



WEST VANCOUVER POLICE DEPARTMENT

Administrative Policy

AC0045: Personal Relationships

1.0 PURPOSE

- 1.1 The purpose of this policy is to provide direction to Employees regarding the responsibility to disclose to the Department any Personal Relationship that exists with another Employee that may give rise to an actual, potential or perceived Conflict of Interest.

2.0 DEFINITIONS

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

“Board” means the West Vancouver Police Board.

“Conflict of Interest” means a reasonable concern that the Employee may take action or fail to take action, or make a decision or fail to make a decision, based in whole or in part on the Employee’s Personal Relationship, rather than the Employee’s professional duties and responsibilities.

“Department” means the West Vancouver Police Department.

“Employee” means any employee of the Board, including sworn and civilian, and including exempt, temporary, casual, permanent full-time, permanent part-time employees. For the Purposes of this policy “employee” also includes volunteers and independent/dependent contractors.

“OIC Administration” means the Inspector in charge of the Administration Division, and includes an acting Inspector.

“Personal Relationship” means a relationship between Employees where there is a family relationship (i.e. spouse/sibling/parent), intimate personal relationship, or financial or business interest.

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“Supervisor/Person of Authority” means an Employee who is responsible to evaluate, assign work, direct, instruct or approve reports of another Employee, or required to investigate the other Employee.

3.0 POLICY

- 3.1 Employees of the Department will maintain a high standard of conduct in professional relationships with all fellow Employees and colleagues.
- 3.2 It is inappropriate for Employees to enter into a Personal Relationship with another Employee where there is a Conflict of Interest. Examples include, but are not limited to: recruiting staff and applicants, field trainers and their trainees, mentors and their subordinates and a Supervisor/Person of Authority over an immediate subordinate.
- 3.3 In the event a Personal Relationship as defined by this policy does occur the Employees involved will disclose the Personal Relationship in confidence immediately to the HR, Records and Disclosure Manager or the OIC Administration.
- 3.4 The OIC Administration will assess disclosed Personal Relationships between Employees that give rise to an actual, potential or perceived Conflict of Interest between professional responsibilities and Personal Relationships on a case by case basis.
- 3.5 A Personal Relationship disclosed, as defined by this policy, may result in one or both parties being transferred and/or reassigned.

4.0 PROCEDURES

- 4.1 If a Supervisor/Person of Authority commences a Personal Relationship as defined by this policy, he/she will disclose in confidence the relationship to the OIC Administration who will make a determination regarding the need to transfer and/or reassign one or both Employees.
- 4.2 The appointment or placement of an individual to a position of Supervisor/Person of Authority over someone whom he/she is having a Personal Relationship represents a risk of actual, potential or perceived Conflict of Interest. Recognizing potential Operational staffing needs, the Department will take reasonable steps to ensure such circumstances are avoided or minimized.
- 4.3 An Employee who has a Personal Relationship with another Employee, but is not a direct supervisor, will not participate in any disciplinary or evaluation procedure involving the Employee or process any complaints on behalf of the Employee. Any such circumstances will be forwarded up the chain of command without comment or endorsement.

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- 4.4 The Department will take all reasonable steps to avoid circumstances whereby Members involved in Personal Relationships are placed in a partnership or an assignment where they will work directly with each other except in the following situations:
- a) call out;
 - b) additional staffing needs required over a minimal period of time; and
 - c) unique or special circumstances.
- 4.5 Employees may make written application to the Deputy Chief Constable seeking exception to this policy if the actual or potential Conflict of Interest can be eliminated or adequately minimized.
- 4.6 Further direction to Members regarding Conflict of Interest in private affairs (commercial or financial interests, outside employment, preferential treatment) can be found in Department policy **AC0050: Conflict of Interest**.

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