



DM20

**POLICY PROCESS**

DM20

Effective Date: 23 July 1997  
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**Contents**

POLICY..... 1

REASON FOR POLICY ..... 2

RELATED POLICIES..... 2

PROCEDURES..... 2

    Responsibilities ..... 2

    Approval Process ..... 3

    Assigning & Reading Policies..... 3

**POLICY**

1. In accordance with the Delta Police Board (Board) *Governance Manual & Rules*, the Board has exclusive authority to approve and issue Policy for the Delta Police Department (Department), and seeks to do so:
  - a) consistent with statute and common law;
  - b) as required for the administration of the Department;
  - c) to prevent neglect and abuse by its employees; and
  - d) to foster the efficient discharge of duties and functions of the Department and its employees.
2. As determined to be appropriate by the Board, the Chief Constable or delegate shall assist the Board with the development and maintenance of Department Policy.
3. Department Policy will become effective and enforceable once approved by the Board and published.
4. Department Procedures, in support of Policy, are the exclusive authority of the Chief Constable and become effective as duties and lawful orders once approved and published by the Chief Constable.



5. The Board or a committee of the Board may establish a list of Policies, based on the high risk of the associated Department activities, specific to which associated new or amended 'Procedures' are to be submitted by the Chief Constable to the Board or its committee for information.

## **REASON FOR POLICY**

6. To provide for the administration of the Department, seeking to ensure effective Board governance and the efficient discharge of Departmental duties and functions.
7. To provide employees with the foundation from which to make sound and consistent decisions without unduly restricting the use of discretion.
8. To facilitate Department compliance with statute law, associated regulatory standards, common law and sound administrative and operational practices.
9. To ensure the efficient management of Procedures required to bring policies into effect.

## **RELATED POLICIES**

- DM10 – Department Priorities, Goals & Objectives
- DM21 – Audit Process
- DM23 – Risk Management

## **PROCEDURES**

### **Responsibilities**

10. Board assistance with the development, administration, and dissemination of policies shall be coordinated by the Manager i/c Legal/Risk (Manager).
11. The Manager shall analyze policies, seeking to apply the resources necessary to assist in the analysis, and advise the Board whether:
  - a) they seek to promote impartial and equitable service delivery, and public trust and confidence in the Department; and
  - b) diverse individuals or groups may be disproportionately impacted.

BCPPS 6.1.1(3)



12. The Manager shall maintain an electronic compendium of all policies and ensure the Board and all employees have access to the same.

### **Approval Process**

13. New policies or amendments to existing policies may be initiated at the Section level or as directed by the Senior Management Team, and forwarded to the Manager to assist in research, consultation, and policy drafting.
14. The Manager is responsible for ensuring the following process is adhered to, for all new or amended policies:
  - a) submission to the Deputy Chief(s) for approval;
  - b) submission to the Chief Constable for approval;
  - c) for sections under 'Policy' only, a report is submitted and presented to the Board Governance Committee for approval, followed by the same to the Board;
  - d) the policy is amended or uploaded in the electronic compendium; and
  - e) employees are notified, if required.
15. Training regarding new or amended policies shall be coordinated through the Superintendent i/c Administration Bureau or delegate.

### **Assigning & Reading Policies**

16. The Manager shall consult with the Senior Management Team to determine whether a given policy must be read by all employees or only certain employee groups, based on the activity and risk addressed in the policy, and must categorize the policy accordingly in the electronic compendium.
17. Employees must read all policies assigned to their employee group and confirm they have done so in the electronic compendium.
18. The Manager shall audit employees' reading of assigned policies quarterly or as directed by the Chief Constable or Deputy Chief and report non-compliance.



## Delta Police Department Policy

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19. Section supervisors shall seek to ensure the employees in their Section have read all assigned policies.

\*Revised Dates:  
31 January 2008  
12 April 2012  
17 February 2014  
21 September 2023