



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 Board meet the requirements of Section 28 of the Act 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 Employees.
- (b) all Policies, Procedures, and Business Rules approved and adopted for use by the Department incorporate best practices, 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 Employees; and
- (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:

"Act" means the BC Police Act, [RSBC 1996], Chapter 367, as amended from time to time.

"Board" means the West Vancouver Police Board.

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“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.

“Department” means the West Vancouver Police Department.

“Employee” means any Employee of the Board.

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

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

“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 or a civilian Manager.

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 Under Section 28 of the Act, the Board is responsible for establishing the Policy direction for the Department. The 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 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 Employees 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 communicated and made available to all personnel and made available to the public, where appropriate.

4.0 PROCEDURES

Policy Administration

- 4.1 The research, development and drafting of Policies will be completed by the Sergeant under the direction of the S/Sgt Corporate Support Section, responsible for coordinating the approval and dissemination of Policies.
- 4.2 All current Department Policies will be maintained as electronic documents on the Department Intranet.
- 4.3 The S/Sgt Corporate Support Section will be responsible to:
 - a) ensure an electronic version is maintained for each Policy.
 - b) maintain an inventory of all existing Department Policies identifying 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 are reviewed annually and that all other Policies are reviewed every three years, unless an unanticipated circumstance requires a timelier revision;
 - d) present Policies for consideration by the Policy & Procedure Committee and upon Committee approval, to the Board for review and adoption; and
 - e) disseminate Policies internally and ensure Police Services Branch is notified of new Policies and revisions.
- 4.4 Where it is determined that a Policy is not current or compatible with best practice the S/Sgt Corporate Support Section will ensure the Policy is subject of the revision process established in this policy.

New Policy and Policy Revision Proposals

- 4.5 Any Employee can propose new Policy or amendments to existing Policy by submitting the proposal and supporting rationale, in writing, to their immediate Supervisor.
- 4.6 Upon receipt of a Policy proposal, 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 S/Sgt Corporate Support Section, prioritize the Department's need for such a

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proposal. In the event that a decision is reached to not proceed with the proposal, the Sergeant will advise the originator and their Supervisor of the reasons for this decision.

Policy Development Process

- 4.8 The Sergeant is responsible for coordinating all Policy development projects including an examination of policies of other local police agencies and 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 Employees 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.
- 4.10 In the event that the Sergeant determines that such assistance or expertise is required, the Sergeant will identify the most appropriate person to assign and consult with that person and their Supervisor to confirm availability to assist as required.
- 4.11 In consultation with the Sergeant, an Employee assigned a Policy development project will conduct the necessary research, develop recommendations for Policy direction and complete a draft. Upon completion, the Employee will submit the draft Policy and all research material and external resources utilized.
- 4.12 The Sergeant will ensure the draft Policy meets the criteria for implementation and will prepare a Rationale Document including background information, recommendations, supporting research and analysis, an assessment of budgetary implications, and any risk management considerations. The Sergeant will submit the draft Policy and Rationale Document to the S/Sgt Corporate Support Section for input and approval.

Policy Approval Process

- 4.13 Draft Policies and Rationale Document approved by the S/Sgt Corporate Support Section will be submitted to the Executive for review/input and approval.
- 4.14 Upon Executive approval, policies will be presented to the Policy Committee of the Board for consideration. The S/Sgt Corporate Support Section will liaise with the Policy Committee to address any concerns or issues that arise.
- 4.15 Policies approved by the Policy Committee of the Board will be recommended for adoption to the Board.
- 4.16 Upon Board approval, the Sergeant will ensure that adopted policies are forwarded and registered with the Director of Police Services Division, Ministry of Public Safety and Solicitor General as required by the Act.

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4.17 Each step of the approval process will be documented by the Sergeant.

Implementation

4.18 Following adoption by the Board the S/Sgt Corporate Support Section 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 i/c Recruiting and Staff Development where new Policy or amendments of a significant nature require training of personnel;
- c) ensuring the new or amended Policy is placed on the Department Intranet, and the Department webpage where appropriate; and
- d) maintaining an electronic version of the Policy and supporting documentation.

4.19 The Sergeant i/c Recruiting and Staff Development will review new or revised policies and determine if training of Department personnel is required and if so, ensure it is delivered in a timely manner.

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