. Commissioners must declare any potential, real or perceived conflict of interest and make a full disclosure prior to discussion of an issue or an item on the agenda.
2. Certain disclosures may constitute confidential information and Commissioners may want to consult with either internal or external legal counsel prior to making a declaration. If a disclosure is deemed private then a determination can be made for exclusive internal, in camera, disclosure or limited-access disclosure to the general public as long as appropriate management and/or controls are put in place to address the conflict.
3. If a Commissioner is not certain whether there is a potential, real or perceived conflict of interest, they must bring it forward to the Commission.
4. It is the responsibility of every Commissioner who is aware of a real, potential, or perceived conflict of interest on the part of a fellow Commissioner to raise the issue for clarification, first with the Commissioner in question, and, if still unresolved, with the Chair. Commissioners can also seek the advice of the Commission's Executive Director and/or legal counsel.
5. In all cases, conflicts brought to the attention of the Commission, the Commission Chair, the Vice Chair, the Executive Director, or Commission's legal counsel must be resolved in a manner that preserves and enhances public confidence and trust in the objectivity and impartiality of the Commission.
6. Avoid any situation that could, or could appear to, interfere with a Commissioner's judgment in making decisions in the best interests of Commission. Examples of situations that present a conflict of interest include, but are not limited to, the following:
  - a) Influencing the purchase of goods or services for the Commission or the Service from a company or firm in which a Commissioner has financial interest;
  - b) Using confidential or non-public information obtained as a Commissioner to further their private interest;
  - c) Serving on the board of another organization and being in possession of information confidential to the Commission that is of importance to a matter being considered by the board of the other organization;

- d) Using their office to influence, or attempting to influence the hiring or appointment of a family member or related person by the Commission or Service;
  - e) Using the Commission's or Service's resources or facilities for a Commissioner's personal benefit.
7. Commissioners should not accept entertainment, gifts or benefits that grant or may appear to grant preferential treatment to an individual or entity that conducts activities with the Commission or Service. Similarly, no Commissioner may offer entertainment, gifts, or benefits in order to secure preferential treatment for either the Commission or Service.
8. Commissioners should fully and promptly disclose to the Commission any situation where friends, family members or associates of the member (either as an employee or consultant) provide services to the Commission or Service.
9. Commissioners must be sensitive to the nature and frequency of contact with Service personnel and must respect the position of the Chief of Police and the organizational structure of Service. The purpose of this protocol is to protect both Commissioners and Service members from perceived conflicts of interest:
- a) The Commission and individual members do not have any direct authority over Service personnel, save and except as outlined in the *Police Act* and the Commission policy manual. All direction must come through the Chief of Police and approved resolutions of the Commission;
  - b) Commissioners must not interfere with the Services' operational decisions and responsibilities or with the day-to-day operation of the Service and must refrain from directing any Service personnel in their performance of their duties;
  - c) Commissioners must not use their positions to attempt to influence the decisions or actions of Service personnel;
  - d) Commission members should avoid business contact with the Service and its personnel;
  - e) Commissioners may engage with Service personnel during sanctioned social events (grads, awards, etc.) or during site visits and other related events (ride-alongs, established committee meetings, informal meetings, etc.);
  - f) Consensual personal relationships should be confidentially disclosed to the Commission's legal counsel when an actual, potential or perceived conflict of interest cannot be appropriately avoided. Note that any consensual personal relationships involving a direct hierarchical relationship (where one person has a supervisory or decision-making authority over the other) represents a potential conflict of interest and must be disclosed and managed as per *Appendix I – Declaring A Conflict of Interest Procedure*;
  - g) Relationships, even close friendships, with Service officers in senior leadership positions heightens the risk of potential conflict of interests.

10. All conflict of interest declarations will follow the procedures outlined in *Appendix I – Declaring A Conflict of Interest Procedure*.
11. Notwithstanding any of the internal controls put in place by the Commission to manage conflicts of interest, the Commission may, at their discretion, engage either an internal or external auditor to do a review to determine if there have been any breaches of policy by the Commission as a whole.

**References:**

1. *Appendix I – Declaring A Conflict of Interest Procedure*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Reviewed:</b>	September 17, 2015
	February 21, 2019
	November 18, 2021

### 4.2.3 GIFTS

It is imperative the public have confidence in the integrity of the Edmonton Police Commission (Commission) therefore; all Edmonton Police Commissioners (Commissioners" and Edmonton Police Commission staff (staff) will not use their positions for personal gain.

#### **Definitions:**

GIFT: Means a present, giveaway, souvenir, token or personal benefit provided with the Commissioner's or staff member's knowledge to the Commissioner, Commissioner's family, or to staff, that is connected directly or indirectly to the performance of Commission duties.

#### **Guidelines:**

1. Commissioners will adhere to the City of Edmonton's Bylaw 18483 – Council Code of Conduct.
2. Staff will adhere to the City of Edmonton's Code of Conduct Handbook and Guide.
3. Commissioners and staff will not solicit gifts, favours, or services.
4. Commissioners and staff will not accept gifts, favours or services that could affect the objective performance of their duties.
5. Suitable mementos (e.g. plaques, books, mugs, pen sets, ties and scarves) received as an incident of accepted protocol or normal expression of courtesy are allowable, including a reasonable memento honouring a Commissioner and/or staff member or tokens exchanged as part of protocol, festivities, or participation in public functions.
6. Monetary payments or any entitlement of goods or services which accrue as a result of the performance of duties shall not be accepted for personal use, but may be used for Commission purposes, as determined by the Chair and/or Executive Director.
7. Commission members and staff shall not accept discounts on goods and services unless it is the general business practice of an establishment to provide discounts to employer groups including the City of Edmonton and Edmonton Police Service.

8. Commission members or staff shall not receive or seek preferential treatment in the use of civic facilities or services unless such use is a requirement of formal duties or functions.
9. A gift given by the Commission must be given or incurred on behalf of the Commission, rather than in the personal capacity of a commission member or staff member; and must not consist of cash, or any cash equivalent.
10. Gifts given by the Commission must connect to the legitimate affairs or business of the Commission and can include token gifts or souvenirs given to an official while on business travel.
11. The Commission may give donations to a local, registered charity in lieu of a gift. The donation must be reasonable and appropriate to the occasion and may not exceed \$100.(Note: The registered charity is not required to issue a donation receipt to the Commission).
12. A Commissioner or staff member shall, as soon as practicable, return to the donor any gift that does not comply with this policy.
13. Official gifts received by Commissioners or staff members on behalf of the Commission are considered Commission assets and will be managed by the Executive Director for display and/or archiving.
14. Commission members must disclose any single gift accepted with a fair market value in excess of \$300, as well as all gifts from a single donor in a calendar year that collectively exceeds \$300. These disclosure statements will be a matter of public record.

**References:**

1. *City of Edmonton Bylaw 18483 – Council Code of Conduct*
2. *City of Edmonton Code of Conduct and Guide*



<b>Effective:</b> February 18/21	<b>Revised:</b>
<b>Repealed:</b>	

#### 4.2.4 SOCIAL MEDIA

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The Edmonton Police Commission (Commission) supports the use of social media to further the strategic direction and goals of the organization. Social media provides additional tools and channels that can complement traditional communications and marketing methods and mediums.

The Commission will build its presence on social media sites and use social media tools with consideration given to:

- ensuring efforts align with the Commission's Strategic Plan, values and policies;
- identifying the fit with communication plans and strategies;
- understanding the benefits, implications and risks in using social media.

This policy applies to all Commissioners, staff, and third parties working on behalf of the Commission.

##### **Definitions:**

**Social media:** refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, video, and audio to inform, share, promote, collaborate or network.

##### **Guidelines:**

1. The Commission's Executive Director is responsible to manage the corporate social media presence and coordinate social media initiatives overall to ensure quality, active and effective efforts. The Executive Director will also monitor and oversee all social media initiatives and activities and assign staff who will develop, implement and support social media initiatives.
2. The Commission, in consultation with the Executive Director, will approve any official social media presence for the organization.

3. Any Commissioner who uses a social media account or profile set-up and identifies as a member of the Commission will adhere to the following guidelines:
  - a) Consistent with the Commission's *Code of Conduct* policy, Commissioners must accurately reflect the decisions of the Commission and may not weigh in on the opinions or political positions of any elected official;
  - b) Comments should not discriminate, harass, or demonstrate disrespect toward any person;
  - c) Must maintain confidentiality and protection of privacy by not releasing any information that was presented in camera and/or breach privacy regulations as outlined in FOIP legislation;
  - d) As per EPS' *IS9PO Information Security Policy*, no police information may be divulged in any way to unauthorized persons or agencies;
  - e) May not use their accounts to solicit funds, donations or volunteers for any political candidate's campaign;
  - f) Commissioner accounts should have a contact disclaimer and acceptable use information.
4. If Commissioners use their personal account(s) to comment on Commission and/or Service activities, their comments will be governed by the *Code of Conduct* policy and a Commissioner may not avoid this, or other applicable policy, by changing the name or identifier on their social media account.

**NOTE:** Commissioners engaging in communications on social network sites, whether they communicate an association with the Commission or not, could place themselves at risk and should exercise caution as to not place the Commission or the Service at reputational risk.

Commission staff will monitor the activity of all Commissioner's social media accounts on an ongoing basis and will report inappropriate content back to the Commission.

Commissions may contact the Executive Director to get guidance and/or training prior to posting or setting up a social media account.

### **References:**

1. *EPC Policy 4.2.1 – Code of Conduct*
2. *EPS IS9PO Information Security Policy*
3. *EPS Procedure IS4-IPR – Social Media Procedure*
4. *City of Edmonton Administrative Directive A1446A – Communications*
5. *City of Edmonton – Social Media Guidelines*
6. *Freedom of Information and Protection of Privacy Act*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012 January 17, 2019
<b>Repealed:</b>	

## 4.3 COMMISSION EVALUATION

### 4.3.1 EVALUATION OF COMMISSION

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The Edmonton Police Commission (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.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> October 21, 2010
<b>Repealed:</b>	September 17, 2015
	January 17, 2019

#### **4.3.2 EVALUATION AND RE-APPOINTMENT OF COMMISSION MEMBERS**

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As required by the City of Edmonton policy C575C – Agencies, Boards and Commissions, the Edmonton Police Commission (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*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Repealed:</b>	September 17, 2015
	October 27, 2016
	March 21, 2019

## **5.1 COMMISSION MEETINGS AND ORGANIZATION**

### **5.1.1 ESTABLISHING RULES OF ORDER FOR MEETINGS**

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The Edmonton Police Commission (Commission) is governed by the City of Edmonton Bylaw 14040, Edmonton Police Commission Bylaw, which outlines meeting procedures and rules for the Commission.

In accordance with this requirement the Commission has adopted Appendix B – Edmonton Police Commission Meeting Procedures.

#### **Guidelines:**

1. All members of the Commission have a responsibility to attend meetings, participate in discussions and exercise their voting rights.
2. Should a Commission member be unable to attend a meeting then they are expected to advise the Commission office.
3. Commission members may attend and participate in meetings from a remote location via telephone or video conferencing.
4. The Commission's schedule of regular meetings will be established annually at the last Commission meeting of the year and will be made available to the public.
5. The Chair or a majority of Commission members may call special meetings when they consider it expedient to do so.
6. The Commission may, by two-thirds vote of members present at a regular meeting, change the date, time or location of a subsequent meeting and/or cancel any meeting and will provide notice of this change to the public two weeks prior to the meeting.
7. Quorum for a meeting of the Commission will be a majority of the existing appointed Members, and Councillors who are Members shall be counted as existing appointed members for the purposes of determining quorum only if they are in attendance at that meeting.

8. The Chair will preside over Commission meetings and has full voting rights and privileges as other members.
9. As a general rule, the Commission will deal with matters in the order of business as shown on the agenda; however the Chair may, at their discretion, alter the order established to facilitate the business of the meeting.
10. Meetings of the Commission will be open to the public however pursuant to the *Freedom of Information and Protection of Privacy Regulation* the Commission may hold a meeting in the absence of the public if the subject matter being considered concerns:
  - a) the security of the property of the Commission;
  - b) personal information of an individual, including an employee of the Commission;
  - c) a proposed or pending acquisition or disposition of property by or for the Commission;
  - d) labour relations or employee negotiations;
  - e) a law enforcement matter
  - f) litigation or potential litigation, including matters before administrative tribunals affecting the Commission; or
  - g) the consideration of a request for access for information.
11. The Commission shall not exclude a member of the public from attending the public portion of a meeting except for improper conduct or safety.
12. Attendance at the closed in camera portion of the meeting is at the sole discretion of the Commission.
13. The Commission will abide by its adopted policy *Appendix B – Edmonton Police Commission Meeting Procedures* at all Commission and Committee meetings.
14. If there is a question relating to procedures of the Commission or one of its Committees which is not addressed in the Commission's Meeting Procedures then the question will be informed by referring to the most recent version of *Robert's Rules of Order*.
15. The Commission may suspend any provision of the rules of meeting procedures by a two-thirds vote of members present at a regular meeting provided that the proposal does not conflict with any of the Commission's policies or other applicable Act or regulation.

**References:**

1. *City of Edmonton Bylaw, No 14040, Edmonton Police Commission Bylaw*
2. *Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25*
3. *Appendix B – Edmonton Police Commission Meeting Procedures*
4. *EPC Policy 4.1.2 – Roles and Duties of Chair and Vice Chair of Commission*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Repealed:</b>	September 17, 2015
	February 21, 2019
	October 28, 2021

### 5.1.2 NOMINATION AND ELECTION OF COMMISSION OFFICERS

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The Edmonton Police Commission (the “Commission”) is required under the Police Act and the City of Edmonton Bylaw 14040 (Edmonton Police Commission Bylaw) to elect a member to act as Chair and another member to act as Vice Chair at the first meeting of the Commission in each calendar year.

#### **Guidelines:**

1. At the Annual General Commission meeting held each year the Commission shall elect from among their members a Chair and a Vice Chair using the procedures outlined in Appendix D – Election Procedures.
2. A Commission member who is also a member of Edmonton City Council or an employee of the municipality is not eligible to be elected as Chair or Vice Chair.

#### **References:**

1. *Police Act, RSA 2000, c P-17*
2. *City of Edmonton Bylaw 14040 – Edmonton Police Commission Bylaw*
3. *Appendix D – Edmonton Police Commission Election Procedures*



<b>Effective:</b> November 30/07	<b>Revised:</b> October 16, 2008
	April 16, 2009
<b>Repealed:</b>	May 20, 2010
	October 21, 2010
	April 19, 2012
	May 16, 2013
	September 17, 2015
	November 17, 2016
	September 17, 2020

## 5.2 COMMITTEES

### 5.2.1 COMMITTEES OF THE COMMISSION

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The Edmonton Police Commission (Commission) may form either standing or ad hoc committees to examine and report on issues that fall under their authority and responsibility and to assist the Commission in completing its responsibilities.

#### **Guidelines:**

1. In order for the Commission to carry out its mandate as outlined in the *Police Act*, the Commission will establish the following Standing Committees:
  - Governance Committee
  - Finance and Audit Committee
  - Professional Standards Committee
  - Human Resources Committee
2. All Standing Committees shall have a minimum of three members appointed.
3. Membership and terms of reference for all committees of the Commission shall be determined by formal resolution of the Commission.
4. At the first meeting of the year the Commission will appoint members to all Standing Committees.
5. The Commission will set the meeting schedule for each Standing Committee.
6. Each committee will elect a Chair at their first meeting of the year.

7. The Chair of each committee is responsible for establishing a formal agenda for each meeting.
8. All committees will follow the rules outlined in *Appendix B – Meeting Procedures* for the business portion of their meetings.
9. No committee is empowered to bind or represent the Commission.
10. All committees report directly to the Commission and will make recommendations for review and decision(s).

**References:**

1. *Police Act, RSA 2000, cP-17*
2. *Appendix B – EPC Meeting Procedures*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> January 22, 2009
<b>Repealed:</b>	October 22, 2009
	January 21, 2010
	July 22, 2010
	March 22, 2012
	April 19, 2012
	September 17, 2015
	May 5, 2017
	February 21, 2019
	March 18, 2021

## 5.2.2 GOVERNANCE COMMITTEE TERMS OF REFERENCE

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### **Mandate:**

The purpose of the Edmonton Police Commission (the “Commission”) Governance Committee is to provide a focus on governance that will enhance performance for both the Commission and the Edmonton Police Service (the “Service”).

The primary purpose of the Governance Committee is to consider and recommend actions and propose policies that are in alignment with the Commission’s and Service’s strategic plans, priority areas and strategic goals.

The Governance Committee is also responsible for the ongoing review of current Commission governance policies and recommends any necessary changes.

The Governance Committee is responsible for strategic plan development and review, annual evaluation of the Commission, setting the Commission’s operational plan and deals with all other matters referred to it by the Commission.

### **Composition and Operations:**

1. The Governance Committee shall have a minimum of three members appointed by the Commission, with one member designated as Chair.
2. The Governance Committee shall meet on a monthly basis unless there is agreement by the committee members that a meeting is not required.
3. The Governance Committee can consider scheduling additional meetings in order to fulfill their mandate and to be able to make recommendations to the Commission in a timely manner.

4. The Executive Director shall attend meetings as required to act as administrative support to the committee and is not a voting member.

#### **Duties and Responsibilities:**

1. Review all Commission policies according to guidelines in policy *1.1.7 Policy Development*.
2. Review all changes to Edmonton Police Service policies that align with Commission policies and/or their governance and oversight role according to guidelines in policy *2.3.2 Edmonton Police Service Policies*.
3. Conduct an annual evaluation of the Commission's effectiveness and perform a comprehensive governance review of the Commission as a whole at a minimum once every four years according to guidelines in policy *4.3.1 Evaluation of Commission*.
4. Facilitate strategic planning sessions and operational planning sessions for the Commission according to guidelines in policy *1.1.4 Police Commission and Police Service Planning*.
5. Review and monitor the Service's Annual Business Plan to ensure the levels of service and program performance targets are being met.
6. Review and monitor strategic key performance indicators and measures to ensure goals and objectives are being met.
7. Review, consider, and recommend actions that focus on diversity and inclusion in alignment with the Commission's and Service's strategic plans, priority areas, and strategic goals.
8. Assist with new Commission member orientation and ongoing professional development for the Commission.

#### **Accountability:**

1. The Governance Committee shall review the terms of reference for this committee at a minimum once every three years and make recommendations for changes to the Commission if required.

2. The Governance Committee shall keep records of its meetings and the Chair of the committee shall provide reports to the Commission on the matters discussed and any recommendations for decision.

**References:**

1. *1.1.4 Police Commission and Police Service Planning*
2. *1.1.7 Policy Development*
3. *2.3.2 Edmonton Police Service Policies*
4. *4.3.1 Evaluation of Commission*
5. *5.2.1 Committees of the Commission*

<b>Effective:</b> Nov. 30,2007	<b>Revised:</b> January 22, 2009
<b>Repealed:</b>	October 22, 2009
	January 21, 2010
	May 20, 2010
	March 22, 2012
	September 17, 2015
	February 21, 2019
	February 17, 2022

### 5.2.3 FINANCE & AUDIT COMMITTEE TERMS OF REFERENCE

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#### **MANDATE:**

1. The Finance & Audit Committee (Committee) is responsible to assist the Edmonton Police Commission (Commission) in fulfilling its obligations and oversight responsibilities related to - Financial Planning and Reporting; the Audit Process; Internal Controls; and Risk Management. The Committee makes recommendations to the Commission for approval when required.
2. The Committee provides assistance to the Commission, pursuant to the *Police Act and City of Edmonton Bylaw 14040*, to determine estimates of funds required for policing and allocating funds that are provided to the Commission for the Edmonton Police Service (Service) by Edmonton City Council.
3. The Committee assists the Commission in its oversight responsibilities relating to the integrity of the Commission's and Service's financial information, the financial reporting process, and the systems of the internal controls.
4. The Committee also provides oversight over the Audit Function and the overall risk environment for the Commission and the Service to ensure that the Commission's and Service's assets are protected and safeguarded.

#### **DUTIES AND RESPONSIBILITIES OF THE FINANCE & AUDIT COMMITTEE:**

##### **Financial Matters:**

1. Consult with the Chief of Police on the development of a business plan for the

Service that specifies the level of police service and programs to be provided in the City of Edmonton.

2. Consult with the Commission's Executive Director on the development of an annual business plan for the Commission that will support its joint roles of governance and oversight;
3. Oversee and guide the preparation of long-range financial plans for the Service and the Commission for recommendation to the Commission;
4. Review and recommend operating and capital budget information provided by the Service to the Commission.
5. Review and recommend to the Commission the guiding principles for changes to approved budgets.
6. Review and recommend financial policies to the Commission;
7. Review and recommend signing authorities for expense approvals to the Commission;
8. Review strategic key performance indicators as they relate to financial performance;
9. Review and make recommendations with respect to relevant legislative changes affecting financial resources and significant issues as they relate to the Commission and the Service; and,
10. Participate, with the Service's Senior Management, on formal presentations to the City of Edmonton regarding operating or capital budget requirements for the service.

#### **Internal Controls:**

1. Reviews assurance reports that the Service and Commission prepare and have implemented appropriate systems of internal controls for:

- a. Financial reporting;
- b. Compliance with Commission, Service and City Policies, Procedures (as applicable), Provincial Policing Standards and relevant laws and regulations;
- c. Financial, operational, or corporate risk exposure.

**Audit Matters:**

1. Engage and serve as the primary contact for the Director of Audit & Risk (Director) and report on reviews of all audit engagements.
2. Review and recommend approval to the Commission on the following audit reports:
  - Internal audit charter (every 3 years, at a minimum)
  - Internal audit plan (annual)
  - All audit and advisory engagements performed within the Service both internal and external (annually)
  - Confirmation of independence of Internal Audit (annual)
  - Review adjustments to audit plan (as required)
  - Review significant changes in scope of planned engagements (as required)
  - Review status of audit recommended implementation (semi-annual)
  - Immediately review significant risk exposures and control issues, including fraud risks and governance issues and any threats to auditor independence
  - On the conclusion of each engagement review results, including management responses to any findings and recommendations
3. Review and assess audit recommendations including management's responses, and monitor management's actions to address audit recommendations.
4. Review the Internal Audit's conformance with The Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing.
5. Review the Internal Audit's quality assurance and improvement program, including results of internal and external assessments conducted at least once every five years by a qualified, independent assessor from outside the Service.
6. Meet "in camera" at least three times per year with the Director to discuss audit



outcomes and initiatives, emerging issues, and ensure that the Audit Function has appropriate resources and supports to fulfill its responsibilities outlined within the audit charter and the scope of the audit work. Review any difficulties encountered in the course of the audit functions work such as impairments to independence, restrictions to people, data, and/or information.

7. Assist with the dispute resolution process as outlined in the Internal Audit Charter.

### **Risk Management:**

1. Ensure that the Service has established an enterprise risk management process in which risk identification, risk awareness, risk tolerance and risk mitigation is determined, monitored and reported.
2. Review and assess the effectiveness of the Service's Integrated Risk Management processes and framework.
3. Review and recommend to the Commission, the Service's Corporate Risk Profile and subsequent risk mitigation plans.
4. Ensure the Service provides risks identified within the Service's corporate risk profile and other risk assessments and ensure that the audit plan considers those risks within the annual audit plan
5. Review significant risks affecting the Service's ability to fulfill its mandate and ensure that appropriate risk mitigation plans have been implemented.

### **References:**

1. *Police Act, RSA 2000, c P-17*
2. *City of Edmonton Bylaw 14040, Edmonton Police Commission Bylaw*
3. *EPC Policy # 1.1.5 – Risk Management & Audit*
4. *EPC and EPS Internal Audit Charter*

<b>Effective:</b> April 16, 2009	<b>Revised:</b> October 22, 2009
<b>Repealed:</b>	April 19, 2012
	May 16, 2013
	September 15, 2015
	May 21, 2020

## 5.2.4 PROFESSIONAL STANDARDS COMMITTEE TERMS OF REFERENCE

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### **MANDATE:**

1. The purpose of the Edmonton Police Commission (Commission) Professional Standards Committee (Committee) is to monitor and oversee the public complaint process. While the Edmonton Police Service (Service) is responsible for investigating complaints, the Committee and the Public Complaint Director (PCD) ensure investigations are thorough, fair to all parties, and are conducted in accordance with laws and policies.

### **COMPOSITION AND OPERATIONS:**

1. The Committee shall have a minimum of three members appointed by the Commission, with one member designated as Chair.
2. The Committee shall meet every second month unless there is agreement by the Committee members that a meeting is not required.
3. The Committee can consider scheduling additional meetings in order to fulfill their mandate and to be able to make recommendations to the Commission in a timely manner.
4. The Executive Director and PCD shall attend meetings as required to act as administrative support to the Committee and are not voting members.

### **DUTIES AND RESPONSIBILITIES:**

1. Review all Service policies, procedures, and processes regarding the public complaint process to ensure that all complaints or expressions of concern made against the Service or its members are dealt with in a fair, equitable and timely manner.
2. Ensure that the complaint processes implemented by the Service are transparent for all parties involved and are compliant with the *Police Act* and *Police Service Regulation*.

3. Ensure that the investigative and disciplinary processes put in place by the Service are fully and properly implemented by the Professional Standards Branch (PSB) or any other branches or areas within the Service that may be charged with the responsibility of dealing with complaints.
4. Monitor the complaint process and conduct regular audits of complaint files as necessary or deemed appropriate.
5. Recommend or report on audit outcomes and its review of the complaint investigation, informal resolution, and disciplinary processes and make recommendations to the Commission as it deems necessary or advisable.
6. Monitor the progress of any investigation or informal resolution process initiated or implemented by or on behalf of the PSB and identify opportunities to improve how complaints are handled by or on behalf of the PSB including, but not limited to, identifying potential alternative dispute resolution processes and their possible uses.
7. Review the reasons for any delays in the investigative process and the manner in which complaints are resolved.
8. Review and make recommendations to the Commission with respect to requests by the Chief of Police to extend the time limits as set out in the *Police Service Regulation*.
9. Monitor public perceptions as they relate to the complaint investigation and disciplinary processes and identify measures which may help to enhance public knowledge and understanding of these processes.

**ACCOUNTABILITY:**

1. The Committee shall review the terms of reference for this committee at a minimum once every three years and make recommendations for changes to the Commission if required.
2. The Chair of the Committee and/or designate shall attend, at a minimum, four Professional Standards Branch hearings and shall report back to the committee.

3. The Committee shall keep records of its meetings and the Chair of the Committee shall provide reports to the Commission on the matters discussed and any recommendations for decision.

**References:**

1. *Police Act, RSA 2000, c P-17*
2. *Police Service Regulation, AR 356/1990*

<b>Effective:</b> April 16, 2009	<b>Revised:</b> October 22, 2009
<b>Repealed:</b>	April 19, 2012
	May 16, 2013
	September 15, 2015
	September 17, 2020

## 5.2.5 HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

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### **Mandate:**

The purpose of the Edmonton Police Commission's (Commission) Human Resources Committee is to provide a focus on areas of human resources that will enhance performance for both the Commission and Edmonton Police Service (Service).

The primary purpose of the Human Resources Committee (Committee) is to consider and recommend actions and propose policies that are in alignment with recruitment and retention, succession planning, performance planning, and review.

The Human Resources Committee is also responsible for the ongoing review of current human resources policies and recommends any necessary changes and amendments.

The Committee will recommend contracts of employment for the position of Executive Director to the Commission and Chief of Police for the Service, including compensation and benefits.

### **Composition and Operations:**

1. The Human Resources Committee shall have a minimum of three members appointed by the Commission, with one member designated as Chair.
2. The Human Resources Committee shall meet on a monthly basis unless there is agreement by the committee members that a meeting is not required.
3. The Human Resources Committee can consider scheduling additional meetings to fulfill their mandate and to be able to make recommendations to the Commission in a timely manner.
4. The Executive Director shall attend meetings as required to act as administrative support to the committee and is not a voting member.

### **Duties and Responsibilities:**

1. The Committee will review and recommend to the Commission for approval, contracts with respect to the employment of the Executive Director of the Commission and the Chief of Police for the Service.
2. The Committee will review and determine on a yearly basis the compensation and benefits provided to both the Executive Director and Chief of Police following an appropriate performance evaluation process.
3. The Committee will make recommendations to the Commission and ensure that performance and training plans are in place for both the Executive Director and Chief of Police on an annual basis.
4. The Human Resources Committee will participate with the Executive Director in the hiring process of both the Public Complaint Director and legal counsel and make recommendations to the Commission for approval and appointment. The reporting structure for the Public Complaint Director and legal counsel is described in *EPC Policy 3.1.1 – Commission Staff*.
5. Review all Commission policies related to Human Resources according to guidelines in policy *1.1.7 Policy Development*.

### **Accountability:**

1. The Human Resources Committee shall review the terms of reference for this committee at a minimum once every three years and make recommendations for changes to the Commission if required.
2. The Governance Committee shall keep records of its meetings and the Chair of the committee shall provide reports to the Commission on the matters discussed and any recommendations for decision.

### **References:**

1. *EPC Policy 1.1.7 - Policy Development*
2. *EPC Policy 5.2.1 - Committees of the Commission*
3. *EPC Policy 3.1.1 - Commission Staff*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> February 21, 2019
<b>Repealed:</b>	

## 5.2.6 AD HOC COMMITTEES

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The Commission approves establishment of “special (ad hoc)” committees of the Edmonton Police Commission (Commission) to carry out specific functions. All such committees shall be established by formal resolution and the Commission expects that these special committees to meet as required and to carry out their assigned duties and responsibilities in a manner that is consistent with the goals, objectives and principals of the Commission.

### **Guidelines:**

1. The Commission or standing committees may establish ad hoc committees as necessary.
2. All ad hoc committees shall have a specific mandate and term.
3. Ad hoc committees will include a minimum of one Commissioner.
4. Ad hoc committees will schedule meetings as necessary.
5. Ad hoc committees will report back to the Commission or standing committees and will make recommendation(s) for review and decision.
6. Ad hoc committee members may not speak or act for the Commission except where formally given such authority for specific and time-limited purposes.
7. The ad hoc committee will cease to exist on the completion of its project or mandate.

### **Procedures:**

1. The Chair of an ad hoc committee created by the Commission will be appointed by the Commission.
2. The Chair of an ad hoc committee created by a standing committee will be appointed by the Chair of the standing committee.
3. The ad hoc committee will establish terms of reference subject to Commission or standing committee approval.
4. Ad hoc committees will set and schedule meetings as necessary.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> October 21, 2010 September 15, 2015 April 16, 2020 October 20, 2022
<b>Reviewed:</b>	

### 5.3.1 COMMISSIONER ONBOARDING AND ORIENTATION

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The Edmonton Police Commission (Commission) recognizes that there is a significant public responsibility in providing governance and oversight over the Edmonton Police Service (Service) and acknowledge that member contribution can be greatly enhanced by the delivery of an orientation and training program.

#### **Guidelines:**

1. All newly appointed Commission members will take an Oath of Office and sign the Code of Conduct and Conflict of Interest guidelines.
2. All new Commission members will participate in orientation sessions regarding their roles and responsibilities as soon as practicable upon appointment.
3. Orientation sessions will be delivered by Commission staff, members of the Service, members of Alberta Justice and Solicitor General and/or any other agency that can assist Commission members in fulfilling their responsibilities to the Commission.
4. The Service will provide an operational orientation to new Commissioners, including a review of key aspects of its priorities, operational areas, structure, authority and human resources.
5. It is the responsibility of each Commission member to familiarize themselves with the contents of the Commission's Policy and Procedure Manual and to abide by the guidelines contained therein.
6. New Commissioners may ask the Chair to assign an existing Commissioner as a mentor to provide ongoing support with orientation regarding the operation of the Commission and background information on the Commission and Service.
7. Commission orientation and training is an ongoing process and will continue throughout the term of membership.



**Procedures:**

1. New Commission members will be given an orientation binder containing the following:
  - a. Alberta Police Act,
  - b. Alberta Police Service Regulation,
  - c. Edmonton Police Commission Bylaw,
  - d. Commission's Policy and Procedure Manual,
  - e. Meeting procedures and schedules,
  - f. Commission office procedures,
  - g. List of Mayor, Councillors and Chief's Committee,
  - h. Other resources as appropriate.
2. New Commission members will also be given an overview of the following:
  - a. Police governance and oversight in Alberta, including Commissioner roles and responsibilities,
  - b. Commission's current strategic plan,
  - c. Alberta's Freedom of Information and Protection of Privacy Act (FOIP) and how it applies to the Commission, as well as other pertinent legislation,
  - d. An overview of the public complaint process,
  - e. Commission's Code of Conduct and Conflict of Interest policies and guidelines,
  - f. Other topics as appropriate.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> October 27, 2016 April 16, 2020
<b>Repealed:</b>	

### 5.3.2 EDUCATION AND TRAINING

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The Edmonton Police Commission (Commission) values and recognizes the necessity for providing and maintaining appropriate learning and development opportunities to fulfill their responsibilities to the organization in the role of providing governance and oversight.

#### **Guidelines:**

1. The Commission supports an ongoing commitment to training, education and development for all its members in the pursuit of governance excellence.
2. The Commission recognizes the need to be fiscally prudent and to leverage the costs of ongoing learning and development.
3. The Commission will set an annual budget for training to cover the costs of registration, travel, accommodations, and meals as outlined in Commission policy 5.7 – Expenses.
4. All educational opportunities will support the key strategic directions of the Commission.
5. The Commission may draw upon external resources where appropriate by including presentations by outside experts to the Commission or committees on matters of particular importance or emerging significance.
6. Commissioners will be advised on an ongoing basis by the Executive Director upcoming opportunities for education and training.
7. Commission members are encouraged to participate in training sessions and conferences of the Alberta Association of Police Governance (AAPG) and Canadian Association of Police Boards (CAPG), and to take advantage of other training opportunities that will increase their knowledge and capabilities as a Commission member.
8. The following training opportunities are important and should be completed within the first year of appointment:

- a. All orientation and onboarding training sessions for new members;
- b. Alberta Justice & Solicitor General's online training modules;

**Procedures:**

1. Training attendance will be reported quarterly by each Commissioner using the Commissioner Training Self-Reporting Form.

**References:**

- 1. EPC Policy 5.7 - Expenses*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> October 22, 2009
<b>Repealed:</b>	April 22, 2010
	April 19, 2012
	September 17, 2015
	February 21, 2019

### 5.3.3 COMMUNICATIONS AND MEDIA RELATIONS

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The Edmonton Police Commission (Commission) is committed to the fundamental principles of accountability and transparency. These principles are essential to ensuring effective governance and building public trust. To that end, and where appropriate, necessary, and advisable, the Commission will provide accurate, credible and timely information to the media and other stakeholders.

#### **Guidelines:**

1. Commissioners will fully uphold the Code of Conduct for members, specifically the sections that pertain to communications and media relations:
  - a) *Section 2: At all times conduct themselves in a manner that is respectful and courteous of other Commissioners, Commission staff, members of the Edmonton Police Service, and the public.*
  - b) *Section 9: Not speak to the media on behalf of the Commission unless delegated to do so by the Commission Chairperson. The Chair will be the spokesperson for the Commission. Delegation of this authority may be made from time to time to designated members of the Commission.*
    - i. *If speaking to the media in their individual capacity, individual Commissioners must notify the media that they are not speaking as a spokesperson for the Commission.*
    - ii. *A Commissioner who expresses disagreement with a decision of the Commission shall make it clear that the member is expressing a personal opinion, and not the opinion of the Commission.*
  - c) *Section 10: Keep confidential any information discussed at an in-camera or closed meeting.*

*d) Section 15: Avoid real or perceived conflicts of interest.*

2. The release of information by the Commission will comply with the *Freedom of Information and Protection of Privacy Act* and associated regulations.
3. The Chair of the Commission shall be considered the Commission's spokesperson for all media inquiries. When the Chair is unavailable, the Vice Chair will be considered the spokesperson.
4. In special circumstances, the Commission may designate another Commission member to act as spokesperson for the Commission.
5. When a media inquiry is made with respect to factual information on decisions made by the Commission, the Executive Director may provide this information to the member of the media.
6. The Executive Director will serve as liaison between members of the media and the Commission when requests are received for interviews or comments.
7. The Executive Director will provide the Commission assistance and advice in areas related to communication planning, stakeholder relations, issues management, public engagement and digital media (website and social media).
8. The Executive Director will manage the effective and appropriate use of the Commission's brand and visual identity.
9. The Commission will establish a yearly communication plan for furthering stakeholder and public relations.
10. All inquiries regarding the activities of the Edmonton Police Service, particularly those of a sensitive nature, will be handled by the Service as per EPS policy – *Media and Police Relations IS7PO*.

**Procedures:**

1. Administration will send all media releases to the Chair in advance of their release.
2. Administration will distribute Commission position statements and key messages developed for specific topics and issues to all Commission members.

**References:**

1. *Appendix C – Edmonton Police Commission Code of Conduct*
2. *EPC Policy 4.1.2 – Roles and Duties of the Chair of the Commission*
3. *Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25*
4. *EPS Policy IS7PO – Media and Police Relations Policy*

<b>Effective:</b> Sept. 17, 2020	<b>Revised:</b>
<b>Repealed:</b>	

#### 5.3.4 MEMBER CONTACT INFORMATION

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To ensure business continuity and to align with Alberta Justice and Solicitor General's *Policing Standards for Municipal Police Commissions*, the personal contact information of all current Commissioners shall be collected.

##### **Guidelines:**

1. The Commission will maintain current commissioner contact information including: home address, phone number, email address, term commencement and expiry.
2. This information can be shared with Commission staff and used for official business purposes only.
3. All Commissioner information and records will be maintained in compliance with FOIP requirements and the Commission's policies on record management.
4. Sharing of this information is strictly prohibited without the expressed consent of the individual.

##### **References:**

1. *Freedom of Information and Protection of Privacy Act*
2. *Alberta Policing Oversight Standards for Municipal Police Commissions*, Dec. 16, 2014
3. *EPC policy 3.2.1 – Records Management*

<b>Effective:</b> September 17/15	<b>Revised:</b> October 2016 October 22, 2020
<b>Repealed:</b>	

## 5.4 SECURITY OF INFORMATION

### 5.4.1 SECURITY OF INFORMATION

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All Edmonton Police Commissioners and staff are responsible for the security and protection of Edmonton Police Commission (Commission) information against unauthorized access and use.

The safeguarding of information is paramount as required by the *Freedom of Information and Protection of Privacy Act (Act)*. All Commission members and staff will strictly adhere to the guidelines and procedures outlined as they relate to the security of sensitive and other information.

#### **Definitions:**

**Disclosure** – Disclosure means to release, transmit, reveal, expose, show, provide copies of, tell the contents of, or give personal information by any means to someone. It includes oral transmission of information by telephone, or in person; provision of personal information on paper, by facsimile or in another format; and electronic transmission through electronic mail, data transfer or the Internet.

**Information** – Information may mean, but is not limited to, operational or administrative records, knowledge or data, regardless of how it is stored or kept. It can include electronic data, written or printed information, and verbal conversation.

**Information Technology Resources (IT Resources)** – IT resources refer to all hardware, software, and supporting infrastructure owned by, or under the custodianship of, EPS that is used to create, retrieve, manipulate, transfer, and store electronic information. This includes (but is not limited to), EPS computers, file systems attached to these computers, operating systems running on these computers, software packages supported by these operating systems, wired and wireless networks, telecommunication and mobile devices, EPS radios, data stored on or in transit on the above, as well as electronic identities used to identify and authenticate the users of the aforementioned resources.

**Personal Information** - Is defined in s.1(n) of FOIP and is recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's race, national or ethnic origin, colour, religious or



political beliefs or associations, the individual's age, sex, marital or family status, information about the individual's educational, financial, employment or criminal history, anyone else's opinions about the individual, etc.

**Record** - Is defined in s.1(q) of FOIP and means a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software programs or packages or any mechanism that produces records.

### **Guidelines:**

1. All Commission members and staff will comply with all City of Edmonton (City) and Edmonton Police Service (Service) Information Technology (IT) policies and procedures when using or accessing City, Service, and Commission information, systems, and resources.
2. All Commission members and staff are required to sign a confidentiality agreement binding them to their responsibility to protect the privacy and confidentiality they hold during their term in office or employment with the Commission.
3. All Commission members and staff will be issued a secure email address and all Commission business and communications shall be conducted through this issued email only.
4. The Commission Chair and Vice Chair may be issued a cell phone at the beginning of their term if required.
5. IT resources are made available to Commission members and staff who are then responsible for using those resources in an effective and efficient manner. The Service reserves the absolute right to restrict or control access to the Service's IT resources and owns all information generated through their use and may revoke the use at any time if improper or prohibited use is suspected.
6. Commission members and staff will not provide access to Commission, City, or Service information to any non-Commission members or staff.
7. Any sensitive or non-public information sharing or disclosure that is required beyond the Commission, City, or Service for business purposes must be security cleared by the Service.

8. All personal information of both Commissioners and staff will be protected in accordance with the *FOIPP Act* and will not be distributed unless lawfully permitted.
9. Commission members and staff will not allow unauthorized access to a Commission computer, iPad, or laptop or any of their accounts nor share any of their passwords.
10. All Commission computers and other devices must be logged off when not in use.
11. All information storage media and hard copy documents, including but not limited to, computer hard drives, laptops, smartphones, USB sticks, paper files and reports, containing non-public information must be physically secured when not in use.
12. When using portable storage devices, the information it contains should be encrypted and the device must be secured in a manner to prevent loss or theft.
13. Electronic copies of Commission materials shall not be forwarded or copied to personal devices.
14. Commission members and staff should not access or send non-public information on an insecure wireless network.
15. The use of printed materials is to be avoided as much as possible outside of the Commission office and Commission information should not be photocopied or faxed using equipment outside of the Commission office.
16. In the event of a lost or stolen Commission issued device, Commission members and staff must immediately notify the Service's IT Help Desk and report this loss to the Commission's Executive Director.
17. All Commission, City, and Service information records (electronic and hardcopy), materials and equipment must be returned to the Commission office upon expiry of a Commissioner's term or staff employment with the Commission.

**Procedures:**

1. The Commission's Executive Director will ensure that all Commissioners and staff receive appropriate privacy training with respect to their responsibilities under this policy.
2. Commission members and staff will immediately report any breaches of privacy to the Executive Director.

**References:**

1. *Freedom of Information and Protection of Privacy Act, RSA 2000, c F 25.*
2. *City of Edmonton Administrative Directive A1433A – Privacy*
3. *Edmonton Police Service Policy IS9PO – Information Security Policy*
4. *Edmonton Police Service Policy IS10PO – Information Technology Use and Management*
5. *Edmonton Police Service Procedure IS9-2PR – Network Security Procedure*
6. *Edmonton Police Service Procedure IS10-2PR – Recording and Reporting on the Use of EPS Information Technology Resources Procedure*
7. *Edmonton Police Service Procedure IS2-1PR – FOIPP Procedure*

**Effective:** October 27, 2016

**Revised:** October 22, 2020

**Repealed:**

## **5.4.2 SECURITY OF BUILDING ACCESS CARDS**

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Building access cards permit access to Edmonton Police Service (Service) and Edmonton Police Commission (Commission) buildings and are used to help identify authorized persons accessing these facilities.

### **Guidelines:**

1. All members of the Commission share the responsibility for observing security procedures when accessing any Service building and Commission office.

### **Procedures:**

1. All Commission staff and Commissioners will be issued a Service Building Access Card once the appropriate security clearance has been obtained.
2. All Commission staff and Commissioners must wear the Service's access card in a visible position while in attendance at any of their facilities.
3. All building access cards must not be loaned to anyone for any reason, including family, friends, or associates.
4. Any lost or missing access cards must be reported to the Executive Director immediately.
5. The Executive Director will immediately report any lost or missing access cards that belong to the Service to the IT Help Desk.
6. All building access cards must be returned to the Executive Director when a staff member ceases employment or a Commission member's appointment expires.

### **References:**

1. *Edmonton Police Service Building Access Cards, Photo Identification Cards, and Warrant Cards Procedure – EF2-2PR*
2. *Edmonton Police Service Facilities Access Control Procedure – EF2-1PR*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015 May 16, 2019
<b>Repealed:</b>	

## 5.5 FINANCIAL MANAGEMENT

### 5.5.1 BUDGET REALLOCATIONS

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The Chief of Police (Chief) may reallocate funds between account categories where necessary to achieve annual objectives or to reflect adjustments to annual objectives based on Edmonton Police Commission (Commission) and community requirements.

#### **Guidelines:**

1. The Chief presents periodic reports to the Commission on the Edmonton Police Service's budget and reports anticipated variances in the annual budget as soon as is practicable.
2. The Chief must advise the Commission and obtain approval of any budget reallocations over the amount of \$500,000 from the annual allocation plan approved by the Commission.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Repealed:</b>	September 17, 2015
	May 16, 2019

## 5.5.2 EXPENDITURE APPROVAL AND SIGNING AUTHORITIES

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The purpose of this policy is to specify the signing authorities for the Edmonton Police Commission (Commission) when executing approval of financial expenditures.

### **Guidelines:**

1. The Executive Director has the authority to approve Commission expenditures up to \$10,000 per transaction, including, but not limited to, payment of accounts, credit card purchases, reimbursement for Commissioners or staff, and contracts.
2. The Executive Director may also approve all expenses in excess of \$10,000 where the Commission has previously approved the expenditure and includes, but is not limited to, legal fees, rent or other contractual arrangements.
3. The Chair of the Edmonton Police Commission, or their designate, will have signing authority on all contracts in excess of \$10,000.
4. Other one-time payments in excess of \$10,000 require signed approval by the Executive Director and the Chair of the Commission or their designate.

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> September 17, 2015
<b>Repealed:</b>	April 16, 2020
	July 22, 2021
	October 28, 2021

### 5.5.3 **CONTRACTING AND PROCUREMENT**

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The Edmonton Police Commission (Commission) may approve any procurement agreement related to the powers, duties, or functions of the Commission or the Edmonton Police Service (Service) where the expenditure is included within the total budget established by Edmonton City Council (Council).

#### **Definitions:**

**CONTRACT:** means a written accord wherein the parties to the accord exchange mutually enforceable promises for consideration with the intention to create legally binding obligations.

**POLITICALLY SENSITIVE PROCUREMENTS:** means that the media and/or public has or is expected to take an interest in the procurement

**PROCUREMENT:** means the acquisition of goods, services, construction, or intellectual property rights from a supplier, but does not include the acquisition of land

**SINGLE SOURCE:** means a non-competitive procurement process in which suppliers do not compete for the option to enter into a contract with the Commission or Service due to a business decision to use a single source of supply when other sources exist within the market for the desired good, service, construction, or intellectual property right

**SOLE SOURCE:** means a non-competitive procurement process in which suppliers do not compete for the option to enter into a contract with the Commission or Service because there is only one source of supply for the good, service, construction, or intellectual property available to the Commission or Service within the market

#### **Guidelines:**

1. The Commission may only approve procurement agreements that comply with applicable trade agreements. All procurements shall be conducted in a manner that is open, fair, and transparent.

2. The Commission may delegate the authority to approve procurement agreements to the Chief of Police (“Chief”), including the authority allowing the Chief to further delegate.
3. The Service will bring information reports (verbal or written) to the Commission on all politically sensitive procurements prior to the procurement being sent out or as soon as the sensitive nature of the procurement is identified.
4. The Commission will further determine if any of the politically sensitive reports received need to be presented to Council.
5. The Service will bring information reports on all competitive tenders over 10 million dollars to the Commission.
6. In general, there is an expectation that contracts over the applicable Trade Agreement thresholds awarded by the Commission and/or the Service will be the result of a public tender and a competitive procurement process unless they fall within clause 6 below.
7. In unique and specialized circumstances sole source and single source non-competitive contracts may be awarded. Non-competitive procurement processes should be used only in situations where there are substantial business reasons that outweigh the use of a competitive procurement process. All non-competitive procurement processes should be accompanied by sufficient documentation to establish that only one supplier can meet the requirements of the procurement.
8. The Service will bring reports for approval to the Commission on all non-competitive procurements with a value over \$500,000.
9. The Chief of Police must, at least once annually, report to Standing Committee all procurement agreements arising from non-competitive procurement processes where the value of the agreement exceeds \$250,000.
10. All contracts entered into by the Commission and the Service will conform to the City of Edmonton bylaws, policies, and procedures.
11. All Commission procurement activities not related to the Service or Service activities shall be actively managed by the Executive Director using the process outlined in *Appendix F – Contracting and Procurement Procedures*.

**Procedures:**

1. Detailed procedures relating to procurement and contracting for the Commission will be outlined in an appendix to the Commission’s policy manual.



2. Detailed procedures relating to procurement and contracting for the Service will be outlined in their purchasing handbook.

**References:**

1. *City of Edmonton Bylaw 16620 – City Administration Bylaw*
2. *City of Edmonton Bylaw 14040 – Edmonton Police Commission Bylaw*
3. *City of Edmonton Directive A1465B – Procurement*
4. *City of Edmonton Directive A1205A – Contract Management*
5. *EPC Policy Manual - Appendix F – Procurement and Contracting Procedures*
6. *EPS Purchasing Handbook 2018 – Materials Management Branch*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> December 17, 2009
<b>Repealed:</b>	October 27, 2016
	October 18, 2018
	May 21, 2020

## 5.6 COMMISSION HONORARIA AND EXPENSES

### 5.6.1 COMMISSION HONORARIA

In recognition of the contribution made to the Edmonton Police Commission (Commission) by its volunteer members, the Commission offers an honorarium for attendance at meetings of the commission, standing committees, and other Commission related duties.

#### **Definitions:**

**DULY CONSTITUTED MEETING:** Means a commission meeting, committee meeting or special meeting at which there is quorum and for which minutes are recorded.

#### **Guidelines:**

1. Commissioners will receive an honorarium and will be reimbursed for out-of-pocket expenses as per Policy 5.7 – Expenses.
2. Commissioner honoraria will be reported quarterly as part of the Commission's financial reporting.
3. Commission members are eligible to receive an honorarium for the following Commission related duties:
  - a) Duly constituted Commission meetings
  - b) Appointed committee members attending duly constituted Commission committee meetings.
  - c) Appointed Chair of the Professional Standards Committee attending disciplinary hearings of the Professional Standards Branch to a maximum of 4 per year. **NOTE:** Only one honoraria payment will be made per hearing regardless of how many days may be required to conclude the hearing.
  - d) Attendance at related events that are approved by the Commission where either the Commissioner is attending on behalf of the Commission and/or which the Commission is sponsoring.
  - e) Attendance at Commission planning sessions or retreats, approved by the Edmonton Police Commission.
  - f) Attendance at conferences, seminars and training events which the Commissioner is attending pursuant to Commission policies, approved by the Edmonton Police Commission. **NOTE:** This does not include travel to and from conferences, seminars and training events.

- g) Attendance at Board meetings, either in person or by electronic means, of the Canadian Association of Police Governance (CAPG), the Canadian Association for Civilian Oversight of Law Enforcement (CACOLE), the National Association for Civilian Oversight of Law Enforcement (NACOLE), the Alberta Association for Police Governance (AAPG), or any similar association where the Commissioner holds office as a Board member, or is representing the Commission as approved by the Edmonton Police Commission.
- h) Attendance at ALERT Civilian Advisory Committee meetings.
- i) Attendance at meetings of external working groups established by the Commission, City of Edmonton Council or other orders of government.
- j) Participation in ride-alongs with members of the Edmonton Police Service to a maximum of 1 per year.

4. Commissioners will receive the following honoraria:

<b>DAILY TIME COMMITMENT:</b>	<b>COMMISSIONER:</b>	<b>COMMISSION CHAIR:</b>	<b>COMMITTEE CHAIR:</b>
Less than three hours	\$150	\$200	\$200
Three hours or more	\$300	\$400	\$400

NOTE: The Commission Chair rates also apply to the Vice Chair or other Commissioners acting in the absence of the Chair.

If the Chair of the Commission is in attendance at any Committee meeting as an ex-officio member of the Committee, they will be paid the same honoraria as a Commissioner.

- 5. Commissioners are not eligible to receive an honorarium for attendance at the following:
  - a) Social events;
  - b) Attendance at committee meetings of the CAPG and AAPG;
  - c) Travel to and from conference, seminars and/or training events;
  - d) Informal meetings.
- 6. Where Commission approval is required or where the work of the Chair, Vice Chair or other Commissioners is not otherwise captured by this policy then payment of honoraria for a specific activity will be at the discretion of the Chair or Executive Director.

**Procedures:**

1. Commissioners are responsible for ensuring their attendance is noted on the attendance sheet for all meetings and/or inform administration of attendance for events/meetings/conferences if off-site.
2. As per the EPSC Expenditure Approval and Signing Authorities policy, honoraria submissions for payment under \$5000 must be signed by the Executive Director or their designate.
3. As per the EPC Expenditure Approval and Signing Authorities policy, honoraria submissions for payment in excess of \$5000 requires signed approval by the Executive Director or their designate along with either the Chair of the Commission or the Chair of the Finance Committee.

**References:**

1. *EPC policy 5.6.2 – Expenses and Travel Reimbursement*
2. *EPC policy 5.5.2 – Expenditure Approval and Signing Authorities*

<b>Effective:</b> Nov. 20, 2007	<b>Revised:</b> September 17, 2015
<b>Repealed:</b>	October 27, 2016
	October 18, 2018
	January 17, 2019

## 5.6.2 EXPENSES AND TRAVEL REIMBURSEMENT

The Edmonton Police Commission (Commission) is accountable to the City of Edmonton Council (City Council) and to the community for the expenditure of its budget, allocated to the Commission as part of the larger budget for policing in Edmonton.

The use of public funds by the Commission for expenses occurred while discharging their duties as a Commissioner must be able to withstand public scrutiny as well as any internal or external audit.

Commissioners and Commission staff are expected to demonstrate both stewardship and accountability when incurring and approving business expenses.

### **Definitions:**

**FULL DAY OF TRAVEL:** Is defined as a departure time from the City of Edmonton at 9:00 am, or earlier, and a return time after 5:30 pm, the day that business travel occurs. Full day of travel is relevant for claiming per diem meals.

**HOSTING:** Is a broad term used to refer to the expenditure of funds for providing hospitality to other agencies, employee and member recognition, business associates locally or while travelling.

**MEAL PER DIEM ALLOWANCE:** While in travel status, Commissioners and employees may claim the maximum Full Day Of Travel meal per diem (daily) allowance of \$65. This maximum **includes** tips/gratuities and taxes (PST/GST/HST). **NOTE:** Assumes that travelers are required to be at the airport two hours prior to departure.

**REIMBURSEMENT RATE:** The per kilometer rate at which business travel will be reimbursed. This reimbursement rate is based on a formula established by the City of Edmonton.

### **Guidelines:**

1. Commission members and staff members will be reimbursed for costs related to Commission approved business. All claims must be supported by receipts.
2. The Commission shall reimburse employees for expenses in accordance with approved City directives and procedures for City employees as stated in Part III, Section 12a) of the Edmonton Police Commission Bylaw (Bylaw 14040).

3. A Commission member or staff member will be reimbursed for reasonable travel expenses to workshops, seminars, conferences and other business meetings outside the City of Edmonton.
4. All accommodations and air travel should be selected on the basis of being reasonable and practical and cost, using professional judgment.
5. Normally, travel arrangements will be made on behalf of Commission members by Commission staff; however, on occasions when Commission members make their own arrangements reimbursement will be provided in accordance with this policy.
6. Commissioners and staff members who use their private vehicle in the performance of their duties will be reimbursed for travel within City of Edmonton at an established rate as set by the City of Edmonton in their Administrative Procedure – Private Vehicle Reimbursement (A1413U).
7. The per diem allowances for meals can be claimed when a receipt is not available. The total per diem amount claimed shall not exceed \$65 for a full day of travel. **NOTE:** When meals are included in travel events (e.g. conference fees, airfare) the per diem for the meal(s) included is not reimbursed.

MEAL	ALLOWANCE	GUIDELINES
Breakfast	\$15	Departure from Edmonton must be before 9 am <u>or</u> Arrival in Edmonton must be after 9 am.
Lunch	\$20	Departure from Edmonton must be before 1 pm <u>or</u> Arrival in Edmonton must be after 1 pm.
Dinner	\$30	Departure from Edmonton must be before 5:30 pm <u>or</u> Arrival in Edmonton must be after 5:30 pm.

8. The purchase of alcohol cannot be expensed with the exception of Commission approved hosting events such as the Citizen Awards and Joint EPC/EPS Open House.
9. Tipping for services while on Commission business or hosting is limited to a maximum of 15%. Should a flat rate be applied automatically to a bill that is greater than 15%, then the reimbursement is allowable. The per diem guideline for meals includes tipping and taxes.
10. A Commissioner wishing to combine a business trip with personal travel may do so at their own expense and effort. The Commissioner is expected to pay for any expense not related to their business travel.
11. Commission members will not be reimbursed for maintaining a home office or other normal everyday costs of being a member of the Edmonton Police Commission.

## **Procedures:**

### **1. EXPENSE ACCOUNTS**

- a) The Executive Director will review and approve the expense claims of Commission members, the Chief of Police, and staff. Expense claims submitted by the Chair of the Commission will be reviewed and approved by the Vice Chair of the Commission or the Chair of the Audit & Finance Committee. Claims submitted by the Executive Director will be reviewed and approved by the Chair of the Commission.
- b) The Chair of the Finance & Audit Committee will approve the Commission Chair's expenses.
- c) Applications for reimbursements for the Chief or the Executive Director, exceeding \$5000, shall be submitted to the Chair for approval in advance.
- d) Commission members, Chief of Police, Chief Internal Auditor, Public Complaint Director, Legal Counsel and Executive Director expense claims will be reported quarterly as part of the Commission financial reporting. Commissioner training attendance and associated costs will also be reported.

### **2. HOSTING EXPENSES**

- a) The Commission as a whole shall set a hosting budget each year.
- b) Hosting budgets may be used for official or semi-official functions such as presentations to a retiring Commission member or staff member.
- c) Requests for reimbursement must document the purpose of the meeting and the individuals being hosted. A detailed receipt is required with each submission for reimbursement and the preferred method of payment is through a Commissioner's credit card.

### **3. TRAVEL**

- a) All air travel will be economy class. Circumstances to be considered for an upgrade include business travel time (including layovers) in excess of five hours one way, international travel or to accommodate flight availability impact on work commitments.
- b) Travel to and from the Edmonton International Airport is reimbursed at a flat rate of \$20.00 each way plus parking as per City of Edmonton Administrative Procedure – Employee Business Expenses – Local And Out Of Town – A14151.
- c) Mileage for intra-provincial vehicle travel shall be reimbursed, at a flat rate, as per the Intra-Provincial Travel Flat Rate Mileage Allowance (Schedule 2).
- d) Commissioners and staff who use their vehicle for business travel must provide proof of a valid Alberta operator's license, and must have a minimum of \$1,000,000 of public liability and property damage insurance.
- e) For travel within the City of Edmonton by Commissioners who do not use a personal vehicle, a bus pass will be reimbursed.
- f) For travel outside the City of Edmonton, the cost of taxi or bus will be covered on the basis of receipts.
- g) Commission members and staff members will be reimbursed for parking expenses while on Commission business, including reimbursement for local parking.
- h) Commissioners and staff may claim an incidental allowance of \$10 for each full day of travel. Incidental expenses include, but are not limited to, coin laundry, public transit, dry cleaning, meter parking.

#### 4. ACCOMODATION

- a) Commission members are responsible for providing final accommodation receipts for expense reimbursement.
- b) If a spouse or partner accompanies the Commission member or a staff member, the spouse's or partner's expenses will be paid by the Commission member or the staff member.
- c) Barring extraordinary circumstances, the Commission will not reimburse costs incurred for "no show" at hotels or car rental agencies. It is the responsibility of the Commissioner or staff member to contact the hotel or car rental agency in the event of a change in travel arrangements.
- d) Commissioners or staff choosing to stay with friends or relatives while away on business travel can be reimbursed \$50 for each night. No receipt is required.

#### **References:**

- 1. *City of Edmonton Bylaw 14040 – Edmonton Police Commission Bylaw*
- 2. *City of Edmonton Administrative Directive and Procedure – Employee Business Expenses – Local & Out Of Town (A14151)*
- 3. *City of Edmonton Administrative Directive and Procedure – Private Vehicle Reimbursement (A1413U)*
- 4. *Edmonton Police Commission Policy 5.5.2 – Expenditure Approval and Signing Authorities*
- 5. *Schedule 2 – Intra-Provincial Travel Flat Rate Mileage Allowance*



<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Repealed:</b>	September 17, 2015
	October 2016
	December 15, 2016
	April 18, 2019

### 5.6.3 ATTENDANCE OF COMMISSIONERS AT FUNCTIONS

Commissioners represent the general public and are encouraged to attend functions and network throughout the community to maintain strong relationships with individuals and groups within the City of Edmonton.

#### **Guidelines:**

1. The Edmonton Police Commission (Commission) will establish an annual budget for Commissioner attendance at functions or events at the beginning of each year.
2. Commissioners are entitled to payment or reimbursement for travel and other associated costs related to attending special functions in accordance with EPC policy 5.7 – Expenses.
3. All Commissioners are encouraged to attend the following functions:
  - a) EPC Citizen Awards Ceremony
  - b) Joint EPC/EPS Open House
  - c) Edmonton Police Service Regimental Ball
  - d) Edmonton Police Association Retirement and Awards Banquet
  - e) Alberta Police and Peace Officers’ Memorial Event
  - f) Edmonton Chamber of Commerce Mayor’s State of the City Luncheon
4. The Chair will determine if attendance at other events or functions is warranted.
5. In the event a Commissioner cannot make an event they have confirmed they would be attending, then that Commissioner must make every effort to find another Commissioner to replace them.
6. Barring extraordinary circumstances, as approved by the Chair, the Commission will not pay for no-shows or last minute cancellations.

#### **References:**

1. *EPC Policy 5.6.2 - Expenses and Travel Reimbursement*

<b>Effective:</b> Nov. 30, 2007	<b>Revised:</b> April 19, 2012
<b>Repealed:</b>	September 17, 2015
	October 27, 2016
	April 18, 2019

#### **5.6.4 COMMISSION ASSOCIATION MEMBERSHIPS AND SUPPORT**

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The Edmonton Police Commission (Commission) supports the goals of organizations that share common interests and that advocate in support of community safety, innovation, and responsive policing. The Commission also recognizes the importance of partnering with other community organizations and agencies and may offer support to these organizations that share the values or objectives of the Commission.

##### **Definitions:**

**SUPPORT:** May refer to financial, in-kind, or formal statements of support by Commissioners and/or the Executive Director.

##### **Guidelines:**

1. A decision to hold a membership in an organization shall be done by formal resolution.
2. Organizations that warrant support and membership include, but are not limited to, the following:
  - a) Canadian Association of Police Governance (CAPG);
  - b) Canadian Association of Civilian Oversight of Law Enforcement (CACOLE);
  - c) Alberta Association of Police Governance (AAPG);
  - d) Alberta Urban Municipalities Association (AUMA).
3. The Commission shall review and approve Commission memberships yearly.
4. Memberships held by individual Commissioners on behalf of the Commission must be approved by formal resolution.
5. Financial donations, over and above membership fees, shall be limited to CAPG and AAPG.