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Reviewed:	

2.3.3 REPORTING REQUIREMENTS

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 Service.

Definitions:

Reports for Information: When the purpose of the report is to inform the Commission about an issue or upcoming event, but no input or decision is required, the report is for information. Information may be given in written form prior to or verbally during a meeting, or by circulation.

Reports for Discussion: When the report is intended to generate feedback from the Commission on a particular strategic issue, initiative, idea or plan but no decision is required, the report is for discussion. Written background material must be included to ensure meaningful consideration and effective use of time.

Reports for Decision: When the Chief requires an action from the Commission on a report it is placed before the Commission for a decision. The report must also include background information and clearly stated recommendations.

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. On reports that require a decision by the Commission the Commission may:

- a) Postpone a decision to a specific time to allow for further study;
 - b) Receive the report for information without committing to specific action(s);
 - c) Approve the proposed recommendations;
 - d) Return the report to the Service with specific instructions on further work required;
or,
 - e) Refer the report to a Commission committee or Commission staff member for further study, clarification or further recommendations.
4. All Service reports must clearly specify the level of confidentiality of the information contained in accordance with the requirements of the *Alberta Access to Information Act*.
 5. 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. Complaints about the policies and/or service provided by the Edmonton Police Service as well as the outcome(s) of any such complaints;
 - E. Major policing events as outlined in policy 2.2.3 – Major Policing Events;
 6. The Service will also provide regular reporting on the following:
 - A. Financial reporting:
 - a. Budgets and budget adjustments (operating and capital)
 - B. Internal audit reports;
 - C. Strategic plans, business plans, and corporate performance reports;
 - D. HR reports:
 - a. Organizational and employee health (hiring, attrition, EDI, etc.),
 - b. Succession planning,
 - c. Occupational Health & Safety (OH&S) audit results.
 - E. Complaint matters:
 - a. Level 4 unsatisfactory performance matters.
 - F. Other information as requested by the Commission.

7. All Commission standing reports shall follow the reporting frequency outlined in the approved reporting schedule and any changes require formal approval by the Commission.
8. The Commission will have a process in place for reporting both the Commission's and Service's achievements to its stakeholders.

Procedures:

1. Commission administration will track all reports requested by the Commission and will update the Commission's Report Schedule as necessary.

References:

1. *Access to Information Act*
2. *EPC policy 2.2.3 – Major Policing Events*