



# WEST VANCOUVER POLICE DEPARTMENT

## Administrative Policy

### AC0040: Standards of Conduct

#### 1.0 PURPOSE

1.1 The purpose of this policy is to:

- a) provide clear guidelines for appropriate Employee conduct within the Department and ensure accountability; and
- b) maintain public confidence in the Department.

#### 2.0 DEFINITIONS

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

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

“Board” means the West Vancouver Police Board.

“Department” means the West Vancouver Police Department.

“Employee” means any employee of the Board, and includes volunteers of the Department.

“FIPPA” means the Freedom of Information and Protection of Privacy Act, [RSBC 1996], Chapter 165, as amended from time to time.

“Fit for Duty” – means a state (physical, mental and emotional) which is unimpaired and which allows the individual to perform their tasks competently and in a manner which does not compromise or threaten the safety or health of that individual or others, the environment, or Department property.

“Impaired” or “Impairment” means a deterioration or diminishment of an individual’s physiological ability, functioning, judgment, or condition, including but not limited to being unable to function as that individual does under normal or usual conditions, or to function safely.

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

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

## **3.0 POLICY**

- 3.1 The Department confirms that its function is the delivery of public services and the protection of the public, and accepts that all persons who are involved in the delivery of public service and the protection of the public must consistently meet the highest standard of ethical behavior in order to preserve, maintain and enhance the confidence of the public in the manner in which the role and functions of the Department are discharged. This standard of conduct is required from every Employee who performs work or services for the Department.
- 3.2 Compliance with this policy obliges each Employee to ensure that nothing done in the discharge of their duties as an Employee of the Department and nothing done in the management of their affairs outside the scope of their employment, will constitute a breach of this policy. The requirement to comply with these standards of conduct is fundamental to the Department’s ability to retain the public’s trust and carry out its mandate and is considered to be a condition of employment.
- 3.3 This policy is in addition to any and all other laws, regulations, policies, procedures, directives and orders that may deal with the same subject-matter and to which Employees must also comply.

## **4.0 PROCEDURES**

### **General**

- 4.1 Employee conduct should instill public confidence and trust, and must not bring the Department into disrepute. Employees must conduct themselves in an honest and ethical manner and it is expected that Employees will provide service to the public that is courteous, professional, equitable, efficient and effective at all times.
- 4.2 Members must know, understand, and abide by the Act and their Oath of Office.
- 4.3 It is expected that all Employees will be familiar with and abide by the policies and procedures approved by the Board and in force within the Department when carrying out their duties. Supervisors will provide reasonable opportunity and time for Employees to do so.

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- 4.4 It is expected that the conduct and language used by all Employees will contribute to a positive work environment. It is also expected that Employees will treat co-workers with respect, courtesy and professionalism at all times. Further direction in this area can be found in Department policy **AC0325: Respectful Workplace.**
- 4.5 It is expected that all Employees will report to work “Fit for Duty” and able to perform their assigned duties safely and competently, without any Impairment. Further direction in this area can be found in Department policy **AC0125: Fitness for Duty.**

### Use of Alcohol/Cannabis

- 4.6 No Employee will consume alcohol substances while at work, including during paid or unpaid breaks (e.g. lunch). The only exception to this standard is where a Member is engaged in a specific law enforcement duty involving work in an undercover role and, with the approval of their Supervisor, consumes alcohol as an integral part of that role. In such a case, the Employee is responsible for ensuring that the amount of alcohol consumed during the course of their undercover duty does not negatively affect their ability to perform their duties and does not pose a risk to the safety or welfare of the Employee, co-workers or the public.
- 4.7 No Member will consume alcohol or Cannabis while in uniform, except at an official event hosted by the Department, such as the annual Mess Dinner, or at an event sanctioned by the Chief Constable. At any such event, Members are expected to conduct themselves in a professional manner that does not bring the reputation of the Department into disrepute.
- 4.8 It is understood that the Department hosts official functions that sometimes involve the serving of alcohol via a Special Permit. At any such event hosted by the Department, the Department will take reasonable steps to ensure that all attendees have a safe means of transportation from the function and are encouraged not to drive themselves home.

### Confidentiality

- 4.9 Except as required by law, or as expressly required in the performance of a specific job function, Employees will not divulge or disclose any information which the Employee receives or becomes aware of in the course of employment. Employees who are in doubt as to whether certain information is confidential must ask their Supervisor before disclosing it.
- 4.10 This confidentiality requirement survives employment with the Department and Employees who are no longer employed with the Department will be prohibited

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from divulging or disclosing any confidential information which the Employee received or became aware of in the course of employment.

- 4.11 Confidential information that an Employee receives through their employment at the Department must not be used by the Employee for the purpose of furthering any private interest, or as a means of making personal gains. Department policy **AC0050: Conflict of Interest** provides further clarification in this area.
- 4.12 All Employees must be aware of and adhere to FIPPA as it relates to the release of or acquisition of information in the performance of their duties.
- 4.13 All Employees must be aware of and adhere to Department policy **AF0080: CPIC – Rules Governing its Use**, and all other Departmental policies regarding disclosure of information.

### Misuse of Property, Services and Information

- 4.14 Department property, including vehicles, equipment, material and Department information, whether electronic or other, will be used in the performance of Departmental duties and will not, under any circumstances, be used for illegal purposes, personal benefit (including commercial endeavours), or unauthorized non-Departmental use.
- 4.15 Notwithstanding Section 4.14, an Employee may only use a Department vehicle for personal use when this use is consistent with the Employee's terms of employment and Department policy **OA0800: Police Vehicles – Use of**.
- 4.16 Communication tools such as telephones, cell phones, email and fax are to be used for legal and business purposes only. It is acknowledged that from time to time communication tools may be used for limited personal use. If a communication tool is used for non-Departmental purposes, the Employee may be asked to pay for any associated costs attributable to this use. Further clarification in this area can be found in Department policy **AF0100: Communication and Automated Systems**.

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