

<b>Policy Name:</b>	<b>POLICY DEVELOPMENT AND ANALYSIS</b>		
<b>Policy #:</b>	AD 1.6	<b>Last Updated:</b>	2021-12-03
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

AD 1.7 Strategic Planning and Research Unit

**1. PURPOSE**

- 1.1 To ensure the Surrey Police Service (SPS) develops and maintains policies, consistent with statute and common law, the *Police Act*, and the British Columbia Provincial Policing Standards (BCPPS).
- 1.2 To ensure the effective administration of SPS by providing clear direction to its Employees and fostering the efficient discharge of duties and functions of SPS and its Employees.
- 1.3 To ensure SPS incorporates best practices in its administrative and operational policies and procedures through a comprehensive analysis of evidence-based research and global police studies.

**2. SCOPE**

- 2.1. This policy applies to all SPS Employees.

**3. POLICY**

- 3.1. The Chief Constable or delegate from the Strategic Planning and Research Unit (SPRU) will be responsible for the creation and maintenance of SPS policies and procedures that flow from the policies.

- 3.2. The development, approval, administration and dissemination of policies and procedures will be coordinated by SPRU.
- 3.3. SPS policies and their related procedures will come into effect once approved by the Surrey Police Board (Board) and enforceable once received by Director of Police Services.
- 3.4. The Board, or a committee of the Board, may establish a list of policies specific to which associated new or amended procedures are to be submitted by the Chief Constable to the Board or its committee for information.
- 3.5. Policies created for the administration and operation of SPS will seek to ensure the efficient discharge of SPS duties and functions and incorporate evidence-based best practices in its procedures.
- 3.6. SPS Policies are established to provide Employees with the foundation from which to make informed legal and ethical decisions without unduly restricting the use of discretion.
- 3.7. SPS Policies facilitate SPS's compliance with statute and common law, the *Police Act*, BCPPS, associated regulatory standards, and sound administrative and operational practices.

#### **4. PROCEDURE**

##### **SPRU Initiated Policies**

- 4.1. SPRU is responsible for examining new and amended statutes and case law decisions, and an ongoing analysis of evidence-based research into police practices to ensure SPS incorporates best practices in its administrative and operational policies.
- 4.2. SPRU will examine changes in law and practices and, if deemed necessary, draft proposed new policies or amendments to existing policies and procedures.

##### **Employee Initiated Policies**

- 4.3. Any SPS Employee may propose new policies or procedures, or amendments to existing or proposed policies or procedures.
- 4.4. Employees may submit a draft of a proposed new policy or procedure, or amendments to existing or proposed policy or procedure, to their Supervisor.
- 4.5. The Employee's Supervisor will review the submission and, if appropriate, submit the proposal to the Supervisor's Deputy Chief Constable.
- 4.6. The Deputy Chief Constable will review the submission and, if deemed appropriate, will assign the matter to SPRU to further research the need, examine policy options, draft a proposed policy if

deemed necessary, and distribute the draft policy to subject matter experts (SMEs) for further review and input.

#### **Board Initiated Policies**

4.7. The Board, or a committee of the Board, may request the Chief Constable create policies and procedures because of an identified or perceived administrative or operational need. The Chief Constable will assign the matter to SPRU to further research the need, and if deemed necessary, draft a proposed new policy or amendment to existing policy.

#### **Police Services Initiated Policies**

4.8. The Director of Police Services may direct SPS to create new policies or amend existing policies to comply with new BCPPS or directives imposed by the Director.

4.9. The Chief Constable will assign the matter to SPRU to further research the new BCPPS or directives and draft a proposed new policy or amendment to existing policy.

#### **Policy Development Process**

4.10. Draft policies or procedures may be distributed to the following, based on their interest, expertise, or because of being affected by the policy or procedure:

- i. Executive Leadership Team and Senior Leadership Team Officers;
- ii. Supervisors who may be affected by the policy;
- iii. President, Surrey Police Union;
- iv. President, CUPE Local 402;
- v. Identified SMEs; and
- vi. any other position holders directly affected by the draft policy.

4.11. Supervisors may discuss the proposed policy or procedures with Employees under their supervision to obtain their input.

4.12. Input from reviewers may be used to revise the proposed policy or procedures, and if there are significant changes to the proposed policy or procedures, a revised draft will be circulated.

4.13. After all comments have been considered and a final draft has been developed, the SPRU will present the draft policy to the Chief Constable for approval.

4.14. Once a draft policy has been approved by the Chief Constable, the policy shall be submitted to the appropriate Board subcommittee, or directly to the Board for approval.

- 4.15. A Board subcommittee, or the Board, may approve, reject, or recommend amendment of a proposed policy. If a proposed policy is not approved by a subcommittee or the Board, it will be returned to SPRU for redrafting and resubmission.
- 4.16. SPRU will be responsible for filing policy approved by the Board with the Director of Police Services.
- 4.17. Policy and associated procedures come into effect and are enforceable once approved by the Board and the Director of Police Services.
- 4.18. All Policies and procedures filed with the Director of Police Services will be published on the SPS Info-net or other appropriate electronic media, so that all Employees have ready access to the same.

### **Responsibilities**

- 4.19. All Employees are required to carry out their duties in accordance with SPS policies and procedures and are required to make themselves familiar with all SPS policies and procedures relevant to their duties.
- 4.20. Where specific critical policies and procedures are published that require Employee attestation, Employees must read, and follow SPS attestation procedures to confirm having read, understood, and will comply with those policies and procedures.
- 4.21. SPRU will be responsible for monitoring, auditing and reporting Employee compliance of mandatory policy attestation. SPRU will notify the Inspector, Employee Services Section (ESS), or designate, of Employees who are not in compliance with attestation requirements. ESS will notify an Employee's Supervisor when an Employee has not complied with attestation requirements.

### **Training**

- 4.22. Where new or amended policies or procedures create a need for training, the Superintendent, Support Services Bureau, will ensure that necessary information is communicated in a timely manner, and will ensure the facilitation of training to address the specific new or amended policies or procedures in question.

### **Policy Review**

- 4.23. All Administrative and Operational policies will be reviewed for amendment by the Strategic Planning and Research Unit as required, and at a minimum, Administrative policies will be reviewed bi-annually and Operational policies will be reviewed annually.

## **APPENDIX A: DEFINITIONS**

“Board” means the Surrey Police Board.

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“Executive Leadership Team” means the Chief Constable and the Deputy Chief Constables.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Officer” means the rank of Inspector, Superintendent, Deputy Chief Constable, Chief Constable.

“Policies” means overarching, written and guiding principles which set direction, guide, and influence decision-making and forms the basis for determining procedures.

“Procedures” means detailed descriptions of activities which flow from a related policy. Procedures are always subordinate to a policy.

“Senior Leadership Team” means exempt Managers, Inspectors, Superintendents, Deputy Chief Constables, Chief Constable.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

**APPENDIX B: REFERENCES**

*British Columbia Provincial Policing Standards – Addendum 1 – B4.1.1*