



Organization and Function Description Policy

Purpose:

To have written policy describing each organizational component or function of the EPS. The EPS organizational chart and function description of each organizational area(s) are available to all EPS employees on EPSNet.

Statement of Principle

The EPS will maintain written descriptions of its organizational functions.

Policy Statement:

Organization and Chain of Command

A. Reporting Structure:

Organized along functional lines, the EPS provides initial response and specialized policing services to the citizens of Edmonton.

The organizational structure of the EPS consists of the Chief of Police with the following reporting areas:

- Deputy Chief i/c Community Policing Bureau
- Deputy Chief i/c Investigation and Support Services Bureau
- Deputy Chief i/c Community Safety and Well-being Bureau
- Chief Operations Officer/Office of the Chief
- Chief Administrative Officer i/c Corporate Services Bureau
- Chief Innovation and Technology Officer i/c Innovation and Information Bureau

Acting Chief of Police:



When the Chief of Police is to be absent from the city or otherwise unavailable for more than a few hours, the Chief of Police shall designate, in writing, a deputy chief of police to assume the duties of Acting Chief of Police in the interim. If by reason of incapacity or unforeseen circumstances the Chief of Police is unable to nominate an Acting Chief of Police, the order of precedence for assuming such duties shall start with the executive officer senior in the rank.

When a deputy chief of police is not available to assume the Chief's duties, as per Edmonton Police Commission (EPC) guidelines, the Chief of Police shall designate any eligible individual from the Service as Acting Chief of Police.

If the deputy chief of police acting as Chief of Police becomes incapacitated or is unexpectedly absent from the City and is unable to designate authority to another executive officer, the appointment will fall to the deputy chief of police next senior in the rank.

As per EPC guidelines, the Chair of the Police Commission shall be notified when these appointments are made.

1. Community Policing Bureau:

Reporting areas include operational branches: Downtown, Northeast, Northwest, Southeast, Southwest, and West.

2. Investigations and Support Services Bureau:

Reporting areas include:

- a. Criminal Investigations Division,
- b. Investigate Support Division,
- c. Operational Services Support Division, and
- d. CEO Alert when the appointee is an EPS employee.

3. Corporate Services Bureau:

Reporting areas include:

- a. Supply Services Division,
- b. Human Resources Division,
- c. Business Development Division, and



d. Training Development & Recruiting Division.

4. Innovation and Information Bureau:

Reporting areas include:

- a. Information Management and Intelligence Division, and
- b. Information Technology Division.

5. Community Safety and Well-being Bureau:

Reporting areas include:

- a. Integrated Community Safety Division, and
- b. Crime Suppression & Community Ops Division.

6. Office of the Chief:

Reporting areas include:

- a. Legal and Regulatory Services Division,
- b. Corps Sergeant Major,
- c. Corporate Communications Division,
- d. Staff Sergeant - Office of the Chief,
- e. Value and Impact Division, and
- f. Audit and Risk Division.

B. Changes to Organizational Structure:

The organizational charts are reviewed annually by the deputy chiefs and Chief of Police to ensure they accurately reflect the current organizational structure.

Changes to the organizational structure of the EPS must follow an approval process to ensure all administrative tasks associated with the change are tracked and completed.

1. Creation of New Organizational Area (Section, Unit or Detail):

- a. A briefing note will be prepared by the Superintendent or Executive Director providing justification, financial considerations including source of funds,



allocation of office space, computer acquisition, all position classifications and descriptions, reporting structure, etc.

- b. If permanent sworn or civilian positions are required, the Request for the Creation of Permanent, Temporary or Casual Position form must be completed and circulated for approval with the memorandum of proposal.
- c. The briefing note will be presented to Chief's Committee for approval.
- d. Once approved, revisions to the bureau's organizational chart will be forwarded to the HRIM Section (positionhelp@edmontonpolice.ca) for processing.
- e. The HRIM Section (positionhelp@edmontonpolice.ca) will send a form to the new area, for them to develop or update their mandate.
- f. Following the development or updating of the mandate, the new area will forward their mandate to the Policy Management Unit for processing.
- g. The new mandate will be uploaded to EPSNet for internal use and to ensure function descriptions align with current processes, as required by Alberta Policing Standards.
- h. All amendments to the organizational chart will be submitted to the Chief of Police annually or as required for approval.

2. Movement of Organizational Area:

- a. A briefing note will be prepared by the Superintendent or Executive Director providing justification, financial considerations, allocation of office space, identification of all positions affected, position classifications and descriptions and reporting structure.
- b. The briefing note will be presented to Chief's Committee for approval.
- c. Once approved, revisions to the bureau's organizational chart will be forwarded to the HRIM Section (positionhelp@edmontonpolice.ca) for processing.
- d. The HRIM Section (positionhelp@edmontonpolice.ca) will send a form to the new area, for them to develop or update their mandate.
- e. Following the development or updating of the mandate, the new area will forward their mandate to the Policy Management Unit for processing.



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- f. The revised mandate will be uploaded to EPSNet for internal use and to ensure function descriptions align with current processes, as required by Alberta Policing Standards.
 - g. All amendments to the organizational chart will be submitted to the Chief of Police annually or as required for approval.
3. Change of Name of Organizational Area:
- a. A briefing note providing all details of the change of name must be forwarded up the chain of command to the Superintendent or Executive Director.
 - b. Once approved, revisions to the bureau's organizational chart will be forwarded to the HRIM Section (positionhelp@edmontonpolice.ca) for processing.
 - c. The HRIM Section (positionhelp@edmontonpolice.ca) will send a form to the new area, for them to develop or update their mandate.
 - d. Following the development or updating of the mandate, the new area will forward their mandate to the Policy Management Unit for processing.
 - e. The updated mandate will be uploaded to EPSNet for internal use and to ensure function descriptions align with current processes, as required by Alberta Policing Standards.
 - f. All amendments to the organizational chart will be submitted to the Chief of Police annually or as required for approval.

C. Planning:

Progressive police organizations must be fully committed to planning and research activities if they are to meet the ever-increasing demands of the communities. Although Strategy and Engagement Branch is the primary planning and research component of the police service, operational planning activities are the responsibility of every manager.

The strategic planning process, directed by the Chief of Police in consultation with senior managers, outlines a long-term strategy for the police service. Goal statements are formulated from which functional area managers plan and implement strategies to achieve these goals.

Annual Operational Planning:



The Operating and Capital budget processes are managed by the Business Development Division with input from Strategy and Engagement Branch.

D. Command and Control:

1. Unity of Command:

The EPS concurs with the principle of management that states the chain of command should include with clarity every member of the organization and that all members know from whom they receive orders and to whom they report. If a supervisor is incapacitated, off duty, or otherwise unable to act in their regular position, they or their supervisor will designate a temporary replacement. The designated replacement will have the full responsibility and authority commensurate with the position being filled. Clear lines of authority minimize conflict and confusion, avoidance of responsibility, and promote a feeling of security within the organization.

Reporting relationships in the EPS are clearly defined; each organization component is under the direct command of only one supervisor. Members in the performance of their regular duties report to their immediate supervisor. When members are on special assignment, extra duty or temporary transfer, they report to the immediate supervisor of the special assignment, temporary transfer, or extra duty.

2. Span of Control:

Span of control refers to the number of subordinates a supervisor can effectively manage. Several factors must be taken into consideration in determining the ideal number of subordinates assigned to one supervisor. These include complexity of the job, size of organization, philosophy of management, and abilities of the individual supervisors and their subordinates.

The number of subordinates assigned to the EPS supervisor shall not be excessive and will depend upon circumstances in the immediate work environment. No supervisor shall have more subordinates than can be effectively overseen.

3. Authority and Accountability:

Employees at every level within EPS will be given appropriate authority to make decisions necessary for the effective execution of their responsibilities and will be held accountable for the use or failure to use the authority delegated to them.

Responsibility will be accompanied by commensurate authority.

4. Delegation of Authority:



It is the policy of the EPS that all individual subordinates will be responsible for the completion of assigned work and will be held accountable to their superiors for the satisfactory performance of that work. Similarly, supervisors at each level of supervision are accountable for the performance of all members under their immediate control.

Delegation of authority is an organizational process that permits the transfer of authority from superior to subordinate. There are three elements to the process of delegation:

- a. First is assignment of responsibility defined as all duties that must be performed in order to complete a given task.
- b. Second is the actual delegation of authority empowering that person to act for the delegator. The implications of acting for another are significant to an organization process because they mean that even though authority is delegated to subordinates so that they may successfully fulfill their assigned duties, the delegator still retains full control over the delegated authority and may recall that authority as occasion demands. The delegator retains responsibility to ensure things get done. Delegation does not imply abdication.

When a subordinate accepts responsibilities and the authority necessary to carry out those responsibilities, an obligation is incurred: a duty to perform the assigned work and to use the delegated authority properly.

- c. The creation of such obligation is the third facet of delegation - accountability. Subordinates are accountable to their superiors for the proper exercise of authority and performance of assigned responsibilities.

5. Allocation of Responsibility within the Rank:

- a. Except as otherwise provided by established policy, when members of equal rank are deployed to the scene of an incident, the member with the most seniority in that rank will immediately assume responsibility for the investigation of the occurrence, unless instructions to the contrary are given.

Note: The foregoing does not apply to members subsequently deployed or arriving at the scene after the investigations have commenced.

- b. Precedence in establishing the senior member is as follows:
 - i. senior officers, staff sergeants, sergeants and detectives - seniority in the rank determines the senior member; and



- ii. constables - the member with the lowest register number shall be designated the senior member.

E. Administrative Reporting Program:

As an integral part of the daily and long-term operations of the EPS, organizational areas are required to complete and submit administrative reports to summarize their activities so an overall picture of their effectiveness and workload can be reviewed. The submission of reports is governed both by policy in this manual and by Alberta Policing Standards. **GO - Appendix A - Administrative Reports** contains a listing of these reports, the area responsible for the formulation of the reports, a statement of the purpose of the reports, a statement of the frequency of the reports, and the distribution of the reports.

Function Descriptions

A. Chief of Police:

The Chief of Police is responsible for the efficient and effective operation of all components of the EPS, and consistent with the provisions of Section 41 of the *Police Act*, is responsible for the following:

- (1) *(a) the preservation and maintenance of the public peace and the prevention of crime within the municipality,*
(b) the maintenance of discipline and the performance of duty within the police service, subject to the regulations governing the discipline and the performance of duty of police officers,
(c) the day-to-day administration of the police service,
(d) the application of professional police procedures, and
(e) the enforcement of policies made by the commission with respect to the police service.
- (2) *For the purposes of subsection (1), the chief of police shall issue orders and make directives as the chief of police considers necessary.*
- (3) *The chief of police is accountable to the commission for the following:*
 - (a) the operation of the police service,*
 - (b) the manner in which the Chief of Police carries out the responsibilities under subsection (1),*



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(c) the administration of the finances and operations of the police service in keeping with the yearly plan or any amendments to it that the commission may make,

(d) the reporting to the commission of any information concerning the activities of the police service that the commission may request, other than information concerning individual investigations or intelligence files,

(e) the reporting to the commission of any complaint made against the police service or its members, the progress of any investigation or informal resolution process regarding the complaint, the reasons for any delays and the manner in which the complaint is resolved.

(4) A commission shall not issue an instruction under section 31(1)(c) that is inconsistent with the duties and responsibilities conferred on the chief of police under this section.

B. Branch Function Description(s):

Branch function descriptions are maintained through an internal HR process and updated on the organization's internal webpage. Anytime a branch is re-organized, takes on additional roles and/or responsibilities or is newly established, their mandates are reviewed and updated to reflect their current function description(s).