

	<b>Abbotsford Police Department</b> <b>Policy and Procedure</b>	
	<b>Administration</b>	<b>Administration</b>
	<b>I.A.040</b>	<b>Policy, Procedures and Directives</b>

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## PURPOSE

- (1) To set out a framework that encourages consistency, control, clarity and quality in the development, approval, and review of Abbotsford Police Department (“AbbyPD”) Policy Documents.

## SCOPE

- (2) This Policy Document applies to the types of written communications noted. It does not preclude AbbyPD from providing direction or information to personnel by other means.

## DEFINITIONS

- (3) **Mandatory Reading** – the requirement for all or designated employees to read a written communication issued by AbbyPD.

- (4) **Directive** – a written communication issued by a member of Senior Management, providing information and/or direction to employees.
- (5) **Policy** – the rules approved by the Abbotsford Police Board (“Board”) to guide and determine the present and future decisions and actions taken by the AbbyPD and AbbyPD employees; these rules lay out end results and in some cases specify what must be done, and what cannot be done in the course of achieving policy objectives.
- (6) **Policy Document** – a physical or electronic record of approved AbbyPD Policy. A Policy Document may also include related Procedures or may reference Procedures or supporting material created and recorded outside of the Policy Document. Included or referenced procedures, and external references noted, are not considered “Policy” unless otherwise indicated.
- (7) **Procedure** – established or prescribed methods to be followed routinely by AbbyPD employees for the performance of designated operations or in designated situations. Procedures lay out the steps employees must follow to meet policy objectives or while completing administrative and operational tasks. These processes may prescribe a specific workflow, timeline, how information is to be managed and the roles of workers and supervisors within the process.

## POLICY

- (8) AbbyPD will develop Policy which is:
  - (a) consistent with statute and common law, and British Columbia Provincial Policing Standards;
  - (b) clearly explained in a readable manner; and
  - (c) made available to all employees in an accessible and consistent format.
- (9) Either AbbyPD or the Board may propose new Policy, revisions to existing Policy, or repeal of Policy.
- (10) AbbyPD employees are required to comply with all in-force Policy Documents as they apply to the employee’s role at AbbyPD.
- (11) New, revised and repealed Policy must be approved by the Board; except that the AbbyPD may make housekeeping changes to an existing Policy (for example formatting changes, grammar changes, reference changes) that do not change the intent of the Policy, provided such changes are reported to the Board as soon

as practicable, and unless the Board objects such changes will be deemed to be approved by the Board and will be filed with Police Services.

- (12) The Chief Constable or their delegate is authorized to issue, revise, and repeal Procedures.
- (13) All new, revised or repealed Policy Documents will be filed with Police Services.
- (14) In urgent situations, where following current Policy would negatively impact the safety of AbbyPD personnel or the public, or the effective operation or administration of AbbyPD, the Chief Constable or their delegate, may issue a Directive authorizing temporary departure from existing Policy, and will, as soon as practicable, inform the Board of such Directive, and the Board will urgently consider whether changes to existing Policy are required. During the time a Directive exists under this section, it will be treated by AbbyPD and the Board as a change to Policy until the Board can consider the matter. Unless directed otherwise by the Board, the timing of the related Policy revision is at the discretion of the DCC-Admin and may vary depending on the nature of the required changes (e.g. importance, priority relative to other planned Policy revisions).
- (15) At the discretion of the Chief Constable or their delegate, selected Policy Documents (with or without the Procedures component, if applicable) will be made available to the public on the AbbyPD website. Posted Policy Documents will be redacted as necessary to safeguard information which, if made public, may pose a risk to public safety, to the safety of AbbyPD personnel, or to the integrity of police investigations or operations.
- (16) The Board reserves the right to:
  - (a) review and approve Procedures, Directives and other direction provided to personnel; and
  - (b) require that such direction be filed with Police Services.
- (17) The Chief Constable will determine whether a new, revised or repealed Procedure or Directive will be brought to the attention of the Board.
- (18) Where a policy document also contains Procedure, that portion which is the Policy may not contain hyperlinks to external sources or other material which is not also subject to Board approval. Supporting material, however, may be referenced and cited as needed.

**PROCEDURE**

- (19) Administration of the AbbyPD Policy Document process is the responsibility of the office of the Deputy Chief Constable – Administration (“DCC-Admin”).

**DEVELOPMENT**

- (20) The Policy, Research and Planning Analyst (“Policy Analyst”) is responsible for:
- (a) researching, drafting and editing Policy Document revisions, ensuring compliance with BC Provincial Policing Standards and all relevant statute and case law;
  - (b) if required, liaising with internal and external subject matter experts (“SMEs”), including but not limited to, external police agencies and legal counsel;
  - (c) liaising with Abbotsford Police Association (“APA”) and Teamsters representatives as necessary to assist with deconfliction with collective agreements; and
  - (d) obtaining DCC-Admin approval to advance Policy review to the AbbyPD Senior Management Team.

**APPROVAL**

- (21) Within a Policy Document:
- (a) New, revised or repealed Policy is approved in the following manner (in order):
    - (i) review by the Senior Management Team, with agreement to advance to the Governance and Policy Committee; then
    - (ii) review by the Police Board Governance and Policy Committee with recommendation to the Police Board; then
    - (iii) approval by the Police Board.
  - (b) New, revised or repealed Procedure is approved in the following manner (in order):
    - (i) review by the Branch Inspector or Director, with decision to advance to their Division Deputy Chief Constable; then
    - (ii) review by the Deputy Chief Constable with decision to advance to the Chief Constable; then
    - (iii) approval by the Chief or their delegate;

If the Chief Constable recommends Police Board approval:

- (iv) review by the Police Board Governance and Policy Committee with recommendation to the Police Board; then
  - (v) approval by the Police Board.
- (22) Paragraph (21) notwithstanding, at the DCC-Admin's discretion:
  - (a) policy revisions meeting the criteria of the exception in set out in paragraph (11) may bypass any step in paragraph (21)
  - (b) Policy revisions which the DCC-Admin determines are minor in nature do not require Senior Management Team, approval; and
  - (c) members of the Senior Management Team without sufficient topical expertise may be excused from selected Policy review and approval processes.
- (23) Policy rejected at any stage of the approval process may be returned to the Policy Analyst for further revision and may be resubmitted for review and approval.

**DISSEMINATION**

- (24) In-force Policy Documents are posted to the AbbyPD's intranet, accessible to all employees.
- (25) Depending on the nature of the new or revised Policy Document, and at the discretion of the DCC-Admin, notice of new, revised and repealed Policy Documents will be provided to all or selected employee groups.
- (26) AbbyPD employees are required to read all new and revised Policy Documents issued as Mandatory Reading, and in some cases, acknowledge completion of the reading assignment.
- (27) Policy Documents will be made available on the AbbyPD website. Prior to publication, the Policy Document will be vetted by the DCC-Admin or their delegate and the Manager of Records Disclosure. The Policy Document will be redacted, or withheld in its entirety, as necessary to protect sensitive information. In most cases, Procedures will be severed from a Policy Document prior to publication.

**REVIEW AND UPDATE**

- (28) Policy review and update may be initiated by (including but not limited to):

- (a) the standard review cycle for high-risk policies (as determined by the DCC-Admin in consultation with the Chief Constable);
  - (b) direction by the Board;
  - (c) a change in AbbyPD’s strategic direction;
  - (d) new or updated legislation or new case law;
  - (e) new or updated industry best practices; or
  - (f) new or updated BC Provincial Policing Standards.
- (29) Policy review priority is determined by the DCC-Admin, unless directed otherwise by the Board.

**RETENTION**

- (30) Approved new, revised and repealed Policy Documents are retained in perpetuity, either in hardcopy or electronic format.
- (31) The Policy Analyst is responsible for maintaining a documented history of Policy Document revisions.

<b>REFERENCES AND RELATED DOCUMENTS</b>	

<b>DOCUMENT HISTORY</b>	
Effective:	My 25, 1998 (Rev 644) (earliest confirmed)
Revised:	April 10, 1999 (Rev 672)
Revised:	May 5, 2021