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# EPS Policy Framework Meta-Policy

## Purpose:

To outline the provisions governing the development and maintenance of the EPS Policy Framework. All EPS members are required to comply with the provisions within this Meta-Policy and accompanying procedures, exceptions to which may only be granted by the Chief of Police.

## Statement of Principle:

The Alberta Policing Standards (APS) requires the EPS to have a system of written policy and procedure which addresses review, dissemination, and storage of the same. In addition to policy and procedure, a variety of documents, tools, and processes are employed at the EPS which both support and compliment the EPS Policy and Procedure Manual. The cohesive management of those items and efforts combined, the EPS Policy Framework, contributes to operational and administrative efficiency, effectiveness, and transparency.

## 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.*

**Policy Analyst** – An individual employed within Policy Management Unit (PMU) responsible for administering the EPS Policy and Procedure life cycle.

**Policy Coordinator** – An individual employed within PMU responsible for maintaining the Policy and Procedure Manual, preparing and distributing service directives, and maintaining background material related to both.

**Subject Matter Experts (SME)** – Identified individuals (sworn or civilian, of any rank) whose position or professional expertise relate to the subject and, therefore, are consulted with for constructive input in the development of documents within the Policy Framework. SMEs may or may not be included as signatories on the final drafts of those documents.

**Signatories** – Individuals selected to approve Policy Framework documents based on their position within the organization or relationship to the subject matter.



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**Appendix** – Material included in the EPS Policy and Procedure Manual that forms part of the requirement of a policy or procedure but which, if included in the body of those documents, may interrupt flow and clarity for the reader.

**Rescission** – The removal of content, such as an entire policy, procedure, or form, so that it is no longer active and in use. The content will continue to exist historically (i.e., it is not simply “deleted”); however, it is removed on a point forward basis as it is out of date or no longer relevant.

**How-To** – Published on EPSNet, a detailed document or video that describes how to carry out a specific task. A How-To provides helpful information; however, failing to follow its instruction would not generally result in disciplinary action (provided that no other EPS policy or procedure had been contravened).

**Form** – Administrative documents approved through a standard process for use by members of the EPS and, in some cases, individuals outside of EPS. Approved EPS forms are the only ones permitted for use by the EPS and must be locked down and password protected to ensure their integrity.

## Policy Statement:

### A. Oversight and Management of the EPS Policy Framework:

1. Office of the Chief of Police:
  - a. Section 41(1)(d) of the *Police Act* (R.S.A. 2000, P-17) establishes that the Chief of Police is responsible for the application of professional police procedures.
  - b. The Chief is ultimately accountable for the development, approval, and application of the EPS Policy Framework for all EPS members.
  - c. The Chief or designate has the authority to issue, modify, and approve all EPS service directives as well as revisions to the EPS Policy and Procedure Manual.
  - d. The Deputy Chiefs or designates are authorized to issue, modify, and approve service directives as well as revisions to the EPS Policy and Procedure Manual for their Bureaus.
  - e. The member i/c Legal Regulatory Services Division and the member i/c Office of Strategy Management Division (OSM) have the authority to issue,



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modify, and approve all EPS service directives as well as revisions to the EPS Policy and Procedure Manual for their respective division.

## 2. PMU:

PMU is the organizational custodian of the EPS Policy Framework and as such is:

- a. Through delegation by the Chief of Police, the primary sponsor and steward of the Policy Framework Meta-Policy and associated procedures.
- b. Responsible for the administration of the Policy Framework document development life-cycle as defined within the Meta-Policy and associated procedures and may develop support processes to allow for its effective administration.
- c. Responsible, in consultation with stakeholders, for determining the appropriate document (if any) to use within the Policy Framework for housing content.
- d. Charged with the development and maintenance of the templates associated with the Policy Framework.
- e. Obligated to maintain records associated with the development of documents within the Policy Framework.

## B. Formal Governing Authorities:

In addition to all Legislative Acts and Regulations that the EPS is bound by, the EPS Policy Framework is also formally informed by:

1. The mission, vision, and organizational strategy of the EPS.
2. The APS published by Alberta Justice and Public Safety and Emergency Services.
3. All City of Edmonton Employee Collective Agreements.
4. The Edmonton Police Commission (EPC) Policy and Procedure Manual.

## C. Document Development Standards:

EPS Policy Framework documents are developed:

1. In accordance with the Meta-Policy and associated procedures.



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2. Following sufficient research and according to a context specific development plan that allows for due diligence.
3. In consultation with SMEs and other stakeholders to ensure maximum appropriate involvement which allows for accuracy, practicality, and effective operationalization.
4. In accordance with the fundamental objectives of the formal governing authorities listed in **B.**, with the following in mind:
  - a. Policy and procedure should not quote or paraphrase the above noted documents. Direct links to related material are always preferred. It is the responsibility of the member who may wish to rely on any reference to an external document to verify its accuracy by reference to the original source.
  - b. In the event of an error, omission, or discrepancy between the contents of any Policy Framework document and those formal governing authorities, the contents of the documents listed in **B.** supersede the EPS Policy and Procedure Manual.
5. Without duplication of, or conflict with, the contents of other documents within the Policy Framework. Cross references and linking should be made where related content exists.
6. Using plain, concise, gender neutral language and assuming that the reader has no prior knowledge of the subject matter.
7. In relation to policy and procedure: avoiding the use of common examples of their application.
8. In relation to policy and procedure, minding the use of terms which are globally defined for applicability throughout the Manual (see **GO - Appendix B - EPS Policy and Procedure Manual Global Definitions**) and, in contrast, the use of document specific definitions which are intended to be applicable only to the document within which they appear.
9. In relation to policy and procedure: carrying equal weight in terms of importance; however, in service of differing purposes.
10. In relation to policy, procedure, and service directives: in recognition of the fact that not every possible scenario will be identified, allowing members the latitude they require for making decisions in unusual circumstances.



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11. In relation to policy, procedure, and service directives, using the language of “must” and “should” to indicate discretion in compliance.

Interpretation:

- a. A “should” statement is a recommended action and is to be complied with providing all other circumstances as described in the document are normal. Failure to comply may result in supervisory discussion and, potentially, supervisory coaching.
- b. A “must” statement is an imperative action and is to be complied with unless doing so would result in substantial and objective risk to the member or the public. Failure to comply will result in supervisory review and, potentially, investigation and disciplinary action.

12. In a way that ensures they can be transparently and consistently applied across the organization.
13. Using official templates housed in and maintained by PMU. See related Appendices with sample templates.

#### **D. EPS Policy Framework Document Development Life-Cycle:**

In most cases, documents within the EPS Policy Framework are developed in accordance with the life cycle outlined below, although the individual steps may vary depending on document type. Those variations are described in the document specific procedures associated with this Meta-Policy. For rescissions, see **GO7-4PR Policy Framework Document Rescission Procedure**.

##### **1. Problem/Issue Identification and Initial Consultation:**

A problem or issue which may require development of, or revision to, one of the documents in the Framework is identified to the member i/c PMU and an initial consultation takes place to understand the scope of work.

All members are responsible and accountable for ensuring that deficiencies or required changes are identified to PMU.

##### **2. Research and Analysis:**

Research and analysis includes a review of existing legislation, policy and procedure, and other related material which may impact the development of the document. Qualitative or quantitative data that might inform the work effort is also evaluated. This stage enables evidence-based decisions that are consistent with the standards set out in this Meta-Policy and associated procedures.



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3. Presentation of Plan:

Depending on the work required, a plan is developed in consideration of the background of the issue and related research. The plan includes who will review and be consulted with on the work as SMEs and who will approve the work as signatories.

In most cases, the plan will be formally captured in a PMU Development Information Sheet (**See GO - Appendix F - Sample Development Information Sheet Template**) however, at the discretion of the member i/c PMU the plan may be documented through other means.

4. Drafting:

Depending on the document(s) being developed, either PMU or the SME may be responsible for drafting and consultation. Please refer to document specific procedures associated with this Meta-Policy for drafting responsibilities.

5. Formal Sign-Off/Approval:

All documents forming the EPS Policy Framework require formal approval through the collection of signatures. Signatories are determined by PMU in accordance with the document specific procedures associated with this Meta-Policy.

If thorough consultation and due diligence has taken place, it is expected that only critical changes would halt the sign-off process.

6. Implementation:

Once signed-off by all signatories, the document is returned to PMU to be published and becomes effective upon publication.

7. Review and Revisions:

Once approved, the need for review or revisions to any document within the EPS Policy Framework triggers the beginning of the development life-cycle. Documents may be reviewed and revised according to varying schedules and processes. Please see the document specific procedures associated with this Meta-Policy.

**E. Records Management and Retention:**

1. The EPS Policy and Procedure Manual and service directives are maintained in an electronic format, available to all EPS members through EPSNet.



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2. A file including background information (may be digital or hardcopy) related to any particular policy, procedure, service directive, or form is also maintained by PMU in accordance with the EPS Taxonomy & Records Retention Schedule.
3. In case of discrepancy, the official version of any of these documents is the most recent version circulated and signed by the signatories.

#### **F. Release of Documents within the EPS Policy Framework:**

1. Authority for the release of any portion of the Policy and Procedure Manual, service directives, or forms to an external party rests with the:
  - a. Chief of Police or designate, to whom all requests from the EPC must be directed and then forwarded to PMU for completion.
  - b. The Information and Privacy Coordinator, to whom all requests from members of the general public and non-law enforcement agencies, pursuant to section 91 of the *Access to Information Act (ATIA)*, must be directed.
  - c. The member i/c Legal Services Branch (LSB), to whom all requests from the Crown Prosecutors' Office must be directed.
  - d. The member i/c PMU, to whom all requests from law enforcement agencies must be directed.
2. Members requiring current copies of specific policy, procedure, or service directives should access EPSNet or, if unable to locate the information required, contact the Policy Coordinator in PMU.
3. Members requiring historical copies of policy, procedure, or service directives should contact either Information and Privacy Unit (IAPU) or Professional Standards Branch (PSB).

#### **G. Compliance and Accountability:**

All members are responsible for:

1. Abiding by policy and procedure and keeping themselves informed of changes to the EPS Policy and Procedure Manual.
2. Ensuring they are in compliance with the read and acknowledge requirements of the Directives System as outlined in **GO7-2PR Directives System Procedure**.



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3. Using official forms generated through PMU where one exists and ensuring that use of that form is compliant with related EPS policy and procedure.