



# **WEST VANCOUVER POLICE DEPARTMENT**

## **Administrative Policy**

### **AB0050: Terms Of Employment**

#### **1.0 PURPOSE**

- 1.1 To facilitate the proper administration of the West Vancouver Police Department.

#### **2.0 DEFINITIONS**

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

“Department” means the West Vancouver Police Department.

“IPDMA” means the Integrated Police Data Management Application.

#### **3.0 POLICY**

- 3.1 All employees of the Department will comply with the Terms of Employment procedures and directives.

#### **4.0 PROCEDURES**

- 4.1 All employees will ensure they are familiar with and obey all policy, procedures, and directives of the Department.
- 4.2 All employees will maintain a telephone where they may be reached in case of emergency. An employee changing their telephone number or address will immediately forward same to the OIC Administration Division for entry into the IPDMA system.
- 4.3 All employees will notify the OIC Administration Division of births, deaths or change in marital status, affecting personnel records.

## TERMS OF EMPLOYMENT

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- 4.4 All employee telephone contact information will be maintained in the IPDMA system and will not be released to anyone outside the Department, without the consent of the employee.
- 4.5 All assigned articles of clothing and equipment are the property of the Department. All employees ceasing their employment with the Department will return all articles of clothing and equipment previously assigned to them to the Director of Services.

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