Manual Part: Section (and Abbreviation in brackets)	Policy Number: GO9PO	Alberta Policing Standards:

Whistleblower Policy

Purpose:

The EPS Whistleblower Policy is intended to provide an external channel for all EPS employees to disclose serious wrongdoing(s) within the Service, where internal reporting mechanisms available to EPS employees are not applicable to the disclosure.

Statement of Principle:

The EPS is committed to providing a culture of trust, accountability, and respect throughout the organization. The Service intends to fully investigate reports of serious wrongdoings. Reports of serious wrongdoing are taken seriously, and it is the responsibility of all EPS employees to ensure allegations are factual, credible, and not the result of a retaliation.

Definitions:

Definitions listed in this section apply to this document only with no implied or intended organization-wide or EPS Policy and Procedure Manual wide use.

Anonymous – The identity of an employee reporting an allegation of serious wrongdoing will not be revealed throughout the entirety of the process.

Complaints Intake Committee (CIC) –The CIC is comprised of the Deputy Chief i/c Investigation and Support Services Bureau, Director i/c Equity and Inclusion Branch, Inspector i/c Professional Standards Branch, Director i/c Human Resources Support, Labour Relations and Compensation and Director i/c Employees Services and Recruitment. The CIC reviews all employee complaints and determines if an investigation is necessary, except for complaints made against the Chief of Police.

Confidential – The identity of an employee and others involved when reporting potential serious wrongdoing will be protected where possible. However, confidentiality including protecting the identity of parties and witnesses to a report of serious wrongdoing must be balanced against disclosure requirements imposed by law or collective bargaining agreement.

Retaliation – Any action that adversely impacts an individual that is taken in response to that individual raising a concern or participating in any process under any EPS Policy or Procedure. Retaliation may include but is not limited to dismissal, demotion, unwarranted transfer, denial of opportunities or exclusion from activities within the organization, or harassment of an individual because of their having raised a concern or having participated in any process associated with any EPS Policy or Procedure.

Serious Wrongdoing – Includes, but is not limited to, contravention of the *Police Act* and its regulations which govern the performance of duty of police officers, committing an offence under Canadian law, breach of Commission or Service policy and/or gross mismanagement including an act or omission that is deliberate.

Policy Statement:

A. General Considerations:

1. Employees may report serious wrongdoings through the EPS Whistleblower Program. Some complaints may remain anonymous, while others will require more information including the complainant's name if the complaint requires investigation or action under other EPS accountability processes. To the extent possible, EPS will work to keep the complainant's name confidential throughout the process.

    a. If a complaint is made against a sworn member and leads to an investigation, the sworn member shall be advised of the complainant's name and provided with a copy of all statements made by the complainant, as per section 10(1) of the *Police Service Regulation*.

    b. If a complaint is made against a civilian, there is a possibility that the complainant could remain anonymous but if it leads to an investigation the complainant may be required to provide their name and personal information as required.

2. All reports of serious wrongdoing are received by a third party and forwarded to EPS for evaluation and investigation, if necessary.

3. Allegations directed against the Chief will be forwarded from the third party to the Edmonton Police Commission. Allegations against the Audit and Risk Branch will be forwarded directly to the CIC from the third party.

4. Reporters of serious wrongdoing are encouraged to use alternate reporting channels whenever possible including those found under the following policies and their associated procedures:

    a. **CO1PO – Workplace Violence and Safety Policy,**

    b. **CO2PO – Complaints Against, Investigations of, and Discipline of Sworn Members Policy,**

    c. **HR27PO – Respectful Workplace Policy,** or

    d. **HR29PO – Occupational Health and Safety Policy.**

5. The Whistleblower Program will not review complaints that have been resolved by a procedure listed above. The Whistleblower Program is not another avenue to have a complaint reviewed for a second time.

6. Any employee who engages in retaliation or knowingly and willfully makes a false allegation of serious wrongdoing is subject to disciplinary action.

B. Whistleblower Program:

1. EPS Whistleblower Program uses a portal managed by a third party. The third party will be receiving all reports of serious wrongdoings and then forwarding them to the Audit and Risk Branch, as the branch will be managing the complaint reporting system. The complaint will be submitted to the CIC, who will assess if the report is credible and if further investigation is necessary. All decisions made by the CIC are final unless further information or evidence is provided.

2. EPS employees can access the portal, managed by the third party, here.

3. If a complaint is made alleging a matter of a serious or sensitive nature regarding the actions of a police officer, the Chief of Police shall as soon as practicable notify the Commission and the Minister, as required under section 46.1 of the *Police Act*.

Review:	Revision Date:	No.:
	2023 December 12	SD23-035

Related Information:

Policy:	CO1PO – Workplace Violence and Safety Policy CO2PO – Complaints Against, Investigations of, and Discipline of Sworn Members Policy HR27PO – Respectful Workplace Policy HR29PO – Occupational Health and Safety Policy
Additional Info:	Ways to submit a complaint: Online: Go to: https://cloud.clearviewconnects.com ➢ Click on “Submit A Report” ➢ Search for “Edmonton Police Service” ➢ Respond accordingly to prompts and questions

	Phone: 1-866-788-4103 (toll free) Mail: P.O. Box 11017 Toronto, Ontario, M1E 1N0