



EC11

CONFLICT OF INTEREST

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POLICY

1. Delta Police Department (Department) employees shall not use the authorities of their position or Department resources, property or equipment, for personal gain or benefit in any manner other than in support of their employment with the Department.

2. Employees shall disclose any secondary engagements, i.e., employment or external business interests, to Human Resources, and shall not participate in the same:
 - a) without approval from the Chief Constable;
 - b) while on-duty;
 - c) that give or may give rise to a potential conflict of interest or the appearance of the same;
 - d) that bring or may bring discredit upon the Department;
 - e) that are illegal or could be reasonably considered to discredit the Department or policing generally;



- f) that have the potential to affect an employee's performance or discharge of their duties;
 - g) that may demean the public office of police constable or other position of employment;
 - h) that derive an advantage from their employment with the Department; or
 - i) while using any Department resource or equipment.
3. Employees may engage in volunteer activities or membership in organizations without approval from the Chief Constable or disclosing the same to Human Resources, but not under the circumstances listed in Section 2 b) to i).
4. Employees have the right to engage in political activity and religious freedom, but such activities must not infringe on the public's right to impartial delivery of police services.
5. If offered as a result of or in association with their employment, employees:
 - a) shall not accept a favour, or a monetary gift, gratuity or commission, e.g., cash, cheque, gift card, credit note;
 - b) may accept a non-monetary gift, but must submit it to the Chief Constable for authorization to keep it (employees shall attempt to avoid accepting such gifts if it could reasonably be perceived to give rise to a conflict of interest); and
 - c) may accept and keep an award of special recognition, if it is of no monetary value or benefit.
6. Employees shall not enter into any agreement to supply services to the Department without the approval of the Chief Constable.
7. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the responsibilities and management of potential conflicts of interest.



REASON FOR POLICY

8. To seek to ensure public trust and confidence in the integrity of the Department and its employees.
9. To maintain the impartiality of employees in carrying out the duties of their employment without restricting their rights and freedoms.

RELATED POLICIES

- EA20 – Independence of Investigations
- EC10 – Rules of Conduct
- EC31 – Personal Relationships
- EC40 – Use of Personal Social Media
- DP30 – Authorized Access & Use of Electronic Systems

DEFINITIONS

10. For the purpose of this policy, the following definitions will apply:

Conflict of Interest: an actual or perceived conflict between an employee's private (personal, business or political) interests and their responsibilities or duties as a Department employee, in which the employee's private interests could improperly influence the performance of their official duties and responsibilities, including taking action or failing to take action, making a decision or failing to make a decision, based in whole or in part on the employee's private interests.

External Business Interest: a monetary or proprietary interest in any undertaking to achieve a gain or profit, including but not limited to farming operations, rental properties, multi-level marketing schemes and "consulting" practices, but does not include such things as personal investment portfolios or a spouse's business interest, unless the member has a monetary or proprietary interest separate from the spouse.



PROCEDURES

Secondary Engagements

11. All employees may not invest in, be a member of, participate in, be employed by or volunteer with any business, association or enterprise involving:
- a) bill collecting;
 - b) skip tracing;
 - c) the provision of property or personal security services;
 - d) private investigative services;
 - e) the licenced sale of alcohol* or cannabis;
 - f) licenced gaming;
 - g) insurance adjusting or investigation;
 - h) escort services;
 - i) the serving of legal process;
 - j) the requirement to be armed;
 - k) pornography; or
 - l) stripping.

*Police staff are exempt from the restriction regarding the licenced sale of alcohol in 'food-primary licence' or 'liquor-primary licence' employment.

12. The Chief Constable may exempt an employee from Section 11 if the employee has submitted a notice of intention to retire or resign from the Department and is, and remains, on leave until their date of retirement or resignation.
13. Employees may submit a request to the Chief Constable, in writing, outlining the details of their secondary employment, and the Chief Constable may approve the same if no conflict of interest is determined to exist, and if approved:



- a) employees shall report any changes to the nature of the secondary engagement or the employee's duties within the secondary employment, to the Chief Constable, who may continue or cancel the authorization; and
 - b) authorizations shall be renewed on a yearly basis.
14. If the Chief Constable does not approve the employee's request, the employee may appeal to the Delta Police Board (Board), whose decision will be final.
15. Employees may be members of the Canadian Forces Reserves for the purposes of military training or while performing a peacekeeping role, and if so employed must provide annual written notice to the Chief Constable, including details as to their responsibilities and the time commitment involved.

Directorships

16. Where an organization seeks to have an employee, in the role of representative of the Department, assume a directorship position, the Chief Constable may require the organization to enter into an Indemnification Agreement to protect the employee and the Department against financial liability associated with the position.
17. Employees seeking a directorship, as a representative of the Department or in their private capacity, must submit a memo to the Chief Constable, requesting approval and providing:
- a) the name and address of the corporation, society or non-profit organization;
 - b) the purposes of the corporation, society or non-profit organization;
 - c) the responsibilities of the directorship role;
 - d) the start date of the position; and
 - e) the term of the appointment.



18. Any approval will be limited to the term of the Directorship, and employees seeking or appointed to subsequent Directorship terms will request a renewal of the approval through the process in Section 17 above.
19. Employees shall inform the Chief Constable, in writing, of their resignation from the Directorship of a corporation, society, or non-profit organization.

Political Activity

20. Employees must not, while on-duty or in uniform, express political opinions or associations.
21. Employees may, while off-duty and not in uniform, attend, participate and express views on any issue not directly related to their responsibilities as a police officer or employee of the Department, as long as the employee does not associate their position as a police officer or employee with the issue or represent their views as those of the Department
22. Unless at a Department sanctioned event or with the prior written approval of the Chief Constable, employees shall not appear in uniform, either on or off duty, at any political or religious event.
23. Members wishing to obtain permission to appear in uniform shall submit a request in writing, through the chain of command, to the Chief Constable outlining:
 - a) the nature of the event;
 - b) the identity of the organization sponsoring the event;
 - c) the member's affiliation to the organization; and
 - d) the reason the member feels it would be beneficial to appear in uniform.
24. An employee's participation in political activity, whether an appointment to a Board or candidacy in an election, is prohibited if it interferes with the duties specific to their employment with the Department and/or as a police officer, or places or is likely to place the employee in a position of conflict of interest.



Charitable Events & Fund-Raising Activities

- 25. Employees planning to organize, participate in, or endorse a charitable fund-raising event, as a representative of the Department, must receive authorization from the Chief Constable.
- 26. Employees planning to solicit funds for a Department project must receive authorization from the Chief Constable.
- 27. Any business, charity or member of the public wishing to make a donation to the Department is to be directed to the Office of the Chief Constable, and the Chief Constable will report all accepted donations in excess of \$500 to the Board.
- 28. The Chief Constable may grant approval for the Department name, emblem or flag to be used to promote any non-police function.

Gratuities & Gifts

- 29. A person seeking to offer a gratuity or gift to an employee, specific to their employment with the Department, is to be directed to make the offer through the Chief Constable, and if accepted, the gratuity or gift will be deposited to the credit of the Department.

*Revised Dates:
01 May 2008
16 March 2012
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