



WEST VANCOUVER POLICE DEPARTMENT

Administrative Policy

AC0050: Conflict of Interest

1.0 PURPOSE

- 1.1 The purpose of this policy is to provide clear Conflict of Interest guidelines to Members and ensure the highest standards of ethical behavior are adhered to.

2.0 DEFINITIONS

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

“Department” means the West Vancouver Police Department.

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

3.0 POLICY

- 3.1 The Department will make every reasonable effort to prevent its Members from being placed in situations which could create a conflict of interest.
- 3.2 Members must use their best judgment in maintaining the highest standards of honesty, integrity and impartiality both on duty and during off duty hours.

4.0 PROCEDURES

General

- 4.1 It is by no means sufficient for a person in a position of responsibility in the police service to merely act within the law. There is an obligation not simply to obey the law, but to act in a manner so scrupulous that it will bear the closest public scrutiny. In order that honesty and impartiality may be beyond doubt, Members should not place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part or seek in any way to gain special treatment from them. Equally, a Member should

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not have a pecuniary interest that could conflict in any manner with the discharge of their official duties.

- 4.2 No conflict should exist or appear to exist between the private interest of Members and their official duties. Upon appointment of office, Members are expected to arrange their private affairs in a manner that will prevent conflicts of interest from arising.
- 4.3 Members should exercise care in the management of their private affairs so as not to benefit or appear to benefit from the use of information acquired during the course of their official duties, which is information not generally available to the public.
- 4.4 Members are expected to immediately disclose to the Chief Constable by personal confidential memo through their Supervisor, all business, commercial or financial interests where such interest might conceivably be construed as being in actual or potential conflict with their official duties.
- 4.5 Members should hold no outside office or employment that could place upon them demands inconsistent with their official duties or call into question their capacity to perform those duties in an objective manner.
- 4.6 Members should not accord, in the performance of their duties, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest.

Rewards and Gratuities

- 4.7 Should any reward, present, gratuity or unauthorized compensation come into a Member's possession, it will be immediately forwarded to the Chief Constable's office. It will be accompanied by a written report outlining the circumstances connected therewith. Further guidance in this area can be found in Department policy **AC0055: Solicitations/Gratuities**.

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