



WEST VANCOUVER POLICE DEPARTMENT

Administrative Policy

AA0060 Policy Management

1.0 PURPOSE

1.1 The purpose of this policy is to ensure that:

- (a) the West Vancouver Police Board meet the requirements of Section 28 of the Police Act, RSBC 1996, chapter 367, by establishing rules, standards, guidelines and Policies for:
 - (i) the administration of the Department;
 - (ii) the prevention of neglect and abuse by the Members of the Department; and
 - (iii) the efficient discharge of duties and functions by the Department and its Members.
- (b) all Policies, Procedures, and Business Rules approved and adopted for use by the Department incorporate best practices, are up-to-date and relevant, minimize the Department's risks, and provide clear guidelines to all Department personnel for carrying out their duties;
- (c) there is a standardized process by which all Department Policies, Procedures, and Business Rules are managed, in terms of the manner in which they are created, approved, structured, maintained, and communicated to Members;
- (d) appropriate Departmental personnel have input into Policy development.

2.0 DEFINITIONS

2.1 For the purposes of this policy, the following definitions shall apply:

"Business Rules" means rules to be read in conjunction with, or supplemental to, specific operational and administrative Policies, describing or outlining established day-to-day processes and referencing the specific characteristics of the Departmental work environment to facilitate compliance with Policy.

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“Department” means the West Vancouver Police Department.

“Executive” means the Executive of the Department, including the Chief Constable, Deputy Chief Constable and the designated Inspectors.

“Member” means a sworn peace officer employed at the Department.

“OIC Administration” means the Inspector in charge of the Administration Division.

“Policy” and “Policies” includes both Policy and Procedures.

“Sergeant” means the Sergeant assigned to the Policy and Procedure Section.

“Supervisor” means a Member promoted to, or acting in, the rank of Corporal or above.

“Training Sergeant” means the Sergeant i/c the Training and Recruiting Section of the Department.

3.0 POLICY

3.1 It is important for the Department to have sound Policies and Procedures, based on best practices, compliance with legal requirements and sound management principles, in order to guide the conduct of its personnel and the operations of the Department. Having a solid foundation of Policies and Procedures will provide guidance to Department personnel in carrying out their duties and reduce risks.

3.2 According to section 28 of the Police Act, the Police Board is responsible for establishing the Policy direction for the Department. The Police Board, in consultation with the Chief Constable, will set the Policy direction and approve all Departmental Policies and Procedures. The Chief Constable will ensure that appropriate and necessary Policy proposals are brought to the attention of the Police Board, along with supporting rationale and research.

3.3 Business Rules may be drafted to supplement Policy and capture the day-to-day operational and administrative processes that Members will follow to comply with associated Policies and Procedures. Business Rules will be subject to approval by the Chief Constable.

3.4 Departmental Policies will be:

- a) communicated and made available to all personnel; and
- b) made available to the public, where directed to do so by the Police Board.

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4.0 PROCEDURES

Policy Administration

- 4.1 The development of Policies within the Department will be completed by the Sergeant under the direction OIC Administration. The approval and dissemination of Policies will be coordinated by the Inspector.
- 4.2 All current Department Policies will be maintained as electronic documents on the Department Intranet.
- 4.3 The Sergeant will be responsible to research, develop and prepare draft Policies as assigned by the OIC Administration.
- 4.4 The OIC Administration will be responsible to:
 - a) ensure an electronic version is maintained for each Policy.
 - b) maintain an inventory of all existing Department Policies, which will identify those Policies of high importance (those which represent a police action or procedure which may present significant risk or consequence to a member of the public or a Member of the Department or represent potential liability to the Department and which require a more frequent review to ensure currency and best practice);
 - c) ensure that all Policies identified as high importance shall be reviewed once per year to ensure currency and best practice, and ensure that all other Policies are reviewed once every three years to ensure currency and best practice, unless an unanticipated circumstance requires a more timely revision
 - d) maintain a status report for the Policy & Procedure Committee of all new draft Policies, amendments and approved Policies that have been processed and disseminated;
 - e) present Policies for consideration by the Policy & Procedure Committee and forward to the Police Board for review and adoption; and
 - f) disseminate Policies internally and ensure Police Services Branch is notified of new Policies and revisions.
- 4.4 Where the regular review process determines that a Policy is not current or is not compatible with best practice, and where a Policy requires a more timely revision, the OIC Administration shall ensure the Policy is subject of the revision process set out herein.

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New Policy and Policy Revision Proposals

- 4.5 Any person within the Department can propose new Policy or propose amendments to existing Policy. The originator shall submit the proposal and supporting rationale, in writing, to their immediate Supervisor.
- 4.6 Upon receipt of a Policy proposal from a person under their supervision, the Supervisor will review the proposal and, if appropriate, forward it to the Sergeant for analysis.
- 4.7 The Sergeant will assess all Policy development proposals and, in consultation with the OIC Administration, will prioritize the Department's need for such a proposal. In the event that a decision is reached not to proceed with the proposal, the Sergeant will advise the originator and his/her Supervisor of the reasons for this decision.

Policy Development Process

- 4.8 The Sergeant is responsible for, and shall coordinate, all Policy development projects. All Policy development projects will include an examination of what other local police agencies have in place, an examination of any legal and other implications that apply, research to identify best practices, and any other research that is deemed necessary.
- 4.9 In some cases, it will be necessary for the Sergeant to enlist the assistance and expertise of other Members of the Department in completing a Policy development project. Any employee of the Department may be assigned to research and draft a new Policy or amendments to an existing Policy. Where feasible, personnel with expertise in the subject matter will be utilized.
- 4.10 In the event that the Sergeant determines that such assistance or expertise is required, the Sergeant shall determine who within the Department is the most appropriate person to provide such assistance or expertise and shall consult with that person and their Supervisor to confirm that the person is able to provide the assistance required within the timeframe set by the OIC Administration.
- 4.11 A Member who is assigned a Policy development project shall, in consultation with the Sergeant, conduct the necessary research and develop recommendations for Policy direction and draft wording for the Policy. Upon completion of their work on the project, the assigned Member will submit the draft Policy and a detailed report in the required format, including supporting rationale, all research and analysis, comments on budgetary implications, and any recommendations to the Sergeant.
- 4.12 The Sergeant will ensure the draft Policy meets the criteria for implementation and will prepare a final report, which shall include background information, recommendations, supporting research and analysis, an assessment of budgetary implications, and any risk management considerations. The Sergeant shall then

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submit the draft Policy and final report to the OIC Administration for input and approval.

Policy Approval Process

- 4.13 Once a draft Policy and associated report are complete to the satisfaction of the Inspector, the Inspector will present them to the Executive for approval.
- 4.14 Once approved by the Executive, the Inspector will submit the Policy proposal to the Police Board's Policy and Procedure Committee for consideration. The Inspector will liaise with the Policy and Procedure Committee to address any concerns or issues that arise.
- 4.15 Upon direction from the Policy and Procedure Committee, the Committee will present the Policy proposal and associated report to the Police Board for final approval and adoption.
- 4.16 Once the Police Board has approved a Policy, the Inspector will ensure that it is filed with the Director of Police Services Division, Ministry of Public Safety and Solicitor General, as required by the Police Act, and that any required follow-up and communication are carried out.
- 4.17 Each step of the approval process will be documented by the Sergeant.

Communication of, and Follow-up for, New and Revised Policy and Procedure

- 4.18 Following Police Board approval, the OIC Administration will be responsible for:
 - a) notifying all Department staff, via e-mail, e-parade or personal introduction, depending on the significance of the Policy or amendments;
 - b) notifying the Sergeant, Training Section, in the case of new Policy or amendments of a significant nature which may require the training of personnel;
 - c) ensuring the new or amended Policy and Procedures is placed on the Department Intranet, and the Department webpage where directed to do so by the Police Board;
 - d) maintaining an electronic version of the Policy and supporting documentation; and
 - e) forwarding a copy of the new or amended Policy to the Director of Police Services Division, Ministry of Public Safety and Solicitor General.
- 4.19 Upon notification of a new Policy or amendments to an existing Policy, the Training Sergeant will review the content and, in consultation with the OIC

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Administration determine what training of Department personnel is required. The Training Sergeant will ensure the appropriate training is delivered in a timely manner.

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