



EC11

**CONFLICT OF INTEREST**

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**POLICY**

1. Delta Police Department (Department) employees must not participate in any secondary engagement, activity, event, or transaction that may reasonably be perceived to constitute a ‘conflict of interest,’ as this could negatively affect their ability to provide impartial service delivery and compromise the integrity of or discredit the Department.
2. Employees shall not use their employment with the Department or Department resources, property or equipment, for personal gain or benefit or in any manner other than in support of their employment.
3. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the responsibilities and management of actual, perceived or potential ‘conflicts of interest.’

**REASON FOR POLICY**

4. To seek to effectively identify, disclose and manage ‘conflicts of interest’ in order to protect the integrity of the Department and mitigate associated risks.



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## 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

5. For the purposes of this Policy, the following definitions will apply:

**Conflict of Interest:** an actual, perceived or potential conflict between an employee's private interests and their responsibilities or duties as a Department employee, in which the employee's private interests could improperly influence the performance of their responsibilities or duties, 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.

## PROCEDURES

### Secondary Engagements

6. Employees must disclose any secondary engagements (e.g., employment, volunteering, membership in organizations, directorships, external business interests) that may constitute a conflict of interest to Human Resources and shall not participate in that engagement while on-duty and without approval from the Chief Constable.
7. Employees must submit a request to the Chief's Office, in writing, outlining the details of any secondary engagement, and the Chief Constable may approve the request by signing it and forwarding a copy to the employee and the Superintendent i/c Administration Bureau (Superintendent) for filing.
8. The Superintendent or delegate shall request and review renewal applications for secondary engagements from employees on an annual



- basis, and may grant approval to the employee, in writing, for the subsequent year.
9. If an employee's request or renewal is not approved, the employee may appeal to the Delta Police Board, whose decision will be final.
  10. Employees shall, as soon as practicable, notify the Superintendent of any changes to the nature or duties of a secondary engagement, who may continue or cancel the authorization.
  11. Employees may not invest in, be a member of, participate in, be employed by or volunteer with any business, association or enterprise involving:
    - a) illegal activity;
    - b) bill collecting;
    - c) skip tracing;
    - d) the provision of property or personal security services;
    - e) private investigative services;
    - f) the licensed sale of alcohol\* or cannabis;  
\*not applicable for police staff in 'food-primary license' or 'liquor-primary license' employment
    - g) licensed gaming;
    - h) insurance adjusting or investigation;
    - i) adult escort services;
    - j) the serving of legal process;
    - k) the requirement to be armed\*;  
\*not applicable if a member of the Canadian Armed Force.
    - l) the creation, production, or distribution of sexually explicit material;  
or
    - m) exotic dancing or performing.



12. Employees shall not associate the Department or any of its employees with any solicitation of money or benefit, or the sale or promotion of any products, services or programs, without the prior authorization of the Chief Constable.
13. If an organization seeks to have an employee assume a directorship position as a representative of the Department, 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.

### **Charitable Events & Fundraising Activities**

14. Employees seeking to organize, participate in, or endorse a charitable or fundraising event as a representative of the Department must submit a request for approval in writing to the Chief Constable.
15. Employees seeking to solicit funds for a Department project must receive authorization from the Chief Constable.
16. Any business, organization or person seeking to make a donation to the Department must be directed to the Chief's Office, and the Chief Constable must report all accepted donations in excess of \$500 to the Delta Police Board.

### **Public Events**

17. Employees seeking to represent the Department at a public event must submit a request for approval in writing to the Chief Constable, including the following:
  - a) the organization facilitating or sponsoring the event;
  - b) the nature of the event;
  - c) the employee's affiliation to the organization; and
  - d) if applicable, why the employee believes it would be beneficial to appear in uniform.
18. The Department name, emblem or flag may not be used to promote any non-police function without the prior authorization of the Chief Constable.



### Political Activity

19. Employees may, while off-duty, attend a political event or publicly express political opinions or associations, so long as the employee does not associate their employment with the issue or represent their views as those of the Department.
20. Employees must not, while on-duty or in uniform, attend a political event or publicly express political opinions or associations that may reasonably be perceived to negatively affect their ability to provide impartial service delivery.
21. Employees may only pursue candidacy in a political election if authorized by the Chief Constable, and if approved, the employee may be required to:
  - a) take an unpaid leave of absence during the election; and
  - b) resign, if elected.
22. Employees may not use their position or employment with the Department to actively campaign or solicit funds for their candidacy or that of any other potential or declared candidate for elected office.

### Gratuities & Gifts

23. Employees may accept a non-monetary gift if it:
  - a) is offered as the result of a customary or hospitable practice;
  - b) is of insignificant economic value (e.g., mug, pen, plaque);
  - c) would not reasonably be perceived by the public as placing any obligation on the employee or negatively affect their ability to provide impartial service delivery; and
  - d) would not compromise the integrity of the Department.
24. Any person seeking to offer a gratuity or gift that does not meet the requirements of Section 23 shall be directed to make the offer through the Chief Constable.
25. Employees shall not accept any monetary gift, gratuity or commission (e.g., cash, cheque, gift card, credit note) offered as a result of or in association with their employment with the Department.



### Debts

26. Employees must disclose any financial or other debts, if such debts may reasonably be perceived to constitute a conflict of interest.

\*Revised Dates:  
01 May 2008  
16 March 2012  
17 February 2014  
03 March 2014  
06 May 2016  
15 October 2018  
24 November 2022