

Policy Name:	POLICY DEVELOPMENT		
Policy #:	AD 1.6	Last Updated:	2022-07-13
Issued By:	OFFICE OF THE CHIEF CONSTABLE	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 8.5 *Audit Process*

1. PURPOSE

- 1.1. To ensure Surrey Police Service (SPS) develops and maintains policies, consistent with legislation, case law, the *Police Act*, and the *British Columbia Provincial Policing Standards (BCPPS)*.
- 1.2. To provide clear direction to SPS Employees for their efficient performance of SPS duties and functions.
- 1.3. To ensure SPS incorporates best practices in its operational and administration 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 Policy Management Unit (PMU) will be responsible for the creation and maintenance of SPS policies and procedures that flow from the policies.

- 3.2. PMU will coordinate the development, approval, administration and distribution of policies and procedures.
- 3.3. Policy and associated procedures come into effect and are enforceable once approved by the Board and received by the Director of Police Services.
- 3.4. Policies created for the operation and administration of SPS are intended for the efficient performance of SPS duties and functions and incorporate evidence-based best practices in its procedures.
- 3.5. SPS Policies will enable Employees to make informed legal and ethical decisions without unreasonably restricting the use of police operational discretion.
- 3.6. SPS Policies facilitate SPS's compliance with statute and common law, the *Police Act*, BCPPS, associated regulatory standards, and sound administrative and operational practices.
- 3.7. PMU is responsible for:
 - i. research and analysis relating to BCPPS requirements;
 - ii. preparing reports and correspondence pertaining to policy;
 - iii. drafting, updating and filing organizational policies to comply with legislation and provincial guidelines, including the *Police Act* and the BCPPS;
 - iv. facilitating policy review, tracking and monitoring policy attestation cycles, verifying receipt, reading and compliance requirements;
 - v. developing and reviewing Memoranda of Understanding and other agreements;
 - vi. facilitating regular and targeted audits for policy compliance as required by the *Police Act*, BCPPS, and organizational risk assessments;
 - vii. participating in internal and external policy-related working groups and committees; and
 - viii. other duties assigned by the Chief Constable.

4. PROCEDURE

PMU Initiated Policies

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

Employee Initiated Policies

- 4.3. SPS Employees 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 appropriate, will assign the matter to PMU to further research the need, examine policy options, draft a proposed policy if 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 PMU to further research the need, and if 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 established by the Director.
- 4.9. The Chief Constable will assign the matter to PMU to 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 will 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 PMU for redrafting and resubmission.
- 4.16. PMU will be responsible for filing policies 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 received by 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. Policies and procedures may be vetted for sensitive information before publication on the SPS InfoNet.

Responsibilities

- 4.19. Employees must perform their duties as required by SPS policies and procedures. Employees must be familiar with all SPS policies and procedures relevant to their duties.
- 4.20. Where specific critical policies and procedures 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. PMU will monitor, audit and report Employee compliance with mandatory policy attestation. PMU will notify the Inspector, Employee Services Section (ESS), or designate, of Employees who have not complied 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 delivery of training to address the specific new or amended policies or procedures in question.

Policy Review

4.23. PMU will review Operational and Administration policies for amendment by the Policy Management Unit if required by changes in legislation, case law and the BCPPS. Operational and administration policies will be reviewed annually, as required by the BCPPS, Addendum 1, Section B2.2.3.

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.

“PMU” means the Policy Management Unit.

“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 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 – Sections B2.2.3 and B4.1.1