



DC11

**INTERNAL DISCIPLINE MATTERS  
(POLICE ACT)**

DC11

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**POLICY**

1. Internal discipline matters are those matters, under Division 6 of the *Police Act*, concerning the conduct or department of a member that are not the subject of an admissible complaint or investigation under Division 3 (Process Respecting Alleged Misconduct) and do not directly involve or affect the public.

Police Act s. 76

2. The Internal Discipline Authority of the Delta Police Department (Department) in relation to internal discipline matters is the Chief Constable, unless:

- a) they delegate their duties, and if doing so, they must notify the Office of the Police Complaint Commissioner (OPCC) in writing; or
- b) the matter concerns the Chief Constable or Deputy Chief Constable, in which case the Chair of the Delta Police Board (Board) will act as the Internal Disciplinary Authority.

Police Act s. 174

3. The Internal Discipline Authority must consult with the OPCC for all matters intended to be dealt with as internal discipline matters.

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4. The Internal Discipline Authority shall direct how an internal discipline matter is to be investigated.
5. The Chief Constable or Board Chair may reassign or transfer, or suspend a member with pay, during an internal discipline matter investigation, and if a member is to be suspended without pay, the Chief Constable or Board Chair shall consult with the Board.

## **REASON FOR POLICY**

6. To seek to ensure internal discipline matters are managed consistently and effectively.

## **RELATED POLICIES**

- DC10 – Complaints (Conduct, Service or Policy)
- DC12 – Service Records of Discipline
- DC13 – McNeil Disclosure

## **PROCEDURES**

### **Investigation**

7. The Internal Discipline Authority shall ensure that the subject member is notified, in writing, of the complaint and initiation of an investigation, unless it is determined that doing so is not appropriate in the circumstances.
8. Upon receiving notice of a complaint and investigation, the subject member:
  - a) may request a union representative or legal counsel, as applicable, to be present during investigative interviews; and
  - b) shall fully cooperate with the investigator as required, including:
    - i) attending interviews as requested by the investigator, within 5 business days of the request having been made, unless an extension is granted by the Internal Discipline Authority, and
    - ii) answering questions and/or providing a written statement in respect to the matter under investigation.



9. Upon completion of the investigation, the investigator shall provide a detailed and written report to the Internal Discipline Authority, who shall then determine whether the investigation is complete or requires further investigation.

### Determination

10. The Internal Discipline Authority shall, based on the completed investigative report, determine whether:
  - a) disciplinary or corrective measures are not to be imposed, in which case they shall provide the subject member with a written concluding report; or
  - b) disciplinary or corrective measures are to be imposed, in which case they shall notify the subject member in writing of the determination made and supporting reasons.

Police Act s. 126

11. The Internal Disciplinary Authority shall advise the complainant(s), in writing, of the findings of an investigation.
12. Following an investigation, the Internal Discipline Authority shall provide the OPCC with information regarding the nature of the alleged misconduct(s), whether any disciplinary or corrective measures were imposed, and any additional information requested by the OPCC in accordance with the *Police Act*.
13. The Internal Discipline Authority shall notify the Delta Police Association (DPA) of the findings of an investigation, if the subject member is part of the DPA, upon receipt of the subject member's consent.

### Records

14. Any disciplinary or corrective measures imposed in an internal discipline matter shall be added to the subject member's service record of discipline, and the subject member must update their Conduct Disclosure Form A (refer to Policies DC12 – *Service Records of Discipline* and DC13 – *McNeil Disclosure*).

Police Act s. 180(1)(f)



15. If no disciplinary or corrective measures are imposed, a record of the complaint shall be added to the subject member's file maintained by the Professional Standards Section.

\*Revised Dates:  
21 February 2012  
13 November 2014  
12 March 2018