

OPEN MEETING AGENDA

June 17, 2026

09:00 am

Regional Municipal Training Centre - 8100 Nordel Way



**DELTA POLICE
BOARD**

Excellence in Policing

A. CALL TO ORDER	Land Acknowledgment: This meeting is taking place on the shared, traditional, ancestral, and unceded territories of the sc̓w̓aθ̓ən (Tsawwassen), x̓m̓əθ̓k̓w̓əy̓əm (Musqueam), and other Coast Salish Peoples. We extend our appreciation to these First Nations for the opportunity to hold this meeting here today.	
B. DECLARATION OF CONFLICTS	Board members are requested to declare any real or perceived conflict(s) of interest pertaining to items on the agenda.	
C. ADOPTIONS ■	<ol style="list-style-type: none"> 1. Adoption of the Open Agenda - June 17, 2026 2. Adoption of the Open Minutes - April 22, 2026 	<p style="text-align: right;">A A</p>
D. PRESENTATIONS & DELEGATIONS	<ol style="list-style-type: none"> 1. Operational Skills Unit/Training Section Overview <i>Guests: Insp Maurice Parry</i> 	<p style="text-align: right;"> </p>
E. CONSENT ITEMS ■	<ol style="list-style-type: none"> 1. Action Document 2. Events Calendar 3. DPD News Releases 4. Compliments for DPD Team 5. Delta Community Foundation Donation 6. Delta Optimist Article: CSI and Stats Continue to Show that Delta is a Safe Community 	<p style="text-align: right;"> </p>
F. REPORTS & PRIORITY ITEMS	<ol style="list-style-type: none"> 1. Chief's Reports <ol style="list-style-type: none"> a. Chief's Monthly Activity Report - May 2026 ■ b. BCPPS 6.1.1 - Promoting Unbiased Policing Audit and Annual Review Report (2025) ■ c. BCPPS 1.3.3 - Internal CEW Controls and Monitoring Annual Report (2025) ■ d. Quarterly Finance Report - 2026 Q1 ■ e. Public Safety Cameras Program ■ f. Drone Program Security g. Extortion Update h. E-Bikes and E-Scooters Update 2. Governance Committee: Approval of Revised Policies ■ <ol style="list-style-type: none"> a. Revised Policy EM32 - Professional Reference b. Revised Policy EM60 - Accommodation (& Archival of Policies EM61 - Employee & Family Assistance Program and EM71 Medical Examinations) c. Archival of Policy EC10 - Rules of Conduct d. Revised Policy EC11 - Conflict of Interest e. Revised Policy DM13 - Authority & Supervision (& Archival of Policy DM11 Organizational Structure) f. Revised Policy DP20 - Property & Equipment Management g. Revised Policy DP51 - Weapons Issuance & Management h. Revised Policy IC10 - Use of Force 	<p style="text-align: right;"> A A</p>

G. NEW BUSINESS	1. Any additional items as requested
H. CONTINUE MEETING IN PRIVATE	<p>In accordance with section 69(2) of the <i>Police Act</i>, a portion of a meeting may be held in private if any of the following are expected to arise:</p> <ul style="list-style-type: none">a) a matter concerning public security, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;b) a matter concerning a person's financial or personal affairs, if the person's interest in the matter outweighs the public's interest in the matter;c) a matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter;d) a matter concerning information that a person has requested he or she be allowed to give in private to the Board or committee. <p>Motion to hold meeting in a private session.</p>
I. ADJOURNMENT	<p>Motion to adjourn the Open Meeting.</p> <p>The next meeting of the Delta Police Board will take place on September 23, 2026.</p>

OP C.2
DELTA POLICE BOARD
OPEN MEETING MINUTES



Date 2026-04-22
Time 09:00 AM
Location North Delta Public Safety Building - 11375 84th Avenue

Minutes of the Open Meeting held Wednesday, April 22, 2026 at 9:00am at City of Delta Council Chamber, 4500 Clarence Taylor Crescent, Delta, British Columbia.

PRESENT

Ian Tait, Chair
Warren Dean Flandez, Vice-Chair
Nikhil Pandey
Sharan Oberoi
Michelle Laviolette
Carla Qualtrough
Chief Laura Cassidy*

Harj Sidhu, Chief Constable
Guy Leeson, Deputy Chief
Ciaran Feenan, Deputy Chief
Jassie Ram, Corporate Services Manager
Kristen Cruise, Legal Counsel
Hilary Madore, Finance Manager
Tracie Nunes, Executive Assistant

**attended virtually via Zoom*

REGRETS

Lori Mayhew, Daniel Boisvert

A. CALL TO ORDER

Meeting called to order at 9:01am.
The Chair began the meeting with the Indigenous land acknowledgement.

B. DECLARATION OF CONFLICTS

No conflicts.

C. ADOPTIONS

1. Adoption of the Open Agenda of April 22, 2026

MOVED/SECONDED

THAT the Delta Police Board approve the Open Agenda of April 22, 2026, as presented.

CARRIED UNANIMOUSLY

2. Adoption of the Open Minutes of March 4, 2026

MOVED/SECONDED

THAT the Delta Police Board approve the minutes of the Open Meeting March 4, 2026.

CARRIED UNANIMOUSLY

D. PRESENTATIONS & DELEGATIONS

1. Patrol Services Section Overview

Chief introduced Inspector Jill Long and Staff Sergeant Sarah Swallow of the Patrol Services Section, who presented on Patrol operations, including structure, demand management, and initiatives to optimize deployment, apply data-informed decision-making, and integrate specialized resources.

In response to Board inquiries, it was noted that:

- Patrol Services continues to effectively adapt to increasing service demand while proactively planning for future pressures. The Section is well-supported and appropriately resourced to meet operational needs, and no additional actions are required at this time beyond the Board's continued support.

Item D.1 received for information

E. CONSENT AGENDA

1. Action Document
2. Events Calendar
3. DPD News Releases
4. Compliments for DPD Team
5. Communications Report Q1 2026
6. Crime Statistics Report Q1 2026
7. Reserve Constable Program 2025/26 Annual Grant
8. Letter to and Response from Public Safety Minister re: Public Safety Impacts of Extortion
9. Delta Police Board City Council Representative Reappointment
10. E-Comm April 2026 Update

MOVED/SECONDED

THAT the Delta Police Board receive items E.1 through E.10 for information and approve where required.

CARRIED UNANIMOUSLY

F. REPORTS & PRIORITY ITEMS

1. Chief's Reports

a. Chief's Monthly Activity Report - March 2026

b. Annual Business Plan 2026

Chief spoke to the 2026 Annual Business Plan included in the agenda package, noting its role in advancing the Strategic Plan through 29 projects aligned with the Board's three strategic priorities. Progress updates will be provided to the Board at mid-year and year-end.

c. Finance Report 2025 Q4.

Chief spoke to the 2025 Q4 Finance Report included in the agenda package, noting a year-end positive operating variance primarily attributable to police vacancies, and provided updates on staffing, grant funding, capital spending, and overtime. The Chief advised that ongoing recruitment efforts continue, and that anticipated short-term vacancy pressures have been reflected in the 2026 budget.

d. OPCC Systemic Investigation

Chief updated on the OPCC systemic investigation into workplace-related sexualized conduct across municipal policing in BC, noting the department's commitment to a safe and respectful workplace and its participation in the province-wide review. The Chief also referenced recent policy updates and advised that findings and recommendations from the OPCC will be reviewed and addressed upon release.

e. Cops for Cancer Tour de Valley

Chief provided an update on the 2026 Cops for Cancer Tour de Valley, noting the department's continued support for the annual fundraising initiative in which first responders cycle across the Fraser Valley in support of pediatric cancer research and affected families. The Chief highlighted that Constables Blair Tanino and Raymond Lam will represent DPD in this year's ride, with associated fundraising and community engagement activities planned in the lead-up to the event.

f. Volunteer Appreciation Week

Chief acknowledged Volunteer Appreciation Week, recognizing the contributions of DPD community volunteers, Reserve Constables, and Police Board members in supporting community safety, crime prevention, operations, and governance. The Chief extended appreciation to all volunteers for their service and noted Delta's strong culture of volunteerism across the broader community.

g. Run Walk Roll - Law Enforcement Torch Run (On Table Item)

Chief provided an update on the upcoming Delta Police Run, Walk, Roll event on June 9, which will be held in conjunction with the Law Enforcement Torch Run in support of Special Olympics British Columbia. The event promotes community engagement and wellness, with proceeds supporting local athletes, and Board members were encouraged to attend if available.

Item F.1 received for information.

2. Chair and Vice Chair Elections

Chair Ian Tait introduced the election of the Chair and Vice Chair, noting the requirement under the Police Act to hold elections every two years and that the Board was due following the May 2024 election. He outlined the election process as set out in the agenda materials and opened the floor for nominations.

Chair Elections

Board member Sharan Oberoi nominated Ian Tait for the position of Chair, which he accepted. No further nominations were received, and Ian Tait was acclaimed as Chair for a two-year term ending May 2028 and he accepted the position.

Vice Chair Elections

Board member Nikhil Pandey nominated Warren Dean Flandez, who accepted the nomination. No further nominations were received, and Warren Dean Flandez was acclaimed as Vice Chair for a two-year term ending May 2028 and he accepted the position.

G. NEW BUSINESS

1. No items.

H. CONTINUE MEETING IN PRIVATE

In accordance with the *Police Act section 69(2)*, a portion of a meeting may be held in private if any of the following are expected to arise:

- a) a matter concerning public security, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;
- b) a matter concerning a person's financial or personal affairs, if the person's interest in the matter outweighs the public's interest in the matter;
- c) a matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter;
- d) a matter concerning information that a person has requested he or she be allowed to give in private to the Board or committee

MOVED/SECONDED

THAT the Delta Police Board continue the meeting in a private session to consider matters in accordance with section 69(2)(a), (c), and (d) of the Police Act.

CARRIED UNANIMOUSLY

I. ADJOURNMENT

MOVED/SECONDED

THAT the Delta Police Board open meeting be adjourned at 10:03 am.

CARRIED UNANIMOUSLY

The next meeting of the Delta Police Board will take place on June 17, 2026.

<p>_____</p> <p>Ian Tait Chair</p> <p>_____</p> <p>Date</p>	<p>_____</p> <p>Tracie Nunes Executive Assistant</p> <p>_____</p> <p>Date</p>
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DELTA POLICE BOARD

Excellence in Policing

**OPEN POLICE BOARD MEETING
ACTION ITEMS DOCUMENT**

On Hold	Action may be outstanding or deferred
Complete	Action complete, will be removed from document after one circulation
In Progress	Action underway or actively being worked on

ACTION	Meeting Date	Assigned to	Status

June 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9 HR Committee F&RM Committee Run, Walk Roll / IFTR	10 Governance Committee	11	12	13
14	15	16	17 Police Board Meeting - RMTc	18	19 Indigenous Peoples Day BBQ at TFN	20
21 National Indigenous Peoples Day	22	23	24	25 DPD Annual Family Picnic - Harris Barn	26	27
28	29	30	1	2	3	4
5	6	Notes				

July 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 Canada Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 Student Police Academy Graduation - ND Centre for Arts	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	Notes				

August 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 BC Day	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes				

September 2026



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7 Labour Day	8	9 Finance & Risk Management Meeting	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Police Board Meeting - Council Chamber	24	25	26
27	28	29	30	1	2	3
4	5	Notes				



**2026 April
News Releases**



Shooting into a
North Delta Residence



Read caption for more

News Release



4455 Clarence Taylor Crescent • Delta • BC V4K 3E1 • Phone: 604.946.4411

deltapolice.ca

Release April 3, 2026
date/time:
Incident: Shots fired
Date/Time: April 3, 2026 at 2:30 am
Location: 11200 Block of 92A Avenue
DPD file: 26-5785

Media Contact:

S/Sgt. Mike Whiteley
Media Relations Officer
604.940.5016
media@deltapolice.ca

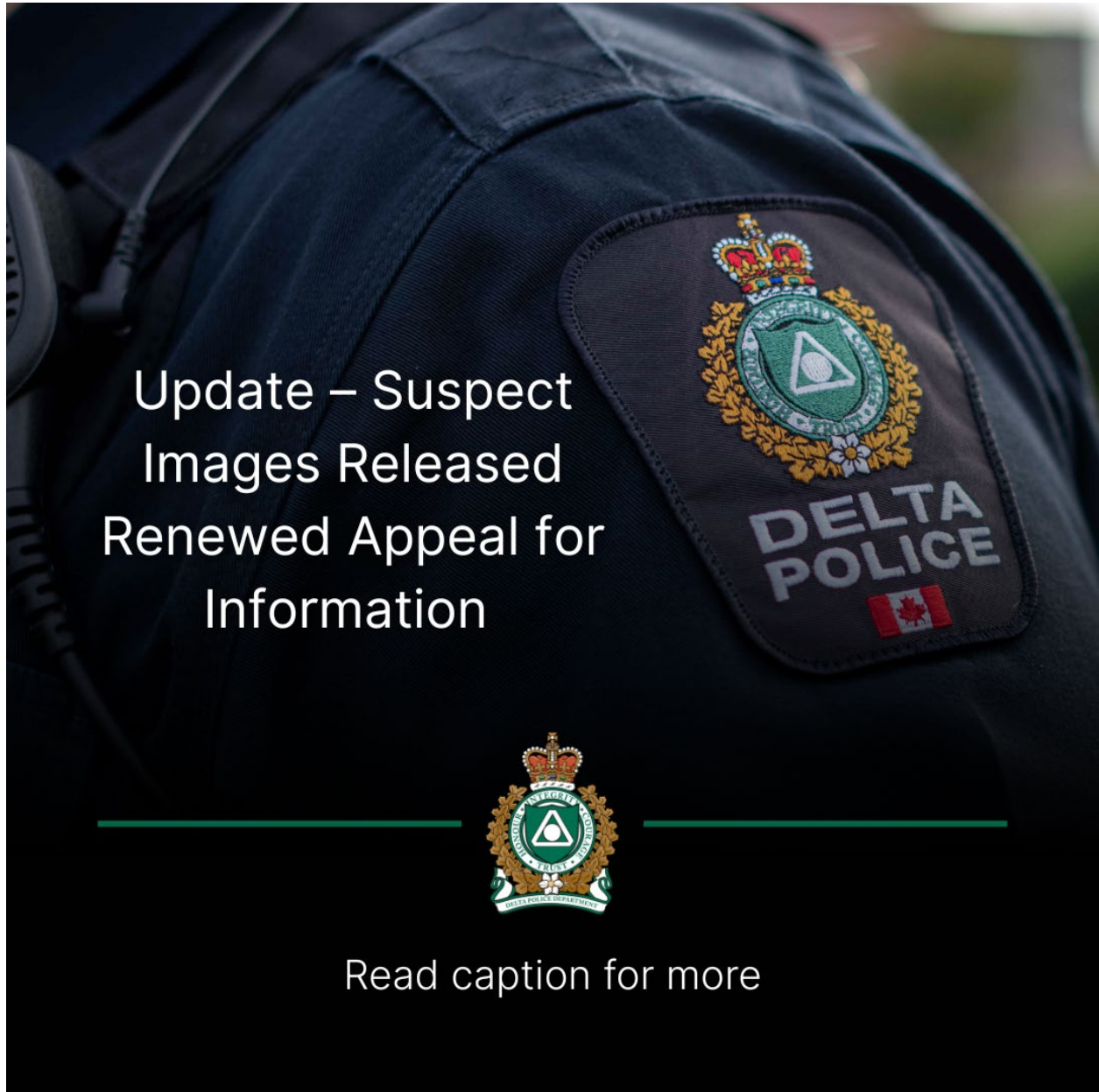
Shooting into a North Delta Residence

Delta, BC – On April 3, 2026, at approximately 2:50 am, the Delta Police responded to a report of shots fired into a residence in the 11200 block of 92And avenue, Delta.

DPD officers arrived on scene and located shell casings and confirmed shots had been fired into a vacant basement suite. Fortunately, no one was injured in the occupied upper portion of the residence.

While the incident appears to be targeted, police are continuing to investigate the circumstances of the shooting; however, it does not appear to be extortion related. Investigators will be in the area canvassing for video evidence and speaking with witnesses.

Investigators are seeking any information or video footage at or around the time of the incident. Anyone with information, including CCTV or dashcam footage, who has not already spoken to police, is asked to call the Delta Police Department at 604-946-4444 or message tips@deltapolice.ca.



Update – Suspect
Images Released
Renewed Appeal for
Information



Read caption for more

News Release



4455 Clarence Taylor Crescent • Delta • BC V4K 3E1 • Phone: 604.946.4411

deltapolice.ca

Release date/time: April 16, 2026, 9:00 a.m.
Incident: Arson Investigation
Date/Time: April 3, 2025, at 3:56 a.m.
Location: 11500 block 83A Ave
DPD file: 2025-5845

Media Contact:

S/Sgt. Mike Whiteley
Media Relations Officer
604.940.5016
media@deltapolice.ca

Update – Suspect Images Released – Renewed Appeal for Information

Delta, BC – Just over one year ago, on April 3, 2025, at approximately 3:56 a.m., the Delta Police Department (DPD) responded to a fully engulfed house fire in the 11500 block of 84A Avenue in North Delta.

Upon arrival, officers confirmed that all occupants had safely evacuated and no injuries were reported. The investigation later determined the fire to be a deliberate act of arson.

As the investigation continues, DPD is releasing photos and videos of the suspects and is again appealing to the public for any information related to the incident or the individuals involved.

If you have any information related to this incident, please call the Delta Police at 604-940-7321 or email tips@deltapolice.ca. To remain anonymous, call Crime Stoppers at 1-800-222-TIPS.

For the video, visit: <https://youtu.be/3JgNLRGeiaQ>

Suspect #1

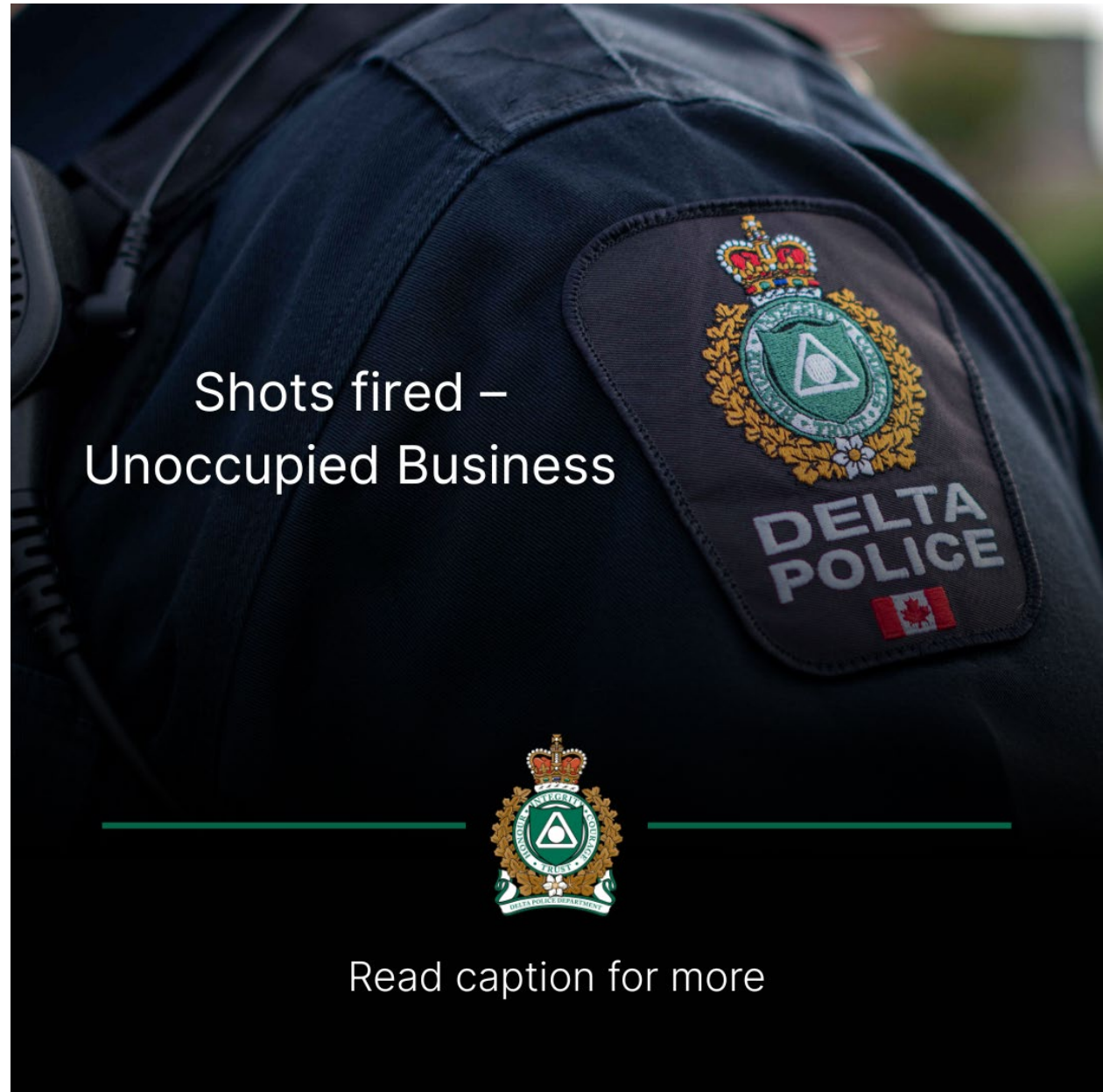


Suspect #2





2026 May
News Releases



Shots fired –
Unoccupied Business



Read caption for more

News Release



4455 Clarence Taylor Crescent • Delta • BC V4K 3E1 • Phone: 604.946.4411

deltapolice.ca

Release May 2, 2026
date/time:
Incident: Shots Fired
Date/Time: May 2, 2026, 0341 Hours
Location: 8200 Blk 120th St
DPD file: 26-7717

Media Contact:

S/Sgt. Mike Whiteley
Media Relations Officer
604.940.5016
media@deltapolice.ca

WEEKEND/AFTER HOURS: “This after-hours news release is being sent from by the Duty Officer. Replies are not monitored by the Duty Officer. Any responses, follow-ups, or updates will come from the DPD Media Relations Officer in the morning unless there is a media-related emergency.”

Shots fired – Unoccupied Business

Delta, BC - On May 2, 2026, at approximately 0341 hours, the Delta Police responded to a report of shots fired in the 8200 block of 120th Street, Delta.

DPD officers arrived on scene, located shell casings, and confirmed several shots had been fired into an unoccupied business.

While the incident appears to be targeted, police are continuing to investigate the circumstances of the shooting, and it is unknown at this time if it is extortion-related.

Investigators will be in the area canvassing for video evidence and speaking with witnesses.

Investigators are seeking any information or video footage at or around the time of the incident. Anyone with information, including CCTV or dashcam footage, who has not already spoken to police, is asked to call the Delta Police Department at 604-946-4444 or message tips@deltapolice.ca.



Delta Police Investigate Fatal Collision



Read caption for more

News Release



4455 Clarence Taylor Crescent • Delta • BC V4K 3E1 • Phone: 604.946.4444

deltapolice.ca

Release date/time: Saturday May 2nd, 2026
Incident: Fatal Motor Vehicle Collision
Date/Time: Saturday May 2nd, 2026 at 3:08 pm
Location: 118th Avenue at 75A Avenue
DPD file: 26-7751

Media Contact:

S/Sgt. Mike Whiteley
Media Relations Officer
604.940.5016
media@deltapolice.ca

Delta Police Investigate Fatal Collision

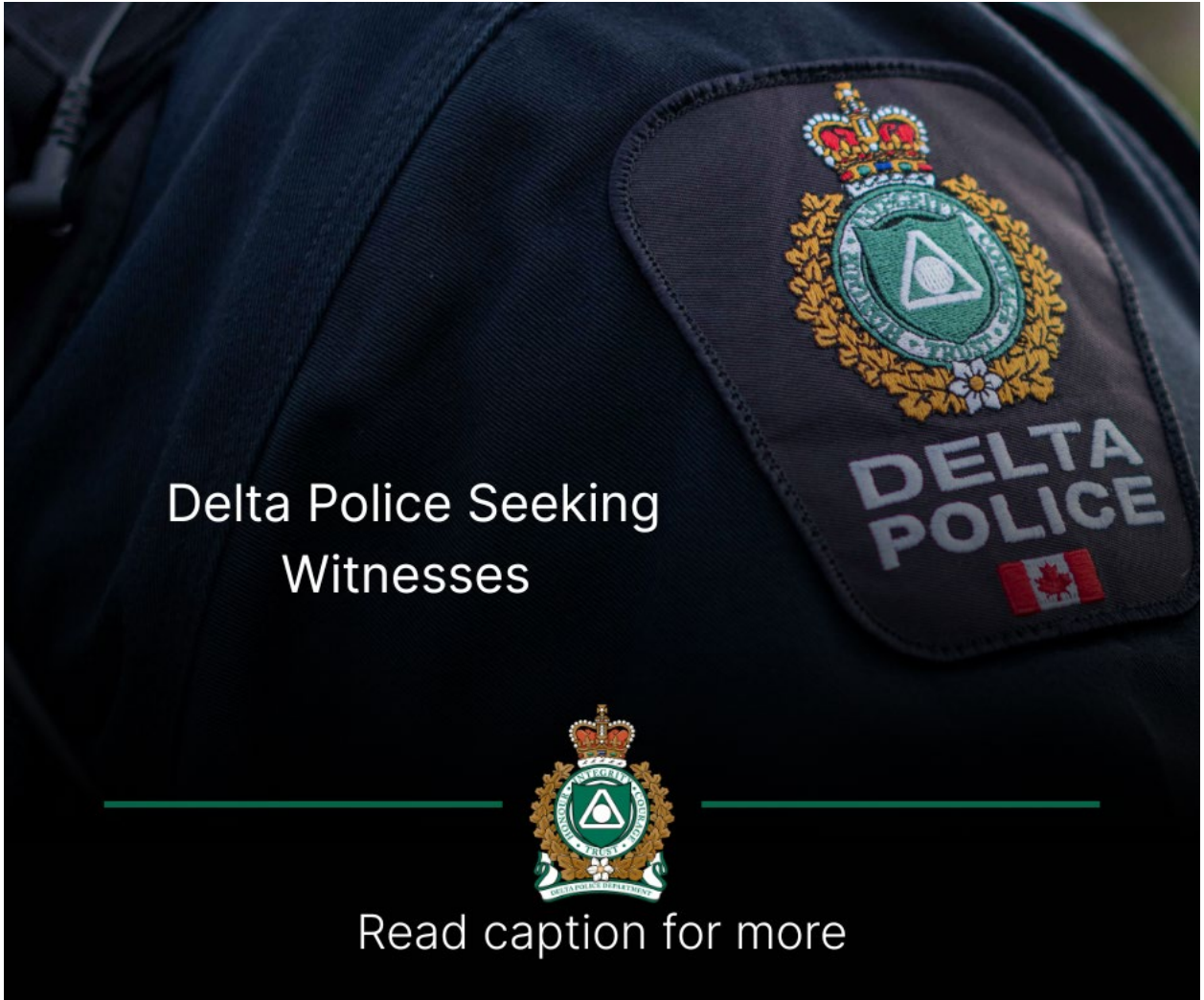
Delta, BC – Delta Police is investigating a fatal motor vehicle collision involving two vehicles that occurred just after 3pm on Saturday May 2nd, 2026 in Delta.

At approximately 3:08 pm, Delta Police responded to a report of a motor vehicle collision at the intersection of 118th Street and 75A Avenue. Several occupants were taken to hospital with serious injuries and sadly, the driver of one of the vehicles was pronounced deceased at the scene.

Delta Police Collision Analysts have been called to the scene to collect evidence and determine the circumstances surrounding this collision.

Officers remain on scene, and residents are advised that road closures are in effect in the area of 75A Avenue and 118th Street.

If anyone has any information, dash camera footage or CCTV who has not yet spoken to Police, we are asking that you contact the Delta Police at 604-946-4411.



Delta Police Seeking
Witnesses



Read caption for more

News Release



4455 Clarence Taylor Crescent • Delta • BC V4K 3E1 • Phone: 604.946.4444

deltapolice.ca

Release Tuesday May 12th, 2026
date/time:

Incident: Fatal Motor Vehicle Collision

Date/Time: Saturday, May 2nd, 2026, at 3:08 pm

Location: 118th Street at 75A Avenue

DPD file: 26-7751

Media Contact:

S/Sgt. Mike Whiteley

Media Relations Officer

604.940.5016

media@deltapolice.ca

Delta Police Seeking Witnesses

Delta, BC – The Delta Police continue to investigate the fatal motor vehicle collision that occurred shortly after 3:00 pm on Saturday, May 2nd, 2026, at the intersection of 118th Street and 75A Avenue in Delta.

Investigators would like to thank the members of the public who have already come forward with information and video footage. As the investigation continues, police are now asking the driver or owner of the Tesla vehicle pictured below to contact investigators, as they may have information or video evidence relevant to the collision.

The three youths transported to the hospital following the collision have since been released and are expected to recover. The occupants of the white Tesla involved in the collision have also been released from the hospital.

Collision Analysts and investigators continue to examine all available evidence to determine the cause of this collision.

Anyone who has not yet spoken with police, or who may have CCTV or dash camera footage from the area around the time of the collision, is asked to contact Delta Police at 604-946-4411 and reference file #26-7751.



Delta Police Locate Vehicle



Read caption for more

News Release



4455 Clarence Taylor Crescent • Delta • BC V4K 3E1 • Phone: 604.946.4444

deltapolice.ca

Release date/time: Wednesday, May 13th, 2026

Incident: Fatal Motor Vehicle Collision

Date/Time: Saturday, May 2nd, 2026, at 3:08 pm

Location: 118th Street at 75A Avenue

DPD file: 26-7751

Media Contact:

S/Sgt. Mike Whiteley

Media Relations Officer

604.940.5016

media@deltapolice.ca

Delta Police Locate Vehicle

Delta, BC – The Delta Police continue to investigate the fatal motor vehicle collision that occurred shortly after 3:00 pm on Saturday, May 2nd, 2026, at the intersection of 118th Street and 75A Avenue in Delta.

As a result of public information following yesterday's news release on this file, police successfully **located the vehicle** in question, a dark Tesla with orange decals, and identified its owner, who may have information or video evidence relevant to the collision.

Collision Analysts and investigators continue to examine all available evidence to determine the cause of this collision.

Anyone who has not yet spoken with police, or who may have CCTV or dash camera footage from the area around the time of the collision, is asked to contact Delta Police at 604-946-4411 and reference file #26-7751.



News Release



4455 Clarence Taylor Crescent • Delta • BC V4K 3E1 • Phone: 604.946.4444

deltapolice.ca

Release date/time: May 21st, 2026
Incident: 2025 Annual Community Report
Date/Time: May 7th, 2026

Media Contact:

S/Sgt. Mike Whiteley
Media Relations Officer
604.940.5016
media@deltapolice.ca

2025 Annual Community Report

Delta, BC – The Delta Police Department (DPD) and the Police Board have released the 2025 Annual Report to the community, providing residents with an overview of strategic initiatives, crime trends, departmental achievements, and community safety efforts over the past year.

The report highlights the continued work of DPD officers, police staff, and volunteers in supporting community safety across Delta. It also reflects the DPD's ongoing commitment to transparency, accountability, and community-focused policing.

Throughout 2025, the DPD continued to prioritize proactive policing, crime prevention, road safety, community engagement, support for vulnerable persons, and collaborative partnerships. Delta also remained one of the safest communities in Canada, with the city's Crime Severity Index (CSI) remaining well below both the provincial and national averages. In addition, community confidence and trust in the DPD remains strong, with 4 out of 5 community residents rating the DPD as providing good or excellent services.

The report also outlines several strategic initiatives undertaken during the year, including advancements in technology, public safety education, community outreach, and departmental wellness initiatives.

“This report reflects the Delta Police Department’s continued commitment to delivering effective, accountable, and responsive policing,” said Delta Police Board Chair Ian Tait. “Through strong governance and close collaboration with the Chief, the Board ensures the Department is well-positioned to serve a growing and diverse community. Delta remains one of the safest communities in British Columbia, which speaks to the professionalism and dedication of the DPD team.”

“The Annual Community Report is an important opportunity to reflect on the work of our team over the past year and recognize the dedication of our officers, police staff, volunteers, and community partners,” said Chief Constable Harj Sidhu. “The success of the Delta Police Department is built on strong relationships with our community and a shared commitment to keeping Delta safe.”

The report also highlights the DPD’s continued focus on team wellness, community trust, operational effectiveness, and strategic priorities that support both current and future policing needs within the community.

The 2025 Annual Report to the Community can be read [here](#).



April 24, 2026
Ref: 686739

Inspector Maurice Parry
Delta Police Department
Email: mparry@deltapolice.ca

Dear Inspector Maurice Parry,

I am writing to express my sincere appreciation, on behalf of the Policing and Security Branch, for your participation and contributions to the targeted refresh of the *BC Crisis Intervention and De-escalation (CID) Training* course.

As you know, the BC CID Training is designed to ensure that police officers will be able to use CID techniques to effectively de-escalate persons in crisis, including those experiencing a mental health crisis.

I would like to take this opportunity to thank you for the input you provided throughout your time on the CID Working Group. In addition, I recognize it can be challenging to lend your time to these types of projects while simultaneously managing your regular duties; however, your passion and unwavering commitment to the training is clear, through the time and energy you provided to ensure the success of this initiative.

Regards,

A handwritten signature in blue ink, appearing to read "Glen Lewis".

Glen Lewis
Assistant Deputy Minister
Director of Policing and Law Enforcement Services
Policing and Security Branch
Ministry of Public Safety and Solicitor General

pc: Chief Constable Harj Sidhu, Delta Police Department



April 24, 2026
Ref: 686744

Constable Scott Cartmill
Delta Police Department
Email: scartmill@deltapolice.ca

Dear Constable Scott Cartmill,

I am writing to express my sincere appreciation, on behalf of the Policing and Security Branch, for your participation and contributions to the targeted refresh of the *BC Crisis Intervention and De-escalation (CID) Training* course.

As you know, the BC CID Training is designed to ensure that police officers will be able to use CID techniques to effectively de-escalate persons in crisis, including those experiencing a mental health crisis.

I recognize it can be challenging to lend your time to these types of projects while simultaneously managing your regular duties; however, I am appreciative of the time and energy you provided to help ensure the success of this initiative.

Regards,

A handwritten signature in blue ink, appearing to read "Glen Lewis".

Glen Lewis
Assistant Deputy Minister
Director of Policing and Law Enforcement Services
Policing and Security Branch
Ministry of Public Safety and Solicitor General

pc: Chief Constable Harj Sidhu, Delta Police Department



April 24, 2026
Ref: 686744

Sergeant Erin Gray
Delta Police Department
Email: egray@deltapolice.ca

Dear Sergeant Erin Gray,

I am writing to express my sincere appreciation, on behalf of the Policing and Security Branch, for your participation and contributions to the targeted refresh of the *BC Crisis Intervention and De-escalation (CID) Training* course.

As you know, the BC CID Training is designed to ensure that police officers will be able to use CID techniques to effectively de-escalate persons in crisis, including those experiencing a mental health crisis.

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Glen Lewis
Assistant Deputy Minister
Director of Policing and Law Enforcement Services
Policing and Security Branch
Ministry of Public Safety and Solicitor General

pc: Chief Constable Harj Sidhu, Delta Police Department



April 24, 2026
Ref: 686744

Sergeant Dave Ogilvy
Delta Police Department
Email: dogilvy@deltapolice.ca

Dear Sergeant Dave Ogilvy,

I am writing to express my sincere appreciation, on behalf of the Policing and Security Branch, for your participation and contributions to the targeted refresh of the *BC Crisis Intervention and De-escalation (CID) Training* course.

As you know, the BC CID Training is designed to ensure that police officers will be able to use CID techniques to effectively de-escalate persons in crisis, including those experiencing a mental health crisis.

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Regards,

A handwritten signature in blue ink, appearing to read "Glen Lewis".

Glen Lewis
Assistant Deputy Minister
Director of Policing and Law Enforcement Services
Policing and Security Branch
Ministry of Public Safety and Solicitor General

pc: Chief Constable Harj Sidhu, Delta Police Department

CITY OF SURREY

OFFICE OF THE MAYOR

May 12, 2026

Chief Constable Harj Sidhu
Delta Police Department
4455 Clarence Taylor Cres
Delta, BC V4K 3E1

Dear Chief Constable Chief Constable Harj Sidhu

On behalf of the City of Surrey, I would like to extend our heartfelt thanks for your support of the Surrey Khalsa Day Vaisakhi Parade. Your presence and willingness to assist in your emergency response capacity is deeply valued.

As Mayor of the City of Surrey, I write to affirm Mayor and Council's commitment to ensuring Surrey is prepared and resilient. The Surrey Khalsa Day Vaisakhi Parade is an extraordinary annual event. The attendance is remarkable each year and true to form, this year the event drew upwards of 450,000 plus attendees. We are proud of the City's cultural diversity and the community's ability to host this event.

Your leadership and willingness to provide emergency response is significant and immensely valued. The support and comfort provided by partners like you, play a crucial role in stabilizing the grounds to prevent occurrences from happening and swiftly dealing with them if they do occur.

This year's event has been a remarkable success, and we look forward to continuing our collaboration for future events. Once again, thank you for your support.

Sincerely,

Brenda Locke,
Mayor



BRENDA LOCKE
MAYOR

MAYOR@SURREY.CA

604.591.4126



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-17	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Delta Community Foundation Donation	
ACTION REQUIRED <input checked="" type="checkbox"/> For Information <input type="checkbox"/> For Approval/Action/Decision	

The Delta Community Foundation received \$100,000 in trust from a private estate, specifically designated to support the training of Delta Police Department (DPD) members. Each year, the Foundation provides an annual donation to the DPD from the income generated through this fund.

In accordance with DPD Policy DF12 (*Procurement of Goods and Services*), which requires donations over \$500 to be reported to the Delta Police Board, this memorandum serves to inform that for 2026, the DPD received \$3,850.00 from the Delta Community Foundation.

These funds will be allocated to the DPD training budget to support ongoing officer training and professional development initiatives. For reference, DPD received \$3,360 in 2025 and \$2,690 in 2024, bringing total donations received since 2018 to approximately \$26,000.

The DPD is grateful to the Delta Community Foundation for its continued support of officer training and professional development, which contribute to maintaining excellence in policing services to the community and strengthening public trust and confidence in policing.

ATTACHMENTS

- A. Correspondence from the Delta Community Foundation



May 1, 2026

Delta Police Department
4455 Clarence Taylor Way
Delta, B. C.
V4K 3E1

Attention: Jassie Ram, Corporate Service Manager
Office of the Chief Constable

Dear Sirs:

On behalf of the Hollinger Fund which is managed by Delta Community Foundation, we are pleased to enclose our cheque in the amount of \$3,850.00 as a donation to be used toward police training.

Thank you for the valuable service you provide.

Regards,

A handwritten signature in black ink, appearing to read "Julie Berks", with a long horizontal flourish extending to the right.

Julie Berks
Treasurer
Delta Community Foundation
[julieberks@deltafoundation.com](mailto:julierberks@deltafoundation.com)

We respectfully acknowledge that we live, work, and play on the unceded territory of the sc̓əwaθən (Tsawwassen), x̓m̓əθk̓w̓əy̓əm (Musqueam), and other Coast Salish Peoples



CSI and stats continue to show that Delta is a safe community

Ian Jacques



Delta remains a safe community.

That's the word from Delta police Chief Harj Sidhu who recently sat down with the *Optimist* to discuss the departments' annual report, strategic plan and overall policing issues in the community.

"Currently, our Crime Severity Index (CSI) remains one of the lowest in the province as well as across the country," he said. "That is very important to maintain the trust and confidence of the public. Our complaint rates are less than one per cent, so that just shows that even though our officers have a hard job out there, they are doing that in a professional manner, following their training and respecting the citizens in this community."

Sidhu points to a number of factors as to why the CSI is low.

“It speaks to our ‘No Call Too Small’ philosophy. We are well supported by our police board, our city council and our community in terms of being well-funded and we remain to be proactive instead of re-active when it comes to some of these policing issues while other policing agencies are a bit more challenged when it comes to those matters,” he said. “We are surrounded by Surrey, Richmond and in the hub of the Lower Mainland, so I’m very proud of the fact that we continue to maintain a safe community. It does not mean that we don’t have our challenges and our issues, but for me, when I hear from our community that they feel safe in this community.”

In regards to the department’s Strategic Plan, Sidhu says there is a bit of a perception that there is not a safe community, due to recent extortion cases, gang shootings and such that are happening in neighbouring communities with spill over effects into Delta.

“Not to say that some of these incidents are not happening in Delta, but that’s why we want to make sure and be as transparent as possible as to what the actual crimes are so that public perception can be evidence-based and not what they may see on the 6 p.m. news,” he said.

“When we did our community survey - four out of five citizens said they were very satisfied with the service, good or excellent for the Delta Police Department and that trust and confidence is so important. I have always said we are not able to do our jobs if the public does not trust us. Sadly, there are communities where people will not pick up the phone to talk with police because of that lack of trust, but we are fortunate that the public has that trust in us.”

Awarding its officers

In mid May, the department hosted its annual awards night where they recognized more than 70 individuals including officers, volunteers and community members. The department presented 100 awards recognizing policing and highlighting some investigational efforts that went above and beyond.

Sidhu says these nights are important for the department.

“We are very proud of the work that we do,” he said. “It takes all of us from our sworn officers, to our volunteers and the community working together in these policing efforts. Again, these are things our members are doing every day and they are not doing it for recognition because that is their job, but it is important that we recognize when they go above and beyond.”



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-10	SUBMITTED BY Harj Sidhu, Chief Constable
SUBJECT Chief Constable Monthly Activity Highlights - May 2026	
ACTION REQUIRED <input checked="" type="checkbox"/> For Information <input type="checkbox"/> For Approval/Action/Decision	

Date	Activity
May 1, 2026	Presented BCAMCP President Update to BCAPB Executive Committee
May 2, 2026	Attended Annual Firefighters Gala
May 4, 2026	Attended Integrated Teams Operational Committee Meeting
May 5, 2026	Attended Departments Heads City
May 6, 2026	Attended Honour House in New Westminster
May 6, 2026	Attended Bi-Monthly Organizational Risk Management Meeting
May 6, 2026	Attended McHappy Days at Ladner McDonalds
May 7, 2026	Attended Recruit Class 180 Swearing In Ceremony & Family Night
May 11, 2026	Attended BCACP Modernization Committee Meeting
May 12, 2026	Presented DPD Strategic Plan to Tsawwassen First Nation Executive Council
May 12, 2026	Presented on Webinar re-Extortions hosted by Minister of Public Safety
May 13, 2026	Hosted DPD Offsite Management Team Meeting
May 15, 2026	Attended Senior Police Leaders National Meeting -Extortions in Edmonton
May 19, 2026	Attended Monthly BC Association of Municipal Chiefs Meeting
May 20-22, 2026	Attended BC Association of Police Boards Conference - Presidents Panel
May 22, 2026	Attended VPD Mess Dinner
May 25, 2026	Attended Community Safety Officers Swearing In
May 25, 2026	Attended Consultation Meeting -Input on PRIME BC Strategic Plan
May 25, 2026	Attended Luminate Leadership Development Meeting
May 26, 2026	Attended Quarterly Port Police Meeting
May 26, 2026	Attended Delta Police Foundation Meeting

May 27, 2026	Attended BCACP Body Worn Camera Committee Meeting
May 27, 2026	Attended Admin CompStat Meeting
May 28, 2026	Interviewed by Delta Optimist on DPD Strategic Plan
May 31, 2026	Participated in Annual Delta IG Wealth Management Walk for Alzheimer's



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-17	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT BCPPS 6.1.1 - Promoting Unbiased Policing Audit and Annual Review Report (2025)	
ACTION REQUIRED <input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Approval/Action/Decision <i>THAT the Delta Police Board provide this report to the Director of Policing and Law Enforcement Services, along with a summary of any actions planned or taken by the Board, in accordance with section 20 of BCPPS 6.1.1.</i>	

PURPOSE

The purpose of this report is to:

- Present the results of the Delta Police Department’s (“DPD”) 2025 audit and annual review conducted under BC Provincial Policing Standard 6.1.1 - *Promoting Unbiased Policing* (“the Standard”) sections 17 and 18; and
- Support the Board in meeting its reporting obligations under section 20 of the Standard.

DISCUSSION

Background

The Standard establishes requirements for police departments and boards to support fair, impartial, and equitable policing.

The Standard includes specific audit, analysis, and reporting requirements:

- **Section 17** requires the Chief Constable to ensure that an annual audit is conducted examining compliance with departmental policies or procedures related to at least one prescribed area
- **Section 18** requires that an annual analysis of at least one dataset be conducted, disaggregated by ethnicity and gender or sex, to support monitoring for potential systemic inequities in service delivery
- **Section 19** requires that the results of the audit and analysis be provided to the Board
- **Section 20** requires the Board, within 60 days of receiving the report, to provide a copy to the Director of Policing and Law Enforcement Services, along with a summary of any actions planned or taken in response

This report presents the results of the section 17 audit and section 18 analysis in accordance with section 19, and supports the Board in meeting its obligations under section 20 for the 2025 reporting cycle.

Section 17 - Audit of Compliance with Policy IM32: Sexual Assault Investigations

Section 17 of the Standard requires the Chief Constable to ensure that an annual audit is conducted examining compliance with departmental policies or procedures related to at least one prescribed area.

Section 17 of the Standard allows police departments to select at least one topic for review, including:

- a) Personal searches, referred to in [Standard \(6\)](#) above;
- b) Investigations likely to involve persons in vulnerable circumstances, referred to in [Standard \(7\)](#) above;
- c) Interactions with persons in vulnerable circumstances, referred to in [Standard \(8\)](#) above;
- d) The provision of information and services to victims of crime, referred to in [Standard \(13\)](#) above;
- e) Third party reports, referred to in [Standard \(14\)](#) above; or
- f) Use of interpreters or translation services, referred to in [Standards \(15\) and \(16\)](#) above.

Section 17(b), *Investigations involving persons in vulnerable circumstances*, [referred to in Section 7](#), was selected for the audit.

Section 7 requires that written procedures are in place governing investigations involving persons in vulnerable circumstances, including matters such as intimate partner violence, sexual assault, and offences involving youth, and incidents motivated by hate or bias.

For the purposes of this audit, compliance with DPD Policy IM32, Sexual Assault Investigations, under section 7(b) of the Standard, was reviewed.

Methodology

A total of 57 sexual assault investigation files were recorded in 2025. A sample of 25 files was selected at random to assess compliance with DPD Policy IM32, using a random number generator.

One of the randomly selected files was subsequently excluded as it was created for information purposes only and investigated by another jurisdiction as part of a larger investigation.

As a result, 24 files were reviewed. A total of 7 audit points were assessed based on the procedures set out in DPD Policy IM32. Compliance percentages were calculated based on applicable files only. Where an audit point was not applicable, it was excluded from the calculation.

Findings

Overall compliance with policy requirements was 97.5% across the 7 audit points.

Audit Point	Compliance
Member assigned to investigate	100%
Victim Services referral documented*	78%
Victim encouraged to seek medical care/forensic exam (where applicable) **	100%
Supervisor review documented	100%
Investigative steps and evidence documented	100%

Uniform Crime Reporting (UCR) coding correct	100%
Rationale documented where charges not recommended or file deemed unfounded	100%

*Victim Services Referral Documentation

Of the 24 files reviewed, a Victim Services referral was applicable in 23 files. Eighteen (18) files contained documented referrals by the investigating member, while five (5) did not. In four (4) of those five files, Victim Services became aware of the file through internal workflow processes and made contact with the victim. In one (1) file, the victim relocated and ceased communication with police, and no contact was made by Victim Services. Overall compliance for this measure was 78%.

**Medical Care

Medical care was applicable in eight (8) files. In all applicable cases, victims were encouraged to seek medical care or forensic examination, resulting in 100% compliance. In the remaining files, medical care was not applicable due to factors such as the timing of the report (e.g., historical incidents) or the nature of the incident.

The audit determined that sexual assault investigations conducted in 2025 were substantially compliant with DPD Policy IM32. All audit areas, except for documentation of Victim Services referrals, demonstrated full compliance.

While Victim Services were generally provided through internal processes, improved documentation of referrals is required to ensure consistency and auditability. Targeted steps have been taken to reinforce documentation expectations with members. The DPD will continue to monitor compliance through supervisory oversight and periodic case review processes.

Section 18 - Analysis of SBOR Data (Disaggregated by Ethnicity and Gender)

Section 18 of the Standard requires that, at least once annually, police departments conduct an analysis of at least one prescribed type of record, disaggregated by ethnicity and gender or sex of subjects, to support monitoring for potential systemic inequities in service delivery.

The Standard allows police departments to select at least one dataset, including:

- Subject-Behaviour-Officer-Response (SBOR) reports
- Prisoner bookings; or
- Other records as identified by the Board

For the 2025 annual review, SBOR reports were selected as the record type for analysis. SBOR reports are completed for reportable use of force incidents and document relevant information about the interaction, including the subject's behaviour, the officer's response, and related incident circumstances.

Aggregated Data

In 2025, the DPD recorded 24,826 calls for service (CFS). Of these, 66 CFS required SBOR reporting, resulting in 152 SBOR reports involving 102 subjects. Multiple SBOR reports may be completed for a single CFS where more than one officer responds. A single CFS may also involve more than one subject. Accordingly, the number of SBOR CFS, SBOR reports, and SBOR subjects will not necessarily correspond.

Table 1: SBOR Data Overview

Measure	2025 Count
Total CFS	24,826
CFS Requiring SBOR Reports	66
SBOR Reports Completed	152
SBOR Subjects	102

Table 2: Ethnicity - SBOR Subjects

Ethnicity	Count	%
Caucasian	49	48.0%
South Asian	36	35.3%
Black	7	6.9%
Middle Eastern	4	3.9%
Hispanic	3	2.9%
Indigenous	1	1.0%
Asian	1	1.0%
Unknown	1	1.0%
Total	102	100%

Table 3: Gender - SBOR Subjects

Gender	2025 Count	2025 %
Male	90	88.2%
Female	12	11.8%
Total	102	100%

Analysis

SBOR CFS represented a very small proportion of DPD's overall CFS in 2025, accounting for 66 of 24,826 calls, or approximately 0.27%.

Available 2021 Census demographic information for Delta was also considered as general context for the analysis. The census data was grouped into categories generally aligned with the SBOR ethnicity categories available within PRIME Records Management System. The two largest ethnicity categories among SBOR subjects were Caucasian and South Asian, which were also the two largest population groups within the demographic categories used for this review. SBOR subjects were predominantly male, with males accounting for 90 of the 102 subjects.

The population comparison shows some differences between the SBOR subject data and Delta's general population data. However, the comparison should be interpreted cautiously. SBOR reports are not completed for all police interactions. They are completed only in a small number of CFS where there is use of force.

These incidents are generally higher-risk in nature and may involve risks to the subject, officers, or the public. The data does not, on its own, explain why individuals came into contact with police or whether any observed demographic differences are connected to police decision-making. Other incident-specific factors may also be relevant, including subject behaviour, repeat contacts with the same individual, the nature of the incident, or public safety concerns.

Additionally, the dataset is also small, with 102 subjects in total. In smaller datasets, a small number of incidents can have a noticeable impact on the percentages, especially in categories where there are only a few subjects.

For these reasons, the SBOR data was reviewed as an indicator for monitoring purposes, rather than as a standalone basis for drawing conclusions about causation.

Table 4: Delta Population Comparison - SBOR Subjects

Ethnicity	2025 SBOR %	Delta Population %
Caucasian	48.0%	59.3%
South Asian	35.3%	13.8%
Black	6.9%	0.7%
Middle Eastern	3.9%	1.1%
Hispanic	2.9%	0.9%
Indigenous	1.0%	1.8%
Asian	1.0%	10.3%
Other/Unknown	1.0%	12.1%
Total	100%	100%

Based on the data reviewed, and recognizing the limitations of the dataset noted above, no apparent patterns were identified within the 2025 SBOR data that would warrant immediate policy changes, training enhancements, or operational changes at this time. The DPD will continue annual monitoring in accordance with the Standard.

CONCLUSION

This report presents the results of the DPD’s 2025 audit and analysis conducted in accordance with sections 17 and 18 of the Standard, and fulfills the reporting requirement to the Board under section 19 of the same Standard.

The audit required under section 17 determined that sexual assault investigations were compliant with DPD Policy IM32. While overall compliance was high, an opportunity was identified to improve consistency in documenting Victim Services referrals in files and steps have been taken to address this.

The section 18 analysis of SBOR data did not identify any apparent patterns within the data reviewed suggesting systemic inequities in service delivery that would require additional immediate analysis, policy changes, training enhancements, or operational changes at this time.

It is recommended that the Board provide this report to the Director of Policing and Law Enforcement Services, along with a summary of any actions planned or taken in response, in accordance with section 20 of the Standard.



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-17	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT BCPPS 1.3.3 - Internal CEW Controls and Monitoring Annual Report (2025)	
ACTION REQUIRED <input checked="" type="checkbox"/> For Information <input type="checkbox"/> For Approval/Action/Decision Click here to enter text.	

PURPOSE

The purpose of this report is to:

- present the results of the Delta Police Department's ("the DPD") annual review conducted under BC Provincial Policing Standard 1.3.3 - *Internal CEW Controls and Monitoring* ("the Standard"); and
- fulfill the annual reporting requirements to the Delta Police Board ("the Board") and the Minister of Public Safety and Solicitor General under section 9 of the Standard.

DISCUSSION

Background

The Standard establishes provincial requirements respecting conducted energy weapon ("CEW") accountability, monitoring, review, and reporting.

The Standard requires police departments to:

- maintain accountability and control processes for CEWs;
- conduct annual monitoring and review of CEW usage and reporting practices;
- review compliance with applicable policy and provincial standards; and
- submit an annual written report to both the Province and the Board.

Section 8 of the Standard requires an annual review of the circumstances and manner in which CEWs are used; and officer reporting related to CEW use:

The Chief Constable, Chief Officer, or Commissioner must:

(8) Conduct, annually, an internal review of CEW controls and the use of CEWs by Officers in the police service to determine compliance with the [BC Provincial Policing Standards](#) and the police service's policies and procedures, and to identify potential training or policy development issues. At minimum, the review should examine and document, both at the Officer level and for the police service overall:

- (a) The circumstances and manner in which CEWs are being used (e.g., imminent Bodily Harm threshold, number and duration of cycles, number of probes deployed); and
 (b) The reporting of CEW use by Officers.

Further, section 9 requires annual reporting of aggregate CEW displays and operational discharges, along with a summary of the annual review conducted.

The Chief Constable, Chief Officer, or Commissioner must:

(9) Submit annually a written report to the Minister of Public Safety and Solicitor General and the board that must include:

- (a) Aggregate counts of CEW Displays and operational discharges; and
 (b) A summary of the annual review conducted as per [Standard \(8\)](#) above.

2025 Annual Review

An annual internal review of CEW controls and CEW use by officers was conducted in accordance with BCPPS 1.3.3 and associated DPD policies (DP51 – *Weapons Issuance and Management*; IC10 *Use of Force*) and related procedures.

The review included consideration of:

- CEW displays and operational discharges;
- the circumstances and manner in which CEWs were used;
- officer reporting compliance and associated documentation requirements;
- consistency between CEW event information and use of force reporting;
- CEW accountability and control measures, including inventory management, testing, administrative downloads, secure storage, and sign-out controls; and
- overall compliance with the applicable standard and DPD policies.

The review was conducted at both the individual officer level and departmental level to assess overall usage, reporting practices, accountability measures, and policy compliance.

For the 2025 reporting period, the following CEW usage was identified:

Type	Count
CEW Displays	15
Operational CEW Discharges	3

The annual review determined that CEW usage, reporting practices, and administrative controls were compliant with the Standard, training, and DPD policy requirements. The review did not identify any concerns, reporting deficiencies, or policy compliance issues.

In addition to the review conducted under BCPPS 1.3.3, CEW deployments are also subject to reporting and review requirements under BCPPS 1.7.2 – *Reporting and Investigation Following the Use of Force*. In accordance with BCPPS 1.7.2, the DPD annually submits use of force information to the Director of Policing and Law Enforcement Services, including Subject Behaviour Officer Response (SBOR) data and detailed information relating to CEW displays, operational discharges, deployment circumstances, reporting compliance, injuries, training considerations, and compliance with applicable Provincial Policing Standards.

The 2025 annual Use of Force Survey was reviewed as part of this annual review. The survey confirmed that all required SBOR reports were completed, CEW administrative controls and

inventory requirements were met, no CEW incidents were identified as being inconsistent with the Standard, and no training, policy, or operational issues requiring further action were identified. While the Standard requires an annual review, CEW usage, reporting, and related documentation are also subject to ongoing monitoring by the DPD Operational Skills Unit as part of regular operational oversight, compliance monitoring, and risk management processes.

CONCLUSION

This report fulfills the annual reporting requirements set out under *BCPPS 1.3.3 - Internal CEW Controls and Monitoring*.

The annual review determined that CEW controls, usage, reporting practices, and administrative accountability measures were consistent with applicable Provincial Policing Standards, DPD policy requirements, and associated training requirements.

No concerns, reporting deficiencies, training issues, or policy compliance issues requiring further action were identified through the 2025 review process. A copy of this report will also be submitted to Minister of Public Safety and Solicitor General under as required section 9 of the Standard.



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-17	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Financial Reports for the period ending March 31, 2026	
ACTION REQUIRED <input checked="" type="checkbox"/> For Information	

PURPOSE

To provide the Board with financial variance details for the period ending March 31, 2026.

DISCUSSION

Operating Expenditures and Revenues

DPD reports a positive operating variance of \$453,566 for the period ending March 31, 2026.

	2026 Actuals	2026 Budget	Variance (Fav)/Unfav (\$)	Variance (Fav)/Unfav (%)
Expenditures				
Dept Support Services	\$4,652,981	\$4,729,870	\$(76,889)	(1.6%)
Investigative Services	1,865,686	1,636,201	229,485	14.0%
Community Services	2,480,705	2,833,756	(353,051)	(12.5%)
Patrol Services	4,172,701	4,167,008	5,693	0.1%
Secondments	927,125	925,493	1,632	0.2%
Ecomm	880,691	875,500	5,191	0.6%
Total Expenditures	14,979,889	15,167,828	(187,939)	(1.2%)
Revenues				
Recovered Services	(1,124,785)	(1,002,999)	(121,786)	(12.1%)
Fines and Fees	(159,454)	(140,001)	(19,453)	(13.9%)
Grants	(281,502)	(36,375)	(245,127)	(673.9%)
Other Recoveries	(16,761)	(15,000)	(1,761)	(11.7%)
Total Revenues	(1,582,502)	(1,194,375)	(388,127)	(32.5%)
Operating Tax Draw	13,397,387	13,973,453	(576,066)	(4.1%)
<i>Wage bank accrual¹</i>	122,500	-	122,500	
Operating Tax Draw - Adjusted	\$13,519,887	\$13,973,453	\$(453,566)	(3.2%)

¹ Wage bank accrual is a City entry to adjust the liability for unused leave banks

Variances for the department’s sections and revenues are explained as follows:

Department Support Services is under budget \$76,889 due to staff vacancy in Information Technology and timing of software subscription renewals.

Investigative Services is over budget \$229,485 due to investigative expenditures under the Guns and Gangs Violence Action Fund (GGVAF). Funding has been received from the Province to support the reactive and proactive enforcement related to combatting organized crime activity in Delta. In addition, in response to an increase in cross-jurisdictional extortion activity experienced in January 2026, DPD established an Extortion Task Force to improve investigative coordination and maintain public safety.

Community Services is under budget \$353,051 due to vacancies in District Community Police Offices, Traffic, and Commercial Vehicle Truck Inspection unit. In addition, BC Highway Patrol funded positions have not been filled pending the transfer of responsibility from the Province.

Recovered Services are over budget \$121,786 due to JIBC training fee recoveries, and recoveries for other agency assists.

Grants are over budget \$245,127 due to the GGVAF grant from the Province to support DPD intelligence and analyst staffing related to organized crime files, Civil Forfeiture funding for extortions, and Provincial funding for the purchase of Automated License Plate Reader equipment.

Wage bank accrual is an accounting entry made by the City to record the liability for unused leave banks such as vacation, float, and banked OT.

Capital Expenditures

	Year to date Actuals	2026 Budget	Variance (Fav)/Unfav
Vehicle Purchases - 2026	\$-	\$1,056,000	\$(1,056,000)
Vehicle Purchases - 2025 carryover	-	736,000	(736,000)
Protective Equipment, Furniture, IT	103,208	460,000	(356,792)
Total Capital Expenditures	\$103,208	\$2,252,000	\$(2,148,792)

The tender process for vehicle replacements was deferred until spring 2026 as previous years builds had just been completed in 2025. This was a result of prior years’ supply chain delays.

Overtime Wages

Overtime wage expenditures for the period ending March 31, 2026 are less than budget by \$18,502 when recoveries are factored in. The overtime variance is summarized as follows:

	Overtime Expenditure Variance	Recoveries recorded in Revenue	Overtime Expenditure Variance - Adjusted
Department Support Services	\$(9,873)	\$-	\$(9,873)
Investigative Services	236,373	197,437	38,936
Community Services	(52,669)	3,178	(55,847)
Patrol Services	8,282	-	8,282
Secondments	91,572	91,572	-
Total Overtime	\$273,685	\$292,187	\$(18,502)

Investigative Services is over budget \$38,936 due to overtime related to investigations on several significant police files, and for the extortion task force activities.

Community Services is under budget \$55,847 due to timing of community events and reserve constable training.

Secondment overtime relates to DPD members deployed to outside agencies with schedules and overtime needs directed by that agency. This amount is recoverable from those outside agencies.

STRATEGIC ALIGNMENT

N/A

CONCLUSION

DPD reports a positive operating variance of \$453,566, or 3.2% for the period ending March 31, 2026. The procurement process for new vehicle purchases has not yet commenced but is planned for spring. Overtime wages are under budget \$18,502 after factoring in recoverable amounts.



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-17	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Public Safety Camera Program	
ACTION REQUIRED <input checked="" type="checkbox"/> For Information <input type="checkbox"/> For Approval/Action/Decision	

PURPOSE

To inform the Delta Police Board ("the Board") of the Delta Police Department's ("the DPD") planned implementation of a Public Safety Camera Program.

DISCUSSION

Background

The DPD is preparing to implement a Public Safety Camera Program ("the Program") using trailer-mounted cameras to support public safety, crime prevention, investigations, and incident response.

The Program forms part of the DPD's 2026 Annual Business Plan and supports two strategic priorities of the 2026-2030 Strategic Plan:

- Priority 1: Sustain No Call Too Small Service
- Priority 2: Strengthen safety and trust with a growing, diverse community

Public safety camera technology is used by a number of police agencies in British Columbia and Canada to support public safety, crime prevention, and investigations.

The Program will be piloted beginning in summer 2026.

Program Overview

The Program is intended to support public safety through targeted deployments that assist with crime prevention, investigations, and situational awareness during incidents, events, or emergency situations.

The Program may be deployed in response to:

- emerging crime trends;
- public disorder concerns;
- major community events;
- critical incidents;
- emergency situations, or
- other circumstances where additional situational awareness would support public safety objectives.

Research evidence supports the use of public safety cameras when they are deployed in targeted locations, including crime hot spots and repeat problem locations, to address specific crime and public safety concerns.¹ Research also supports the value of camera footage in police investigations, including evidence gathering and identifying investigative opportunities.²

Accordingly, the Program will follow a targeted deployment model, with deployments based on identified crime trends, public safety concerns, operational needs, community concerns, or other evidence-informed factors. The Program is not intended for broad, indiscriminate, or generalized surveillance.

The Program will be deployed through a mobile trailer platform, with the cameras mounted onto the trailer. The trailers provide a flexible deployment option that allows the DPD to place cameras in locations where operational concerns exist and relocate them as needs change. The platform also includes additional capabilities, such as environmental monitoring and communications equipment, which may support emergency preparedness and emergency response activities.

The trailer platform has the ability to support Automatic Licence Plate Recognition (“ALPR”) technology. However, ALPR is not part of the current Program pilot and is not being deployed at this time. The pilot is limited to public safety camera technology only. Any future consideration of ALPR use would be subject to a separate PIA, implementation planning, and Board reporting prior to deployment.

Public Safety Benefits

The Program provides the DPD with an additional tool to support public safety through targeted deployments in locations where there are identified public safety concerns, emerging crime trends, or operational requirements.

The Program supports crime deterrence, evidence collection, and enhanced situational awareness during major events, critical incidents, and emergency situations.

The trailer platform allows the DPD to deploy cameras where concerns exist and relocate them as operational needs change without requiring permanent infrastructure.

Where ongoing monitoring is required, the Program can reduce reliance on prolonged static officer deployments, allowing officers to remain available for calls for service and other policing priorities.

Program Implementation and Oversight

The DPD recognizes that the use of technology capable of collecting information must be accompanied by appropriate privacy protections, accountability measures, and public transparency.

Both a Privacy Impact Assessment (“PIA”) and Standard Operating Procedures (“SOPs”) are being finalized. The SOPs will be completed prior to operational deployment and will guide the implementation, management, and oversight of the Program.

Development of the SOPs has been informed by applicable privacy legislation, findings arising from the PIA, relevant case law, existing DPD policies and procedures, and practices adopted by other Canadian police agencies utilizing similar technology.

¹ Piza, E. L., Welsh, B. C., Farrington, D. P., & Thomas, A. L. (2019). CCTV surveillance for crime prevention: A 40-year systematic review with meta-analysis. *Criminology & Public Policy*, 18(1), 135-159.

² Morgan, A., & Dowling, C. (2019). Does CCTV help police solve crime? *Trends & Issues in Crime and Criminal Justice*, No. 576. Australian Institute of Criminology.

The SOPs include requirements relating to:

- Authorized uses of the Program;
- Deployment criteria and approval authorities;
- Supervisory oversight and accountability;
- Recording practices;
- Information management and access controls;
- Retention and disposal of recordings and associated data; and
- Compliance with applicable privacy legislation and departmental policy requirements.

Deployment decisions will be based on identified public safety concerns, operational requirements, crime trends, community concerns, or other evidence-informed factors. The Program is intended to support specific public safety objectives and is not intended for broad, indiscriminate, or generalized surveillance of the community.

The DPD is also preparing public-facing communication materials to support transparency and public awareness regarding the purpose and use of the Program.

As the Program is being implemented as a pilot, the DPD will monitor operational use, deployment rationale, investigative value, privacy and compliance considerations, and any public feedback received during the initial deployment period. This will assist the DPD in identifying any refinements required before the long-term policy framework is finalized.

Following an initial period of operational deployment, the DPD anticipates bringing forward a departmental policy governing the Program for Board review and approval, informed by operational experience gained during the pilot and any refinements identified during the initial deployment phase.

Financial Implications

The total acquisition cost for each trailer and associated technology supporting the Program was approximately \$160,000.

One trailer was funded through provincial grant funding, and the other was funded through the existing approved DPD operating budget.

Ongoing operating costs for connectivity, maintenance, and routine upkeep can be accommodated within existing operating budget.

CONCLUSION

The Program will provide the DPD with an additional evidence-informed tool to support public safety by deterring criminal activity, addressing identified crime and disorder concerns, assisting investigations, and improving situational awareness during incidents and events. The Program is being piloted with appropriate safeguards in place, including a PIA, SOPs, and public communication materials.

The Program supports the DPD's 2026 Annual Business Plan and Strategic Plan priorities and will assist the DPD in responding to identified public safety concerns in a targeted and responsible manner. As the Program forms part of the DPD's 2026 Annual Business Plan, updates will be provided to the Board through the Annual Business Plan year-end reporting process, along with any other updates as required.



DELTA POLICE BOARD

Excellence in Policing

<p>DATE 2026-06-17</p>	<p>SUBMITTED BY Governance Committee</p>
<p>SUBJECT Approval of Policies:</p> <ol style="list-style-type: none"> 1. Revised EM32 - <i>Professional References</i> 2. Revised EM60 - <i>Accommodation</i> (& Archived EM61 - <i>Employee & Family Assistance Program</i> (& Archived EM71 - <i>Medical Examinations</i>) 3. Archived EC10 - <i>Rules of Conduct</i> 4. Revised EC11 - <i>Conflict of Interest</i> 5. Revised DM13 - <i>Authority & Supervision</i> (& Archived DM11 - <i>Organizational Structure</i>) 6. Revised DP20 - <i>Property & Equipment Management</i> 7. Revised DP51 - <i>Weapons Issuance & Management</i> 8. Revised IC10 - <i>Use of Force</i> 	
<p>ACTION REQUIRED</p> <p><input type="checkbox"/> For Information</p> <p><input checked="" type="checkbox"/> For Approval/Action/Decision</p> <ol style="list-style-type: none"> A. THAT the Delta Police Board approve the revised provisions of Policies EM32, EM60, EC11, DM13, DP20, DP51, and IC10, under the headings of 'Policy' and 'Reason for Policy.' B. THAT the Delta Police Board approve the archival of Policies EM61, EM71, EC10, and DM11. 	

PURPOSE

The purpose of this report is to request that the Board approve amendments to Policies EM32, EM60, EC11, DM13, DP20, DP51, and IC10, and the archival of Policies EM61, EM71, EC10, and DM11, as detailed and recommended herein.

DISCUSSION

At its June 10, 2026, meeting, the Governance Committee received and thoroughly reviewed policy amendments for the below-noted policies. The policy amendments are now being presented to the Delta Police Board for approval. Having devoted considerable time to reviewing each policy, seeking clarifications, and asking follow-up questions, the Governance Committee recommends that the Delta Police Board approve the amendments as presented.

Detailed analyses for each policy amendment are included in the accompanying attachments, and this briefing note provides a summary of the proposed changes.

1. Revisions to Policy EM32 - Professional References

Recommendation: THAT the Delta Police Board approve the revised provisions of Policy EM32 - *Professional References* under the headings of 'Policy' and 'Reason for Policy.'

Summary: Policy EM32 has been amended to reflect proper policy format and no longer distinguishes between 'personal' and 'professional,' as it was determined that any reference given by a Department employee in relation to a former or current employees or volunteers constitutes a 'professional' reference. As a result, the title has been changed from '*References (Professional & Personal)*' to '*Professional References.*' The amended Policy succinctly describes responsibilities for providing verbal and written professional references.

2. Revisions to Policy EM60 - Accommodation (& Archival of EM61 - Employee & Family Assistance Program) (& Archival of EM71 - Medical Examinations)

Recommendation: THAT the Delta Police Board approve the revised provisions of Policy EM60 - *Accommodation* under the headings of 'Policy' and 'Reason for Policy,' and the subsequent archival of Policies EM61 - *Employee & Family Assistance Program* and EM71 - *Medical Examinations*.

Summary: Related Policies EM60, EM61 and EM71 were reviewed in conjunction to ensure consistency. It was determined that EM61 is covered at a high level in EM14 - *Oath of Office & Employment Terms*, which requires employees to be informed of their benefits, and that EM71 could be suitably merged into EM60 for consistency as medical examinations are directly related to the accommodation process. Thus, EM61 and EM71 are proposed to be archived, and EM60 has been amended to reflect proper policy format, clarify responsibilities, and provide succinct and linear directions to the employer and employees.

3. Archival of Policy EC10 - Rules of Conduct

Recommendation: THAT the Delta Police Board approve the archival of Policy EC10 - *Rules of Conduct*.

Summary: Policy EC10 included many unrelated and varied directions with no clear purpose or scope. Thus, EC10 is proposed to be archived, with each section moved to a suitable existing policy. This includes 'Procedures' amendments to DP40 - *Uniforms, Insignia & Identification*, EC20 - *Personal Appearance*, and EM15 - *Availability for Duty* (as approved by the Chief Constable but included in Attachment C), as well as substantial amendments to EC11 - *Conflict of Interest* and DM13 - *Authority & Supervision* (addressed separately below). These amendments and subsequent archival of EC10 ensure Department policies have a clear and defined scope.

4. Revisions to Policy EC11 - Conflict of Interest

Recommendation: THAT the Delta Police Board approve the revised provisions of Policy EC11 - *Conflict of Interest* under the headings of 'Policy' and 'Reason for Policy.'

Summary: Policy EC11 has been reorganized to properly distinguish between 'Policy' and 'Procedures' and ensure related sections are together, with succinct and overarching directions from the Board. The Policy has been further amended to provide clear responsibilities for identifying, disclosing and managing conflicts of interest related to secondary engagements, charitable events and fundraising activities, public events, political activity, gratuities and gifts, and debts. This Policy also includes added sections from EC10 - *Rules of Conduct*, as mentioned above.

5. Revisions to Policy DM13 - Authority & Supervision (& Archival of DM11 - Organizational Structure)

Recommendation: THAT the Delta Police Board approve the revised provisions of Policy DM13 - *Authority & Supervision* under the headings of 'Policy' and 'Reason for Policy,' and the subsequent archival of Policy DM11 - *Organizational Structure*.

Summary: Policy DM13 has been reorganized to properly distinguish between 'Policy' and 'Procedures,' with succinct and overarching directions from the Board. The Policy has been further amended to clearly describe responsibilities relating to authority and supervision, ensure alignment with the *Police Act*, and include added sections from EC10 - *Rules of Conduct* (as mentioned above). Additionally, related Policy DM11 was determined unnecessary to retain as a separate policy and has been merged appropriately into DM13 (refer to 'Policy' s. 3 in Attachment E), and is proposed to be archived.

6. Revisions to Policy DP20 - Property & Equipment Management

Recommendation: THAT the Delta Police Board approve the revised provisions of Policy DP20 - *Property & Equipment Management* under the headings of 'Policy' and 'Reason for Policy.'

Summary: Policy DP20 has been broadened in scope to encompass multiple positions/sections responsible for various Department property and equipment, as well as to appropriately distinguish between 'Policy' and 'Procedures' and utilize proper policy language. The Policy has been further amended for clarity, ensuring alignment with the *BC Provincial Policing Standards* (BCPPS) and current practices.

7. Revisions to Policy DP51 - Weapons Issuance & Management

Recommendation: THAT the Delta Police Board approve the revised provisions of Policy DP51 - *Weapons Issuance & Management* under the headings of 'Policy' and 'Reason for Policy.'

Summary: Policies DP51 - *Weapons Issuance & Management* and IC10 - *Use of Force* were reviewed in conjunction to minimize overlap while maintaining consistency. Policy DP51 has been substantially reorganized and condensed to provide clear and succinct directions for the use, transport and storage of weapons and related equipment, and further amended to align with the BCPPS. Requirements are sufficiently covered with clear overarching responsibilities under 'Policy' and are specifically discussed under 'Procedures' as required, reflecting proper policy format.

8. Revisions to Policy IC10 - Use of Force

Recommendation: THAT the Delta Police Board approve the revised provisions of Policy IC10 - *Use of Force* under the headings of 'Policy' and 'Reason for Policy.'

Summary: Policies DP51 - *Weapons Issuance & Management* and IC10 - *Use of Force* were reviewed in conjunction to minimize overlap while maintaining consistency. Policy IC10 has been substantially reorganized and condensed to provide clear and succinct directions for using force, and further amended to align with the *Criminal Code*, the BCPPS, and Department training. Requirements are sufficiently covered with clear overarching responsibilities under 'Policy' and are specifically discussed under 'Procedures' as required, reflecting proper policy format (substantial amendments have been made under 'Procedures,' which are approved by the Chief Constable but are briefly discussed and included in Attachment H for Board information).

CONCLUSION

Amendments to Policies EM32, EM60, EC11, DM13, DP20, DP51, and IC10 succinctly and effectively capture the scope and purpose of each policy, the Board's direction to the Chief Constable and the Chief Constable's direction to employees, and associated roles and responsibilities. The archival of Policies EM61, EM71, EC10, and DM11 ensures that all Department policies serve a purpose and have minimal overlap to maintain consistency.

Updated policies are posted to the Department website following Board approval in accordance with the *Freedom of Information and Protection of Privacy Act* (FIPPA). The FIPPA permits law enforcement agencies to redact policy sections in certain circumstances where disclosure could reasonably be expected to harm a law enforcement matter or the effectiveness of investigative techniques and procedures. Redacted sections are identified within published policies.

ATTACHMENTS

- A. Report - EM32 - *Professional References* (Revised)
- B. Report - Policy EM60 - *Accommodation* (Revised)
& EM61 - *Employee & Family Assistance Program* (Archived)
& EM71 - *Medical Examinations* (Archived)
- C. Report - Policy EC10 - *Rules of Conduct* (Archived)
- D. Report - Policy EC11 - *Conflict of Interest* (Revised)
- E. Report - DM13 - *Authority & Supervision* (Revised)
& DM11 - *Organizational Structure* (Archived)
- F. Report - DP20 - *Property & Equipment Management* (Revised)
- G. Report - DP51 - *Weapons Issuance & Management* (Revised)
- H. Report - IC10 - *Use of Force* (Revised)



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-10	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Approval of Revised Policy EM32 - <i>Professional References</i>	
ACTION REQUIRED <input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Approval/Action/Decision A. THAT the Governance Committee approve the revised provisions of Policy EM32 - <i>Professional References</i> under the headings of 'Policy' and 'Reason for Policy' and submit the same to the Police Board for approval.	

PURPOSE

The purpose of this report is to request that the Governance Committee approve amendments to Policy EM32 - *Professional References* as detailed and recommended herein, and present the same to the Delta Police Board for approval.

DISCUSSION

Policy EM32 - *Professional References* has been amended to succinctly describe responsibilities for providing verbal and written professional references for former or current employees or volunteers, and to properly distinguish between 'Policy' and 'Procedures.'

The Policy previously distinguished between 'personal' and 'professional' references, but directions related to 'personal' references have been removed upon determination that any reference given by a Department employee in relation to a former or current employee or volunteer constitutes a 'professional' reference. As a result, the title has been changed from '*References (Professional & Personal)*' to '*Professional References*.'

Amendments to the 'Policy' and 'Reason for Policy' sections are detailed below for Committee approval.

POLICY

NEW: SECTION 1

New Section 1 is nearly identical to the original section with the addition of "professional" for clarity:

1. Professional references for a current or former Delta Police Department (Department) employee or volunteer may only be provided in accordance with Procedures, pursuant to this Policy, provided by the Chief Constable.

ORIGINAL: SECTIONS 1-4

Original Section 1 is covered as above, and Sections 2-4 have been amended as required and moved under 'Procedures.' Therefore, original Sections 1-4 will be removed:

1. The reference for a current or former Delta Police Department (Department) employee or volunteer may only be provided in accordance with Procedures to this Policy established by the Chief Constable.
2. Any employee providing a reference must:
 - a. not knowingly provide false or misleading information, whether favourable or unfavourable;
 - b. seek to ensure that they only provide objective, honest and fact based information;
 - c. in the case of a professional reference, only provide information attributable to identifiable documented information in the possession of the Department or known through public records; and
 - d. provide a reference that is complete, meaning that both favourable and unfavourable information must be disclosed, if known.
3. An employee providing a professional reference must advise that any current or former police officer, or any employee who holds or held 'special municipal constable' status, may have a Police Act 'service record of discipline,' but that information about such a record can only be obtained from the Department's Professional Standards Section.
4. Information in a Police Act 'service record of discipline' may only be disclosed in accordance with the Police Act, and through the Chief Constable or the Professional Standards Inspector.

REASON FOR POLICY

NEW: SECTION 2

The new 'Reason for Policy' section is consistent with language across Department policies and succinctly captures this Policy's purpose:

2. To seek to ensure professional references are provided appropriately.

ORIGINAL: SECTION 5

Original Section 5 is unnecessarily descriptive and does not reflect proper policy format, and will therefore be removed:

5. The accuracy and completeness of references is essential, as the Department or the individual providing an employment reference may be held liable for defamation, lost opportunity or negligent misrepresentation, if a reference is incomplete, inaccurate or misleading.

PROCEDURES

Procedures are approved by the Chief Constable. For Committee information, the Procedures are included in the proposed amended Policy, as set out in Attachment A.

CONCLUSION

This concludes the review of Policy EM32 - *Professional References*. The amended Policy succinctly describes responsibilities associated with providing professional references for former or current employees and volunteers and reflects proper policy format.

ATTACHMENTS

-
- A. EM32 - *Professional References*, as amended.
 - B. EM32 - *References (Professional & Personal)*, original (to be replaced by Attachment A).
 - C. Redline Comparison (Amended & Original).

Attachment A.

Policy EM32 - *Professional References*, as amended.

EM32

PROFESSIONAL REFERENCES

EM32

Effective Date: 15 January 2021
Last Reviewed/Revised Date: TBD*

Contents

POLICY.....

REASON FOR POLICY.....

RELATED POLICIES.....

DEFINITIONS.....

PROCEDURES

 Authorized Position Holders

 Verbal References

 Written References.....

 Information Provided

 Documentation.....

POLICY

1. Professional references for a current or former Delta Police Department (Department) employee or volunteer may only be provided in accordance with Procedures, pursuant to this Policy, provided by the Chief Constable.

REASON FOR POLICY

2. To seek to ensure professional references are provided appropriately.

RELATED POLICIES

- DC12 - Service Records of Discipline
- EM10 - Employee Records
- EC51 - Correspondence

DEFINITIONS

3. For the purposes of this Policy, the following definition will apply:

Reference: information provided as requested by a potential employer, organization, or other person regarding a current or former Department employee or volunteer in relation to the nature of that employee’s or volunteer’s position with the Department and any associated knowledge, skills, abilities, performance, attendance, and working relationships with other employees.

PROCEDURES

4. References for a current or former Department employee or volunteer may only be provided by the following position holders:

- a) the Chief Constable, Deputy Chief Constable, Superintendent i/c Administration Bureau, or Inspector i/c Human Resources;
- b) a current or immediate past supervisor in the employee's or volunteer's chain of command; and
- c) any other employee with the approval of the Chief Constable or delegate.

Verbal References

5. Authorized position holders providing a verbal reference shall make written notes, detailing the questions asked and their responses.

Written References

6. Written references for a current or former Department employee or volunteer may only be provided if:
 - a) presented with written consent from the employee or volunteer, dated and specifying who the reference may be provided to;
 - b) written on Department letterhead; and
 - c) given directly to the potential employer, organization or other person from which it is requested.

Information Provided

7. Any authorized position holder providing a reference must:
 - a) seek to ensure they only provide fact based information;
 - b) not knowingly provide false or misleading information;
 - c) only provide information in the possession of the Department or known through public records; and
 - d) ensure it is complete, meaning that both favourable and unfavourable known information is disclosed.
8. Employees providing a reference for a current or former member must advise that the member may have a 'Service Record of Discipline,' which may only be disclosed in accordance with the *Police Act*, and further information may be requested through the Inspector i/c Professional Standards Section.
9. The Superintendent i/c Administration Bureau or delegate may provide information regarding a former or current employee or volunteer in accordance with the written consent, and if no written consent is received, they may only confirm the employee's or volunteer's past or present employment or volunteering with the Department and ranks or positions held.

Documentation

10. An authorized position holder providing a reference shall submit a copy of the written consent, written reference, and/or verbal reference notes to the Inspector i/c Human Resources, who shall add it to the record of the employee or volunteer for whom the reference is requested.

Attachment B.

Policy EM32 – *References (Professional & Personal)*, original (to be replaced by Attachment A).

EM32**REFERENCES
(PROFESSIONAL & PERSONAL)****EM32**

Effective Date: 15 January 2021
Last Reviewed/Revised Date: 16 November 2022*

POLICY

1. The reference for a current or former Delta Police Department (Department) employee or volunteer may only be provided in accordance with Procedures to this Policy established by the Chief Constable.
2. Any employee providing a reference must:
 - a) not knowingly provide false or misleading information, whether favourable or unfavourable;
 - b) seek to ensure that they only provide objective, honest and fact based information;
 - c) in the case of a professional reference, only provide information attributable to identifiable documented information in the possession of the Department or known through public records; and
 - d) provide a reference that is complete, meaning that both favourable and unfavourable information must be disclosed, if known.
3. An employee providing a professional reference must advise that any current or former police officer, or any employee who holds or held 'special municipal constable' status, may have a *Police Act* 'service record of discipline,' but that information about such a record can only be obtained from the Department's Professional Standards Section.
4. Information in a *Police Act* 'service record of discipline' may only be disclosed in accordance with the *Police Act*, and through the Chief Constable or the Professional Standards Inspector.

REASON FOR POLICY

5. The accuracy and completeness of references is essential, as the Department or the individual providing an employment reference may be held liable for defamation, lost opportunity or negligent misrepresentation, if a reference is incomplete, inaccurate or misleading.

DEFINITIONS

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

Professional Reference: information provided, for the benefit of a prospective employer or other organization, about a current or former Department employee or volunteer, regarding the nature of their work and their Department specific work-related knowledge, skills, abilities, performance, attendance, and/or working relationships with supervisors, subordinates and peers.

Personal Reference: information provided, for the benefit of a prospective employer or other organization, about a current or former Department employee or volunteer, based exclusively on knowledge or impression of the individual obtained or formed from interactions entirely outside of the workplace and not based on knowledge or impressions obtained or formed in the workplace.

PROCEDURES

General

7. A professional reference for a current or former Department employee or volunteer may be provided only if presented with written consent from the individual the reference is about, dated and specifying who the reference may be provided to, and only by the following position holders:
 - a) a current or immediate past supervisor;
 - b) a current or immediate past higher ranking officer in the employee's chain of command; or
 - c) the Chief Constable, Deputy Chief Constable, Superintendent Administration Bureau or Inspector Human Resources Section.
8. An authorized position holder providing a professional reference must retain a copy of the written consent to do so, for a period of not less than two years, or may submit the same to the Human Resources Section and then delete their copy.
9. The Inspector i/c Human Resources Section shall ensure that all submitted consents, written references, and notes of verbal references be retained for two years.

Written References

10. Written professional references on Department letterhead may only be provided if:
 - a) approved by the Superintendent i/c Administration Bureau, Deputy Chief Constable or Chief Constable;
 - b) a copy is filed in the personnel file of the employee who is the subject of the reference; and
 - c) the letter is given to the current or former employee or volunteer, and not directly to another potential employer, organization or other person.
11. A supervisor who provides a written professional reference, by email or otherwise not on Department letterhead, must retain a copy of what was sent, for a period of not less than two years, or submit the same to the Human Resources Section and may then delete their copy.

Verbal References

12. A supervisor who verbally provides a professional reference must:
 - a) make written notes, detailing the questions asked by the individual to whom the reference was given and the information about the employee provided in response; and
 - b) retain a copy of their notes for a period of not less than two years or submit the same to the Human Resources Section and then delete their copy.

Human Resources Section Disclosure

13. Members assigned to recruiting functions in the Human Resources Section, and other Section staff approved by the Inspector in charge, may:
 - a) only confirm past or present employment or volunteering with Department, as well as current or past ranks and/or positions held, if no written disclosure consent has been received from the individual about whom information is being sought; and
 - b) disclose the information about a current or former employee or volunteer, or an applicant who was not hired, as described in a written consent signed by the individual the information is about.

Personal References

14. Any employee may provide a personal reference, written or verbal, for a current or past employee or volunteer, but shall not:
 - a) in doing so, provide any information other than their knowledge or impression of the employee or volunteer, obtained or formed from interactions entirely outside of their employment with the Department, and not based on knowledge or impressions obtained or formed in the workplace; and
 - b) provide written communications from a Department email address, computer system or device, or using Department letterhead, crest or signature block identifying their Department rank or affiliation.
15. Any employee providing a personal reference, written or verbal, for a current or past employee or volunteer, must advise the potential other employer, organization or person that the employee is speaking in their private capacity and not as a representative of the Department, and provide the following disclaimer, verbally or written in any correspondence:

"The opinions I am expressing are my personal opinions and are based on my knowledge of and personal interactions with this person outside of the workplace, and I am not speaking as a representative of the Delta Police Department and not commenting on their performance or anything to do with them in the workplace."

Attachment C.

Redline Comparison (Amended & Original).

EM32

REFERENCES
(PROFESSIONAL & PERSONAL)REFERENCES

EM32

POLICY

1. ~~A~~Professional references ~~s~~ for a current or former Delta Police Department (Department) employee or volunteer may only be provided in accordance with Procedures, pursuant to this Policy, ~~established~~provided by the Chief Constable.
2. ~~Any employee providing a reference must:~~REASON FOR POLICY
 - a) ~~not knowingly provide false or misleading information, whether favourable or unfavourable;~~
 - b) ~~seek to ensure that they only provide objective, honest and fact-based information;~~
 - c) ~~in the case of a professional reference, only provide information attributable to identifiable documented information in the possession of the Department or known through public records; and~~
 - d) ~~provide a reference that is complete, meaning that both favourable and unfavourable information must be disclosed, if known.~~
3. ~~An employee providing a professional reference must advise that any current or former police officer, or any employee who holds or held 'special municipal constable' status, may have a Police Act 'service record of discipline,' but that information about such a record can only be obtained from the Department's Professional Standards Section.~~
4. ~~Information in a Police Act 'service record of discipline' may only be disclosed in accordance with the Police Act, and through the Chief Constable or the Professional Standards Inspector.~~

REASON FOR POLICY

5. ~~The accuracy and completeness of references is essential, as the Department or the individual providing an employment reference may be held liable for defamation, lost opportunity or negligent misrepresentation, if a reference is incomplete, inaccurate or misleading.~~
2. To seek to ensure professional references are provided appropriately.

EM32

References (Professional & Personal)References

EM32

DEFINITIONS

3. ~~6.~~ For the purposes of this Policy, the following definitions will apply:

Professional Reference: information provided, ~~for the benefit of a prospective as requested by a potential~~ employer ~~or other~~, organization, ~~about or other person regarding~~ a current or former Department employee or volunteer, ~~regarding in relation to~~ the nature of ~~their work and that employee's or volunteer's position with their~~ Department ~~specific work-related and any associated~~ knowledge, skills, abilities, performance, attendance, and ~~or~~ working relationships with ~~supervisors, subordinates and peers.~~ other employees.

Personal Reference: ~~information provided, for the benefit of a prospective employer or other organization, about a current or former Department employee or volunteer, based exclusively on knowledge or impression of the individual obtained or formed from interactions entirely outside of the workplace and not based on knowledge or impressions obtained or formed in the workplace.~~

PROCEDURES

~~General~~ Authorized Position Holders

4. ~~7.A professional reference~~ References for a current or former Department employee or volunteer may ~~be provided only if presented with written consent from the individual the reference is about, dated and specifying who the reference may only be provided to, and only~~ by the following position holders:

- a) the Chief Constable, Deputy Chief Constable, Superintendent i/c Administration Bureau, or Inspector i/c Human Resources;
- b) ~~a) a current or immediate past supervisor;~~
- b) ~~a current or immediate past higher ranking officer~~ in the employee's or volunteer's chain of command; ~~or and~~
- e) ~~the Chief Constable, Deputy Chief Constable, Superintendent Administration Bureau or Inspector Human Resources Section.~~

8. ~~An authorized position holder providing a professional reference must retain a copy of the written consent to do so, for a period of not less than two years, or may submit the same to the Human Resources Section and then delete their copy.~~

-
9. ~~The Inspector i/c Human Resources Section shall ensure that all submitted consents, written references, and notes of verbal references be retained for two years.~~
- c) any other employee with the approval of the Chief Constable or delegate.

Verbal References

5. Authorized position holders providing a verbal reference must: shall make written notes, detailing the questions asked and their responses.

Written References

6. ~~10.~~ ~~Written professional references on for a current or former Department letterhead employee or volunteer may only be provided if:~~
- a) ~~approved by the Superintendent i/c Administration Bureau, Deputy Chief Constable or Chief Constable;~~ with written consent from the individual the reference is about employee or volunteer, dated and specifying who the reference may be provided to;
- b) ~~a copy is filed in the personnel file of the employee who is the subject of the reference; and~~
- b) on Department letterhead; and
- c) ~~the letter is given to the current or former employee or volunteer, and not directly to another the potential employer, organization or other person.~~ from which it is requested.
11. ~~A supervisor who provides a written professional reference, by email or otherwise not on Department letterhead, must retain a copy of what was sent, for a period of not less than two years, or submit the same to the Human Resources Section and may then delete their copy.~~

Verbal References

12. ~~A supervisor who verbally provides a professional reference must:~~
- a) ~~make written notes, detailing the questions asked by the individual to whom the reference was given and the information about the employee provided in response; and~~

- b) ~~retain a copy of their notes for a period of not less than two years or submit the same to the Human Resources Section and then delete their copy.~~

~~Human Resources Section Disclosure~~

13. ~~Members assigned to recruiting functions in the Human Resources Section, and other Section staff approved by the Inspector in charge, may:~~

Information Provided

7. Any authorized position holder providing a reference must:
- a) seek to ensure they only provide fact based information;
 - b) not knowingly provide false or misleading information;
 - c) only provide information in the possession of the Department or known through public records; and
 - d) ~~provide a reference that~~ensure it is complete, meaning that both favourable and unfavourable known information must be disclosed, if known.
8. ~~An employee~~Employees providing a professional reference must advise that anyfor a current or former member must advise that the member may have a 'Service Record of Discipline,' which may only be disclosed in accordance with the Police Act, and further information may be requested through the Inspector i/c Professional Standards Section.
9. a) ~~The Superintendent i/c Administration Bureau or delegate may provide information regarding a former or current employee or volunteer in accordance with the written consent, and if no written consent is received, they may only confirm the employee's or volunteer's past or present employment or volunteering with the Department, as well as current or past and ranks and/or positions held, if no written disclosure consent has been received from the individual about whom information is being sought; and~~
- b) ~~disclose the information about a current or former employee or volunteer, or an applicant who was not hired, as described in a written consent signed by the individual the information is about.~~

Personal References

14. ~~Any employee may provide a personal reference, written or verbal, for a current or past employee or volunteer, but shall not:~~
- a) ~~in doing so, provide any information other than their knowledge or impression of the employee or volunteer, obtained or formed from interactions entirely outside of their employment with the Department, and not based on knowledge or impressions obtained or formed in the workplace; and~~
 - b) ~~provide written communications from a Department email address, computer system or device, or using Department letterhead, crest or signature block identifying their Department rank or affiliation.~~
15. ~~Any employee providing a personal reference, written or verbal, for a current or past employee or volunteer, must advise the potential other employer, organization or person that the employee is speaking in their private capacity and not as a representative of the Department, and provide the following disclaimer, verbally or written in any correspondence:~~

~~*“The opinions I am expressing are my personal opinions and are based on my knowledge of and personal interactions with this person outside of the workplace, and I am not speaking as a representative of the Delta Police Department and not commenting on their performance or anything to do with them in the workplace.”*~~

Documentation

10. An authorized position holder providing a reference shall submit a copy of the written consent, written reference, and/or verbal reference notes to the Inspector i/c Human Resources, who shall add it to the record of the employee or volunteer for whom the reference is requested.



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-10	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Approval of Revised Policy EM60 – <i>Accommodation</i> Approval of Archived Policy EM61 – <i>Employee & Family Assistance Program</i> Approval of Archived Policy EM71 – <i>Medical Examinations</i>	
ACTION REQUIRED <input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Approval/Action/Decision A. THAT the Governance Committee approve the revised provisions of Policy EM60 – <i>Accommodation</i> under the headings of ‘Policy’ and ‘Reason for Policy’ and submit the same to the Police Board for approval. B. THAT the Governance Committee approve the archival of Policies EM61 – <i>Employee & Family Assistance Program</i> and EM71 – <i>Medical Examinations</i> , and submit the same to the Police Board for approval.	

PURPOSE

The purpose of this report is to request that the Governance Committee approve amendments to Policy EM60 – *Accommodation*, and the archival of Policies EM61 – *Employee & Family Assistance Program* and EM71 – *Medical Examinations*, as detailed and recommended herein, and present the same to the Delta Police Board for approval.

DISCUSSION

Policies EM60 – *Accommodation*, EM61 – *Employee & Family Assistance Program*, and EM71 – *Medical Examinations* were reviewed in conjunction to ensure consistency across related policies. This review identified these policies as convoluted, outdated and inconsistent, and it was determined that they would be more suitably addressed within one overarching policy. As a result, sections from Policies EM61 and EM71 were amended as required and have been merged into EM60 – *Accommodation*, and may be subsequently archived.

An overview of merged sections and changes is provided below:

- **Policy EM60 – Accommodation** has been clarified and condensed to:
 - reconcile Inspector and employee responsibilities, remove overlap, and provide complete and linear directions (s. 3 & 4); and
 - amend and remove inequitable and unnecessary sections specific to pregnancy, as there is no discussion of any other specific accommodation, which were either updated to apply generally or removed (s. 4(e) & 9).
- **Policy EM61 – Employee & Family Assistance Program (EFAP)** was a very brief policy that broadly addresses the EFAP program and principles with no directions for employees. Information regarding the EFAP is included within employment terms, and as such, specific

reference to the EFAP was deemed unnecessary to include in policy. Moreover, recent amendments to Policy EM14 - *Oath of Office & Employment Terms* clearly stipulate that all new employees are to be provided, in writing, with information relating to their benefits. With this aspect already addressed in policy, EM61 may be archived.

- **Policy EM71 - Medical Examinations** was also a very brief policy that substantially overlapped with EM60 - *Accommodation*, and sections from this Policy have been amended for consistency and clarity within the new EM60 (s. 7). With this addition, EM71 may be archived.

The 'Policy' and 'Reason for Policy' sections have been generalized to encompass the new Policy's scope and have been amended to reflect proper policy format, and amendments are detailed below for Committee approval.

POLICY

NEW: SECTION 1

New Section 1 reflects the original section but has been reframed as a direction from the Board to the Chief Constable, and broadened as is deemed suitable for a 'Policy' statement:

1. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the request, facilitation and management of employee accommodations, in accordance with the BC Human Rights Code.

ORIGINAL (EM60): SECTION 1

Original Section 1 of EM60 is unnecessarily prescriptive for 'Policy' and is more effectively covered as above, and will therefore be removed:

1. The Delta Police Department (Department) complies with its responsibilities under the British Columbia Human Rights Code (Code) to provide reasonable workplace accommodation to employees who are unable to perform their regular duties because of a disability or other protected ground under the Code short of undue hardship.

ORIGINAL (EM61): SECTION 1

Original Section 1 of EM61 is too prescriptive and is generally covered in Policy EM14 - *Oath of Office & Employment Terms*, and will be removed:

1. The Delta Police Department (Department) will establish and describe, in writing, an employee and family assistance program that will include a post critical incident stress counseling program.

ORIGINAL (EM71): SECTION 1

Original Section 1 of EM71 is covered under 'Procedures' of EM60, as part of the accommodation process, and will be removed:

1. The Delta Police Department (Department) will on occasion require employees to attend a medical examination. This policy specifies the occasions on which a medical examination will be required.

REASON FOR POLICY

NEW: SECTION 2

The new 'Reason for Policy' section combines the original statements to succinctly describe the Policy's purpose and to align with language utilized across Department policies:

2. To seek to ensure employees are provided with reasonable workplace accommodations in accordance with the BC Human Rights Code.

ORIGINAL (EM60): SECTIONS 2-4

Original Sections 2-4 of EM60 are effectively covered as above and will be removed:

2. To address the Department's legal obligation under human rights legislation to provide reasonable accommodation to employees up to the point of undue hardship.
3. To identify the responsibilities of the parties to the accommodation process.
4. To provide a procedure for requesting and managing employee accommodations.

ORIGINAL (EM61): SECTIONS 2 & 3

Original Sections 2 & 3 of EM61 are too prescriptive for this Policy and are sufficiently covered in Policy EM14 - *Oath of Office & Employment Terms*, and will be removed:

2. To provide an employee and family assistance program to eligible personnel.
3. To ensure that all employees are aware of the program and how to obtain these services.

ORIGINAL (EM71): SECTIONS 2-4

The intent of original Sections 2-4 of EM71 is covered by new Section 2 as above, and specific reference to medical examinations are addressed under 'Procedures', and will therefore be removed:

2. To specify the occasions on which a medical examination will be required.
3. To comply with Collective Agreement provisions.
4. To ensure the safety of employees and the public.

PROCEDURES

Procedures are approved by the Chief Constable. For Committee information, the Procedures are included in the proposed amended Policy, as set out in Attachment A. In response to feedback from the HR Committee, s. 4(a) of the EM60 Procedures will be amended to clarify that employees may provide documentation, in addition to medical documentation, to support accommodation requests.

CONCLUSION

That concludes the review of Policy EM60 - *Accommodation*. The amended Policy clearly describes responsibilities associated with the accommodation process and reflects proper policy format. It also effectively encompasses Policies EM61 - *Employee & Family Assistance Program* and EM71 - *Medical Examinations*, which may subsequently be archived.

ATTACHMENTS

- A. EM60 - *Accommodation*, as amended.
- B. EM60 - *Accommodation*, original (to be replaced by Attachment A).
- C. EM61 - *Employee & Family Assistance Program* (to be archived).
- D. EM71 - *Medical Examinations* (to be archived).
- E. EM60 - Redline Comparison (Amended & Original).

Attachment A.

Policy EM60 - *Accommodation*, as amended.

EM60

ACCOMMODATION

EM60

Effective Date: 16 February 2016
Last Reviewed/Revised Date: TBD*

Contents

POLICY.....

REASON FOR POLICY.....

RELATED POLICIES.....

PROCEDURES

 Responsibilities.....

 Medical Assessment.....

 Considerations.....

POLICY

1. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the request, facilitation and management of employee accommodations, in accordance with the BC Human Rights Code.

REASON FOR POLICY

2. To seek to ensure employees are provided with reasonable workplace accommodations in accordance with the BC Human Rights Code.

RELATED POLICIES

- EC21 - Fitness for Duty (Drug & Alcohol Use)
- EM20 - Recruitment & Selection
- EM70 - Absence & Health-Related Leave

PROCEDURES

Responsibilities

3. An employee seeking accommodation shall:
 - a) submit their request to the Inspector i/c Human Resources or delegate (Inspector), describing the circumstances and terms of the accommodation being requested;
 - b) participate in the process of identifying accommodation options, including providing supporting documentation;
 - c) inform the Inspector of any changes relevant to the need for the accommodation and provide supporting information in a timely manner; and
 - d) cooperate with treatment recommendations from a qualified health practitioner.
4. The Inspector is responsible for:

- a) identifying reasonable accommodation options with consideration of the information provided by the employee's qualified health practitioner;
 - b) offering reasonable accommodation options, which may include:
 - i. adjustment of work hours or location,
 - ii. changes to work stations or equipment,
 - iii. provision of specific services or aids, or
 - iv. reassignment of duties;
 - c) monitoring accommodations to determine their effectiveness in meeting the needs of the employee and their impact on the workplace, and adjusting or terminating accommodations as deemed appropriate;
 - d) obtaining sufficient documentation from a qualified health practitioner to support an employee's return to duties; and
 - e) ensuring employees complete any training or recertifications required for their duties prior to returning to those duties.
5. The Inspector may request information from the employee to support the need for accommodation on an ongoing basis.
 6. Failure to provide sufficient documentation to support an accommodation request may result in the request being discontinued or denied.

Medical Assessment

7. The Inspector may require an employee to undergo a medical assessment conducted by a qualified health practitioner, as necessary, including but not limited to the following situations:
 - a) as part of the accommodation process;
 - b) if there are concerns in relation to health or safety;
 - c) an employee's return to duties following a leave of absence; and
 - d) if an employee provides documentation to support an accommodation and there is reason to question its adequacy, validity, or reliability (at the Department's expense).

Considerations

8. An employee who has not completed their probationary period before commencing an accommodation may have the probationary period extended to exclude the period of accommodation.
9. An employee who is unable to perform their duties, with or without an accommodation, may be placed on a leave of absence.

*Revised Dates:
16 January 2023

Attachment B.

Policy EM60 – *Accommodation*, original (to be replaced by Attachment A).

EM60**ACCOMMODATION****EM60**

Effective Date: 16 February 2016
Last Reviewed/Revised Date: 16 January 2023*

POLICY

1. The Delta Police Department (Department) complies with its responsibilities under the British Columbia Human Rights Code (Code) to provide reasonable workplace accommodation to employees who are unable to perform their regular duties because of a disability or other protected ground under the Code short of undue hardship.

REASON FOR POLICY

2. To address the Department's legal obligation under human rights legislation to provide reasonable accommodation to employees up to the point of undue hardship.
3. To identify the responsibilities of the parties to the accommodation process.
4. To provide a procedure for requesting and managing employee accommodations.

PROCEDURES**Responsibilities**

5. The employee seeking accommodation shall:
 - a) submit their request to the attention of the Inspector i/c Human Resources describing their circumstances and the terms of the accommodation being requested;
 - b) if requesting accommodation for medical reasons, include reports sufficient to assist in the process of identifying the basis for and appropriate accommodation;
 - c) keep Human Resources informed of any changes relevant to the need for accommodation and to respond to requests from Human Resources for further information in a timely manner;
 - d) participate in the process of identifying accommodation options, and accept a reasonable accommodation;
 - e) cooperate with treatment or rehabilitation that seeks to facilitate a return to previous terms of employment;
 - f) provide information as requested regarding the return to previous terms of employment; and
 - g) recertify any expired certifications before returning to regular or active duties, as determined by the Deputy Chief or delegate.
6. If the employee is a member of a union, the union is responsible for participating in, cooperating with, and facilitating the accommodation.
7. The Inspector i/c Human Resources, or delegate, is responsible for:

- a) assessing the employee's capabilities and restrictions and conducting an analysis of the employee's position and the workplace;
 - b) canvassing and discussing alternative terms of employment options with the employee and their union representative, if applicable;
 - c) considering and offering an accommodation plan, which may include:
 - i) adjustment of work hours,
 - ii) adjustment of work location,
 - iii) changes to work stations or equipment,
 - iv) provision of specific services or aids, or
 - v) reassignment of duties;
 - d) monitoring the plan to determine its effectiveness in meeting the needs of the employee and its impact on the workplace and adjust or terminate the accommodations as deemed appropriate; and
 - e) maintaining the privacy and confidentiality of employee information, and maintaining records related to accommodation requests and plans, disclosing such information only as necessary or as required by law.
8. Human Resources may request further information from the employee initially and on an ongoing basis, including detailed medical information, an independent medical examination, or functional capability assessment and without such information an accommodation may not be able to be approved or continued.
9. A member, who has not completed their probationary period before reassignment to modified duties, will have the probationary period extended to exclude the period of reassignment.

Accommodation of Pregnancy

10. Members who are pregnant are encouraged to report their condition to their supervisor at the earliest opportunity.
11. A member who is pregnant may request reassignment during their pregnancy, and such reassignment will meet the following criteria:
- a) plain clothes assignment with no visible police identifiers;
 - b) workplace environment with no uncontrolled access to the member by the public; and
 - c) duties which do not create an unreasonable risk of harm to the member or their unborn child.
12. An employee who is pregnant may be required to commence their maternity leave where the duties of their position may not reasonably be performed due to the pregnancy.
13. A member who is pregnant will not be required to participate in recertification in use of force techniques or firearms during reassignment or maternity leave.

Attachment C.

Policy EM61 - *Employee & Family Assistance Program*, to be archived.

EM61

EMPLOYEE & FAMILY ASSISTANCE PROGRAM

EM61

Effective Date: 24 July 1997

Last Reviewed/Revised Date: 31 August 2022*

Contents

POLICY.....

REASON FOR POLICY.....

RELATED POLICIES.....

PROCEDURES

 General.....

 Delta Police Association

 CUPE.....

POLICY

1. The Delta Police Department (Department) will establish and describe, in writing, an employee and family assistance program that will include a post critical incident stress counseling program.

REASON FOR POLICY

2. To provide an employee and family assistance program to eligible personnel.
3. To ensure that all employees are aware of the program and how to obtain these services.

RELATED POLICIES

- EC21 - Fitness for Duty (Drug & Alcohol Use)
- EM60 - Accommodation
- EM62 - Critical Incident Stress Management Team

PROCEDURES

General

4. An Employee and Family Assistance Program (EFAP) is an employee benefit program supported by the DPA, CUPE and the Delta Police Board, aimed to confidentially assist employees and their eligible family members in resolving personal problems that can affect their well-being and their ability to perform their jobs.
5. The EFAP is established according to the following principles:
 - a) programs have been developed to address family and marital, legal, financial, stress and general emotional health problems, as well as alcohol and drug concerns;
 - b) the EFAP is not part of a progressive discipline process, nor part of performance appraisal; and
 - c) confidentiality is assured by the consultants used.

Delta Police Association

6. Members may contact any of the psychological service providers approved by the health benefit underwriter, and may obtain the information from Human Resources.
7. Members do not require pre-approval from the Department and are not required to disclose the use of the EFAP unless they voluntarily choose to do so.
8. Where the condition is as a result of a workplace event or injury, Critical Incident and ongoing support is available through Work Safe B.C. Information can be obtained from the Sergeant or Inspector i/c Human Resources.

CUPE

9. The EFAP for CUPE employees is a confidential free program available through a private counseling firm. Information concerning the EFAP may be obtained from Human Resources.

*Revised Dates:
14 June 2012
11 December 2015

Attachment D.

Policy EM71 - *Medical Examinations*, to be archived.

EM71**MEDICAL EXAMINATIONS****EM71**

Effective Date: 01 January 1996
Last Reviewed/Revised Date: 20 September 2022*

POLICY

1. The Delta Police Department (Department) will on occasion require employees to attend a medical examination. This policy specifies the occasions on which a medical examination will be required.

REASON FOR POLICY

2. To specify the occasions on which a medical examination will be required.
3. To comply with Collective Agreement provisions.
4. To ensure the safety of employees and the public.

RELATED POLICIES

EC21 - Fitness for Duty (Drug & Alcohol Use)
EM20 - Recruitment & Selection
EM60 - Accommodation
EM61 - Employee & Family Assistance Program
EM70 - Attendance Management & Support

PROCEDURES

5. The Deputy i/c Administration Bureau (Deputy Chief) may appoint a qualified medical practitioner to determine:
 - a) the fitness for duty of a potential recruit during the selection process;
 - b) the fitness for duty of a member during the probation period or prior to promotion;
 - c) the fitness of a member for specialist duties;
 - d) the fitness for duty of a member as part of the accommodation process; or
 - e) the fitness for duty of a member where concerns over health or safety have arisen.
6. When a returning member is certified fit to return to limited duties or where the physician has certified them fit for full duties, but the Deputy Chief, or delegate, believes that a reasonable doubt exists as to the member's fitness, the Deputy Chief may refer the member to a medical practitioner at the Department's expense.
7. Any employee having to remain off work as a result of illness, injury or surgery, before returning to duty, may be required to submit a report from the attending physician certifying that the employee is fit for the full range of duties associated with their role within the Department.
8. Employees have an obligation to cooperate with the accommodation process and to provide medical information requested.

*Revised Dates:
17 December 2012
19 January 2016

Attachment E.

Redline Comparison (Amended EM60 & Original EM60).

EM60	ACCOMMODATION	EM60
POLICY		
1.	The Delta Police Department (Department) complies with its responsibilities under the British Columbia Human Rights Code (Code) to provide reasonable workplace accommodation to employees who are unable to perform their regular duties because of a disability or other protected ground under the Code short of undue hardship. <u>Chief Constable shall provide Procedures, pursuant to this Policy, regarding the requesting and managing, facilitation and management of employee accommodations, in accordance with the BC Human Rights Code.</u>	
REASON FOR POLICY		
2.	To address the Department's legal obligation under human rights legislation to provide reasonable accommodation to employees up to the point of undue hardship. <u>seek to ensure employees are provided with reasonable workplace accommodations in accordance with the BC Human Rights Code.</u>	
3.	To identify the responsibilities of the parties to the accommodation process.	
4.	To provide a procedure for requesting and managing employee accommodations.	
PROCEDURES		
Responsibilities		
<u>3.</u>	5. An employee seeking accommodation shall:	
a)	submit their request to the attention of the Inspector i/c Human Resources <u>or delegate (Inspector),</u> describing their circumstances and the terms of the accommodation being requested;	
b)	if requesting accommodation for medical reasons, include reports sufficient to assist in the process of identifying the basis for and appropriate accommodation; <u>participate in the process of identifying accommodation options, including providing supporting documentation;</u>	
c)	keep Human Resources informed <u>inform the Inspector</u> of any changes relevant to the need for <u>the</u> accommodation and to respond to requests from Human Resources for further <u>provide supporting</u> information in a timely manner; <u>and</u>	
EM60	Accommodation	EM60

Delta Police Department Policy

-
- d) ~~participate in the process of identifying accommodation options, and accept a reasonable accommodation;~~
 - d) ~~e) cooperate with treatment or rehabilitation that seeks to facilitate a return to previous terms of employment;~~ recommendations from a qualified health practitioner.
 - f) ~~provide information as requested regarding the return to previous terms of employment; and~~
 - g) ~~recertify any expired certifications before returning to regular or active duties, as determined by the Deputy Chief or delegate.~~
6. ~~If the employee is a member of a union, the union is responsible for participating in, cooperating with, and facilitating the accommodation.~~
4. ~~7.~~ The Inspector ~~i/c Human Resources, or delegate,~~ is responsible for:
- a) ~~assessing the employee's capabilities and restrictions and conducting an analysis of the employee's position and the workplace;~~ identifying reasonable accommodation options with consideration of the information provided by the employee's qualified health practitioner;
 - b) ~~canvassing and discussing alternative terms of employment options with the employee and their union representative, if applicable;~~
 - b) ~~e) considering and offering an~~ reasonable accommodation ~~plan options,~~ which may include:
 - i) ~~adjustment of work hours,~~ or
 - ii) ~~adjustment of work~~ location,
 - ii) ~~iii) changes to work stations or equipment,~~
 - iii) ~~iv) provision of specific services or aids, or~~
 - iv) ~~v) reassignment of duties;~~
 - c) ~~d) monitoring the plan accommodations to determine its/their effectiveness in meeting the needs of the employee and its/their impact on the workplace, and adjusting or terminating the accommodations as deemed appropriate; and~~

-
- e) ~~maintaining the privacy and confidentiality of employee information, and maintaining records related to accommodation requests and plans, disclosing such information only as necessary or as required by law.~~
 - d) obtaining sufficient documentation from a qualified health practitioner to support an employee's return to duties; and
 - e) ensuring employees complete any training or recertifications required for their duties prior to returning to those duties.
5. ~~8.Human Resources~~The Inspector may request ~~further~~ information from the employee ~~initially and~~to support the need for accommodation on an ongoing basis, ~~including detailed medical information, an independent medical examination, or functional capability assessment and without such information an accommodation may not be able to be approved or continued.~~
6. Failure to provide sufficient documentation to support an accommodation requests may result in the request being discontinued or denied.

Medical Assessment

7. The Inspector may require an employee to undergo a medical assessment conducted by a qualified health practitioner, as necessary, including but not limited to the following situations:
- a) as part of the accommodation process;
 - b) if there are concerns in relation to health or safety;
 - c) an employee's return to duties following a leave of absence; and
 - d) if an employee provides documentation to support an accommodation and there is reason to question its adequacy, validity, or reliability (at the Department's expense).

Considerations

8. ~~9.A member,~~An employee who has not completed their probationary period before ~~reassignment to modified duties, will~~commencing an accommodation may have the probationary period extended to exclude the period of ~~reassignment.~~

Accommodation of Pregnancy

10. ~~Members who are pregnant are encouraged to report their condition to their supervisor at the earliest opportunity.~~

-
-
11. ~~A member who is pregnant may request reassignment during their pregnancy, and such reassignment will meet the following criteria:~~
- a) ~~plain clothes assignment with no visible police identifiers;~~
 - b) ~~workplace environment with no uncontrolled access to the member by the public; and~~
 - c) ~~duties which do not create an unreasonable risk of harm to the member or their unborn child.~~
12. ~~An employee who is pregnant may be required to commence their maternity leave where the duties of their position may not reasonably be performed due to the pregnancy.~~
13. ~~A member who is pregnant will not be required to participate in recertification in use of force techniques or firearms during reassignment or maternity leave.~~
9. An employee who is unable to perform their duties, with or without an accommodation, may be placed on a leave of absence.



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-10	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Approval of Archived Policy EC10 - <i>Rules of Conduct</i>	
ACTION REQUIRED <input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Approval/Action/Decision A. THAT the Governance Committee approve the archival of Policy EC10 - <i>Rules of Conduct</i> and submit the same to the Police Board for approval.	

PURPOSE

The purpose of this report is to request that the Governance Committee approve the archival of Policy EC10 - *Rules of Conduct* as detailed and recommended herein, and present the same to the Delta Police Board for approval.

DISCUSSION

Review of Policy EC10 - *Rules of Conduct* identified that this Policy has no clear purpose or scope and includes many unrelated and varied directions. To rectify this, each section has been moved into the most suitable existing policy, allowing Policy EC10 to be archived. However, in doing so, five other policies have been amended (two under 'Policy' and 'Reason for Policy,' requiring Committee approval, and three under 'Procedures,' as approved by the Chief Constable).

Sections from Policy EC10 were added to the following three policies accordingly (in red), under 'Procedures,' as approved by the Chief Constable but provided for Committee information:

Policy DP40 - Uniforms, Insignia & Identification (s. 8 & 12) (EC10 s. 24-28)

8. On-duty members must provide their surname, badge number, and rank if requested to do so by any person, as soon as practicable, except if engaged in plainclothes operations that require their identity to remain concealed.
9. All members on duty, whether in uniform or not, must carry their issued photo identification card and pocket badge.
10. All members in uniform shall wear an issued tag, with their name or personnel identification number, clearly visible on their upper right side chest.
11. Members shall only use business cards of a design approved by the Chief Constable and issued by the Quartermaster.
12. If a member is issued a new photo identification card, they must return their previous card to Human Resources for destruction.

Policy EC20 - Personal Appearance (s. 8 & 9) (EC10 s. 12 & 21-23)

8. Employees in uniform are expected to refrain from smoking or chewing tobacco within public view, and smoking or chewing tobacco is prohibited in any Department vehicle, building or facility.
9. Employees shall not attend any licensed premise or any store selling alcohol or cannabis for the purpose of purchasing alcohol or cannabis while in uniform.

Policy EM15 - Availability for Duty (s. 12 & 13) (EC10 s. 15-18)

12. Employees who have requested and received authorization to participate in a Department sanctioned event shall:
 - a. be paid for their shift, if the employee is attending during a scheduled work day; and
 - b. not be paid if the employee is not scheduled to work, but may request that their schedule be adjusted such that their participation would fall on a scheduled work day.
13. The application of WorkSafeBC coverage while participating in a Department sanctioned event or related activity is determined by WorkSafeBC.

Policy EC10 is included in Attachment A, as proposed to be archived, noting which sections have been moved and to where as well as sections that were deemed appropriate to remove entirely.

Note: The two policies (EC11 & DM13) where amendments were required under 'Policy' and 'Reason for Policy' are described in separate reports.

CONCLUSION

This concludes the review of Policy EC10 - *Rules of Conduct*. Archiving this Policy allows all previously included sections to be placed more suitably within other related policies.

ATTACHMENTS

- A. EC10 - *Rules of Conduct*, to be archived.

Attachment A.

Policy EC10 - *Rules of Conduct*, to be archived.

EC10**RULES OF CONDUCT****EC10**

Effective Date: 01 January 1996
Last Reviewed/Revised Date: 15 October 2020*

POLICY

1. Delta Police Department (Department) employees shall conduct themselves as required by law and consistent with the Department's Core Values and policies.

REASON FOR POLICY

2. To ensure a high level of professional conduct by employees and volunteers.

RELATED POLICIES

DM13 - Authority & Supervision
DP40 - Uniforms, Insignia & Identification
EC11 - Conflict of Interest
EC21 - Fitness for Duty (Drug & Alcohol Use)
EC40 - Use of Personal Social Media

PROCEDURES**Solicitations by Members**

(s. 3-5 **moved** to EC11 - *Conflict of Interest*)

3. Subject to Sections 4 and 5, Department employees and volunteers shall not, directly or indirectly, whether personally, in concert with others, or under the auspices of any group or organization:
 - a) use any Department or issued equipment, or uniform, or Department materials for unauthorized purposes; or
 - b) associate, specifically or by implication, 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.
4. The Chief Constable, if satisfied upon receiving application from one or more employees, that a proposed activity covered by section 3 is in the best interest of the Department, community or the public, may approve such activities and attach any conditions to the approval.
5. Nothing in this rule affects the right of any of employee to freely speak, write, express opinion, or transact business in a personal or private capacity, distinct from their employment with the Board.

Grievances

(s. 6-8 **removed**; addressed sufficiently in employment terms)

6. Alleged Collective Agreement violations will be dealt with pursuant to the respective Collective Agreement.

7. Nothing in this policy prevents a supervisor and employee from attempting to informally address a matter outside of the grievance process.
8. The Chief Constable or delegate will conduct an annual review of grievances to identify possible trends in filed grievances for the purpose of taking action to prevent future grievances.

Liability for Damage to Property

(s. 9 & 10 **to be added to new policy** regarding liability (in progress))

9. When a member damages private or public property in the course of carrying out their duties, a file must be initiated and a full report submitted detailing the nature and cause of the damage. A copy of the report shall be submitted to the member's supervisor. The supervisor will forward a copy of the report to the Deputy Chief Constable.
10. Members must not make any statements to any external person or agency regarding their own liability or that of the Department. All external enquiries regarding liability are to be referred to the Inspector, Human Resources Branch.

Contracting Debts

(s. 11 **moved** to EC11 - *Conflict of Interest*)

11. Employees shall not incur, or fail to discharge financial or other debts, if such debts will, may or may be perceived to have the effect of influencing the employee in the discharge of their duties as an employee of the Department.

Attending Liquor & Cannabis Sales Establishments

(s. 12 **moved** to EC20 - *Personal Appearance*)

12. Members shall not attend a licensed premise, liquor store or store selling cannabis for the purpose of purchasing alcohol or cannabis, while wearing all or part of their uniform.

Department Sanctioned Events

(s. 13 & 14 **moved** to EC11 - *Conflict of Interest*)

(s. 15-18 **moved** to EM15 - *Availability for Duty*)

13. The Chief Constable may, upon receipt of a written application, authorize and sanction Department events.
14. Employees who wish to voluntarily participate in sanctioned events must apply, in writing, to the Chief Constable or delegate for authorization.
15. Employees directed by a supervisor to assist with or participate in a Department sanctioned event do so in accordance with the provisions of their Collective Agreement.
16. Employees authorized to voluntarily participate in a sanctioned event:
 - a) will be paid for their shift or the lesser portion thereof that participating involves, if the event is on a day the employee is scheduled to work;
 - b) will not be paid if the event falls on a day the employee is not scheduled to work; and
 - c) may request their schedule to be adjusted such that the day(s) the employee participates in the event will be work days.
17. The application of WorkSafeBC coverage while voluntarily participating in a sanctioned event, during times that an employee is not scheduled to work, is a determination made exclusively by WorkSafeBC.

18. An employee practicing for a sanctioned event during times when the employee is not working scheduled hours, will not be compensated under the Collective Agreement or subject to WorkSafeBC coverage.

Public Speaking

(s. 19 & 20 **moved** to EC11 - *Conflict of Interest*)

19. No employee of the Department may present a speech pertaining to police matters or activities to any group or gathering without first obtaining permission from the employee's immediate supervisor.
20. The policy regarding public speaking is not intended in any way to restrict the activities or business conducted by the Delta Police Association or CUPE.

Use of Tobacco Products

(s. 21-23 **moved** to EC20 - *Personal Appearance*)

21. Smoking or chewing tobacco products by uniformed members while on duty detracts from the police image; therefore, members should restrict their smoking and tobacco chewing habits to permitted locations out of public view.
22. Smoking or chewing tobacco products is prohibited in any Department vehicle or building, including leased or rented properties.
23. Smoking or chewing tobacco is permitted outside of Department buildings away from public view in areas designated by the Chief Constable.

Re-Issue of Cards & Badges

(s. 24 & 25 **moved** to DP40 - *Uniforms, Insignia & Identification*)

24. Employees shall be issued new identification cards with an updated photograph every five years, and their previous card collected and returned to the Human Resources Branch for destruction when the new card is issued.
25. When a member is promoted, they shall be provided a rank specific identification card, containing an updated photograph, and badge.

Identification of Employees

(s. 26-28 **moved** to DP40 - *Uniforms, Insignia & Identification*)

26. On duty uniform members will provide their surname, badge number, and rank if requested to do so by the public.
27. Plainclothes members will also comply with requests to identify themselves, unless they are involved in duties that require their identity be concealed.
28. Police staff may, if they so choose, restrict identification to their employee number in communication with the public.

Conflicting Orders

(s. 29 & 30 **moved** to DM13 - *Authority & Supervision*)

29. Members will obey a lawful order or directive issued by a member senior in rank. This also includes any such order or directive relayed through any member. When two or more lawful orders or directives are given that may be in conflict, the police officer will:
 - a) inform the supervisor or member issuing the order about the conflict so that it can be resolved; and

- b) follow the last order given.
30. When the conflicting order is not altered or retracted, the member will not be responsible for disobedience of the original order or directive.

Presentation to the Delta Police Board & Chief Constable

(s. 31 & 32 **removed**; determined unnecessary to include and applicability unclear)

31. An employee will not make a complaint or other representation to the Board, except through the Chief Constable or a recognized representative of CUPE or the Association. This does not apply to complaints about the actions of the Chief Constable, which must be made directly to the Board or to the Office of the Police Complaint Commissioner in accordance with the Police Act.
32. Formal communications to the Chief Constable will be made in writing, and will be submitted to the member's supervisor who will forward the communication through the chain of command. Communications of a highly confidential nature may be handed personally to the Chief Constable.

*Revised Dates:
01 May 2008
16 March 2012
24 October 2013
17 March 2014
23 May 2017
15 October 2018



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-10	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Approval of Revised Policy EC11 - <i>Conflict of Interest</i>	
ACTION REQUIRED <input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Approval/Action/Decision A. THAT the Governance Committee approve the revised provisions of Policy EC11 - <i>Conflict of Interest</i> under the headings of 'Policy' and 'Reason for Policy' and submit the same to the Police Board for approval.	

PURPOSE

The purpose of this report is to request that the Governance Committee approve amendments to Policy EC11 - *Conflict of Interest* as detailed and recommended herein, and present the same to the Delta Police Board for approval.

DISCUSSION

Policy EC11 has been reorganized and condensed to provide clear responsibilities for identifying, disclosing and managing conflicts of interest related to secondary engagements, charitable events and fundraising activities, public events, political activity, gratuities and gifts, and debts. The amended Policy reflects proper policy format and ensures related sections are together, with many sections previously under 'Policy' moved under 'Procedures.'

Note: This Policy includes sections moved from archived Policy EC10 - *Rules of Conduct*.

Amendments to 'Procedures' are approved by the Chief Constable but are included in Attachment A and are briefly described below for Committee information:

- language updated where necessary to ensure clarification and appropriate terminology;
- the approval process for secondary engagements delegated to the Superintendent i/c Administration Bureau (s. 7 & 8);
- sections amended and added from EC10 - *Rules of Conduct*, as deemed more suitable under this Policy (s. 12 & 26);
- directions updated and clarified related to political activity (s. 19-21); and
- directions updated and clarified related to gratuities and gifts (s. 23).

Amendments to the 'Policy' and 'Reason for Policy' sections are detailed below for Committee approval.

POLICY

NEW: SECTIONS 1-3

New Sections 1-3 reflect the original statements but have been amended to encompass all related topics covered under this Policy, with overarching directions from the Police Board to the Chief Constable and employees:

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.'

ORIGINAL: SECTIONS 1-7

Original Section 1 is effectively covered under new Section 2 above; original Section 2 has been generalized as above in new Section 1 and otherwise moved under 'Procedures'; original Sections 3-6 have been moved under 'Procedures'; and original Section 7 has been replaced by the new Section 3 as above. Therefore, they will be removed:

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

NEW: SECTION 4

The new 'Reason for Policy' section encompasses the Policy's purpose and scope:

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.

ORIGINAL: SECTIONS 8 & 9

Original Sections 8 & 9 are more appropriately covered as above and will be removed:

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.

PROCEDURES

Procedures are approved by the Chief Constable. For Committee information, the Procedures are included in the proposed amended Policy, as set out in Attachment A.

CONCLUSION

That concludes the review of Policy EC11 - *Conflict of Interest*. The amended Policy clearly and succinctly describes responsibilities for identifying, disclosing and managing conflicts of interest, and reflects proper policy format.

ATTACHMENTS

- A. EC11 - *Conflict of Interest*, as amended.
- B. EC11 - *Conflict of Interest*, original (to be replaced by Attachment A).
- C. Redline Comparison (Amended & Original).

Attachment A.

Policy EC11 - *Conflict of Interest*, as amended.

EC11

CONFLICT OF INTEREST

EC11

Effective Date: 28 October 1997
Last Reviewed/Revised Date: TBD*

Contents

POLICY.....

REASON FOR POLICY.....

RELATED POLICIES.....

PROCEDURES

 Secondary Engagements

 Charitable Events & Fundraising Activities.....

 Public Events.....

 Political Activity.....

 Gratuities & Gifts.....

 Debts

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.

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

Attachment B.

Policy EC11 – *Conflict of Interest*, original (to be replaced by Attachment A).

EC11**CONFLICT OF INTEREST****EC11**

Effective Date: 28 October 1997
Last Reviewed/Revised Date: 05 December 2023*

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.

DEFINITIONS

10. For the purposes 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.

Delta Police Department Policy

Attachment C.

Redline Comparison (Amended & Original).

EC11

CONFLICT OF INTEREST

EC11

POLICY

1. Delta Police Department (Department) employees must not participate in any secondary engagement, activity, event, or transaction that may reasonably be perceived to give rise to constitute a 'conflict of interest or,' 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 ~~authorities of their position~~ 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 ~~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;~~
 - e) ~~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).~~

EC11

Conflict of Interest

EC11

Delta Police Department Policy

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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.~~
 3. ~~7.~~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. ~~8.~~To seek to ensure public trust and confidence in effectively identify, disclose and manage 'conflicts of interest' in order to protect the integrity of the Department and its employees.~~mitigate associated risks.~~
9. ~~To maintain the impartiality of employees in carrying out the duties of their employment without restricting their rights and freedoms.~~

DEFINITIONS

5. ~~10.~~For the purposes of this pPolicy, the following definitions will apply:

Conflict of Interest: an actual ~~or~~ perceived or potential 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 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, ~~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

6. ~~11.~~ 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. ~~All employees~~
7. Employees must submit a request to the Chief Constable’s Office, in writing, outlining the details of their any secondary employment 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 (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 the 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) ~~a)~~ bill collecting;
 - c) ~~b)~~ skip tracing;
 - d) ~~e)~~ the provision of property or personal security services;
 - e) ~~d)~~ private investigative services;

Delta Police Department Policy

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- f) ~~e)~~the licencesed sale of alcohol* or cannabis;

~~*not applicable for police staff in 'food-primary licence' or 'liquor-primary licence' employment~~
 - g) ~~f)~~licencesed gaming;
 - h) ~~g)~~insurance adjusting or investigation;
 - i) ~~h)~~adult escort services;
 - j) ~~i)~~the serving of legal process;
 - k) ~~j)~~the requirement to be armed*;

~~k) pornography; or *not applicable if a member of the Canadian Armed Force.~~
 - l) ~~stripping~~the creation, production, or distribution of sexually explicit material; or

~~*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

- 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. ~~16.~~ Where ~~If~~ an organization seeks to have an employee, ~~in the role of~~ assume a directorship position, ~~as a~~ 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~~

Delta Police Department Policy

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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

14. ~~25.~~ Employees ~~planning~~seeking to organize, participate in, or endorse a charitable ~~or fund-raising event,~~ as a representative of the Department, ~~must receive authorization from~~submit a request for approval in writing to the Chief Constable.
15. ~~26.~~ Employees ~~planning~~seeking to solicit funds for a Department project must receive authorization from the Chief Constable.
16. ~~27.~~ Any business, ~~charity or member of the public wishing~~organization or person seeking to make a donation to the Department ~~is to~~must be directed to the ~~Office of the Chief Constable~~Chief's Office, and the Chief Constable ~~will~~must report all accepted donations in excess of \$500 to the ~~Board~~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.

Delta Police Department Policy

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18. ~~28. The Chief Constable may grant approval for t~~The Department name, emblem or flag ~~to~~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. ~~29. A~~Any person seeking to offer a gratuity or gift ~~to an employee, specific to their employment with the Department, is to~~that does not meet the requirements of Section 23 shall 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.~~
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.



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-10	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Approval of Revised Policy DM13 - <i>Authority & Supervision</i> Approval of Archived Policy DM11 - <i>Organizational Structure</i>	
ACTION REQUIRED <input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Approval/Action/Decision A. THAT the Governance Committee approve the revised provisions of Policy DM13 - <i>Authority & Supervision</i> under the headings of 'Policy' and 'Reason for Policy' and submit the same to the Police Board for approval. B. THAT the Governance Committee approve the archival of Policy DM11 - <i>Organizational Structure</i> and submit the same to the Police Board for approval.	

PURPOSE

The purpose of this report is to request that the Governance Committee approve amendments to Policy DM13 - *Authority & Supervision* and the archival of Policy DM11 - *Organizational Structure* as detailed and recommended herein, and present the same to the Delta Police Board for approval.

DISCUSSION

Policy DM13 - *Authority & Supervision* has been condensed and reorganized to provide clear and succinct directions to employees, and language has been amended to align with the *Police Act*. Many sections previously covered under 'Policy' have been moved under 'Procedures' to reflect proper policy format. Additionally, overlap was identified with Policy DM11 - *Organizational Structure*, a very brief Policy, and was deemed suitable to merge into DM13 and subsequently be archived.

Note: This Policy includes sections moved from archived Policy EC10 - *Rules of Conduct*.

Amendments to 'Procedures' are approved by the Chief Constable but are included in Attachment A and are briefly described below for Committee information:

- 'Definitions' removed and described throughout Policy as required, as these terms are consistent across Department policies and will be addressed in a glossary (in progress); and
- compliance with lawful orders and instructions has been clarified, including:
 - language used directly from the *Police Act* and employment law (s. 13 & 14), and
 - directions related to conflicting orders (moved from EC10 - *Rules of Conduct*) (s. 15 & 16).

Amendments to the 'Policy' and 'Reason for Policy' sections are detailed below for Committee approval.

POLICY

NEW: SECTIONS 1-4

New Sections 1 & 2 reflect the original statements but are more succinct and utilize language directly from the *Police Act*; new Section 3 reflects the original section with added reference to establishing an “organizational structure” to encompass archived Policy DM11; and new Section 4 reflects proper policy format:

1. Under the direction of the Delta Police Board, the Chief Constable has general supervision and command over the Delta Police Department (Department) and must exercise powers and perform duties in accordance with the *Police Act*, and any other enactment, and ensure compliance with the BC *Provincial Policing Standards* (BCPPS).
2. The Chief Constable may delegate their powers or duties as deemed necessary and as permitted by the *Police Act* and BCPPS.
3. The Chief Constable is responsible for the overall operation and administration of the Department and shall establish an organizational structure, identifying positions that have the authority over and are responsible for each component or function.
4. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding authority and supervision.

ORIGINAL (DM13): SECTIONS 1-13

Original Sections 1-5 are more effectively covered by the above and original Sections 6-13 have been amended as required and moved under ‘Procedures,’ as they are more suitable as directions from the Chief Constable to employees. They will therefore be removed:

Authority

1. Delta The Delta Police Department (Department) shall provide policing services in accordance with the B.C. Police Act (Act) and its regulations.
2. The duties and functions of the Department shall be under the direction of the Delta Police Board (Board) in accordance with the Act.
3. The Chief Constable of the Department has, under the direction of the Board, general supervision and command over the Department and must perform the other functions and duties assigned to the Chief Constable under the Act, or as required under any other Act.
4. The Chief Constable may delegate authority to the extent considered necessary and proper.
5. The Department has established a line of authority to:
 - a. identify the rank structure and responsibility for direction; and
 - b. designate the order of precedence for authority that will ensure that the appropriate leadership and supervisory direction is available at all times.
6. Department employees will have the authority to make decisions necessary for the effective and lawful execution of their responsibilities.

Organizational Components & Functions

7. Each organizational component and function within the Department will have a designated position that has authority for that component or function and is accountable and responsible for it.

Direction Protocol

8. Where employees of different components or functions are engaged in a single operational or administrative situation, there will be a clearly established and defined line of authority protocol conveyed to all employees involved.

Supervision & Compliance

9. Supervisors will be responsible for the work-related performance of departmental employees under their immediate supervision.
10. Employees will comply with the lawful directions of supervisors including directions relayed from supervisors of other employees of the same or lesser seniority or of the same or lesser rank.

Line of Authority & Responsibility

11. The police line of authority and responsibility for supervision by rank shall be:
 - a. Chief Constable;
 - b. Deputy Chief Constable;
 - c. Superintendent;
 - d. Inspector;
 - e. Staff Sergeant;
 - f. Sergeant;
 - g. Senior Constable;
 - h. Constable;
 - i. Special Municipal Constable.
12. The police staff line of authority and responsibility for supervision shall be:
 - a. Chief Constable;
 - b. Deputy Chief Constable;
 - c. Police Staff Manager;
 - d. Police Staff Supervisor;
13. Sections 11 and 12 of this Policy do not preclude the practice where some police staff shall be supervised by a police staff supervisor but subject to police supervision in operational circumstances.

ORIGINAL (DM11): SECTIONS 1-3

Original Sections 1-3 of DM11 are effectively covered by the new 'Policy' sections for DM13, and will be removed:

1. Under the direction of the Delta Police Board, the Chief Constable is responsible for the overall operation and administration of the Delta Police Department (Department).
2. The Chief Constable shall devise and maintain an organizational structure for the Department that facilitates the effective enforcement of laws, maintenance of law and order, and prevention of crime.
3. The Department's organizational structure shall be depicted in chart form and published on the Department's website and Intranet.

REASON FOR POLICY

NEW: SECTIONS 4 & 5

The new 'Reason for Policy' sections succinctly describe the Policy's purpose and scope:

4. To seek to ensure the effective and efficient provision of policing and law enforcement.
5. To establish a line of authority to seek to ensure effective and efficient leadership and supervision.

ORIGINAL (DM13): SECTIONS 14-17

Original Sections 14-17 are more appropriately covered as above and will be removed:

14. To establish authority, responsibility and accountability for the Department, its components, functions and employees.
15. To provide effective supervision.
16. To enhance coordination between components and functions.
17. To identify employee reporting responsibilities.

ORIGINAL (DM11): SECTION 4

Original Section 4 of DM11 is identical to new Section 4 as above:

4. To seek to ensure the effective and efficient provision of policing and law enforcement.

PROCEDURES

Procedures are approved by the Chief Constable. For Committee information, the Procedures are included in the proposed amended Policy, as set out in Attachment A.

CONCLUSION

That concludes the review of Policy DM13 - *Authority & Supervision*. The amended Policy clearly and succinctly describes responsibilities relating to authority and supervision and reflects proper policy format. It also appropriately encompasses Policy DM11 - *Organizational Structure*, which may subsequently be archived.

ATTACHMENTS

- A. DM13 - *Authority & Supervision*, as amended.
- B. DM13 - *Authority & Supervision*, original (to be replaced by Attachment A).
- C. DM11 - *Organizational Structure* (to be archived).
- D. DM13 - Redline Comparison (Amended & Original).

Attachment A.

Policy DM13 - *Authority & Supervision*, as amended.

DM13

AUTHORITY & SUPERVISION

DM13

Effective Date: 23 July 1997
Last Reviewed/Revised Date: TBD*

Contents

POLICY.....

REASON FOR POLICY.....

RELATED POLICIES.....

PROCEDURES

 Line of Authority & Responsibility.....

 Delegation

 Compliance.....

POLICY

1. Under the direction of the Delta Police Board, the Chief Constable has general supervision and command over the Delta Police Department (Department) and must exercise powers and perform duties in accordance with the *Police Act*, and any other enactment, and ensure compliance with the *BC Provincial Policing Standards* (BCPPS).
Police Act s. 34
2. The Chief Constable may delegate their powers or duties as deemed necessary and as permitted by the *Police Act* and BCPPS.
3. The Chief Constable is responsible for the overall operation and administration of the Department and shall establish an organizational structure, identifying positions that have the authority over and are responsible for each component or function.
4. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding authority and supervision.

REASON FOR POLICY

5. To seek to ensure the effective and efficient provision of policing and law enforcement.
6. To establish a line of authority to seek to ensure effective and efficient leadership and supervision.

RELATED POLICIES

- EC31 - Personal Relationships
- EM11 - Rank & Position Descriptions
- EM23 - Promotional Process
- EM24 - Acting Appointments

PROCEDURES

Line of Authority & Responsibility

7. The line of authority and responsibility for members, by rank, is as follows:
 - a) Executive Officers:
 - i) Chief Constable,
 - ii) Deputy Chief Constable,
 - iii) Superintendent, and
 - iv) Inspector;
 - b) Supervisors:
 - i) Staff Sergeant, and
 - ii) Sergeant;
 - c) Senior Constable, i.e., Constable having more service than another Constable;
 - d) Constable; and
 - e) Special Municipal Constable, i.e., appointed under *Police Act* s. 35.
8. If employees of different sections or functions are engaged in a single task or duty, the Chief Constable or delegate shall ensure a clear and defined line of authority is established and conveyed to all involved employees.
9. Supervisors are responsible for the daily administration and operation of their respective sections and of employees under their immediate supervision.

Delegation

10. During the absence of the Chief Constable, a Deputy Chief Constable automatically assumes all the powers and responsibilities of the Chief Constable.
11. In the absence of an Executive Officer, the on-duty Patrol Staff Sergeant assumes the responsibility of Chief Constable until relieved by an Executive Officer.
12. Employees who are authorized to fill temporary supervisor or management vacancies shall exercise the authority of that rank or position (refer to Policy EM24 - *Acting Appointments*).

Compliance

13. Police staff must comply with the clear, reasonable and lawful instruction issued by someone with authority over that employee or any such instruction relayed through another employee.
14. Members must promptly and diligently obey the lawful order of a supervisor, or any member senior in rank, including any such order relayed through another member.

Police Act s. 77(3)(m)(iii)
15. If more than one lawful order is given that may conflict, the member shall:
 - a) follow the last order given; and
 - b) inform the member issuing the last order of the conflict.

16. If the conflicting order is not altered or retracted following notice of the conflict, the member is not to be held responsible for disobedience of the original order.
17. Despite the above, members maintain discretionary powers to make decisions necessary for the effective and lawful execution of their duties.

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

Attachment B.

Policy DM13 - *Authority & Supervision*, original (to be replaced by Attachment A).

DM13**AUTHORITY & SUPERVISION****DM13**

Effective Date: 23 July 1997

Last Reviewed/Revised Date: 08 December 2022*

POLICY**Authority**

1. The Delta Police Department (Department) shall provide policing services in accordance with the B.C. Police Act (Act) and its regulations.
2. The duties and functions of the Department shall be under the direction of the Delta Police Board (Board) in accordance with the Act.
3. The Chief Constable of the Department has, under the direction of the Board, general supervision and command over the Department and must perform the other functions and duties assigned to the Chief Constable under the Act, or as required under any other Act.
4. The Chief Constable may delegate authority to the extent considered necessary and proper.
5. The Department has established a line of authority to:
 - a) identify the rank structure and responsibility for direction; and
 - b) designate the order of precedence for authority that will ensure that the appropriate leadership and supervisory direction is available at all times.
6. Department employees will have the authority to make decisions necessary for the effective and lawful execution of their responsibilities.

Organizational Components & Functions

7. Each organizational component and function within the Department will have a designated position that has authority for that component or function and is accountable and responsible for it.

Direction Protocol

8. Where employees of different components or functions are engaged in a single operational or administrative situation, there will be a clearly established and defined line of authority protocol conveyed to all employees involved.

Supervision & Compliance

9. Supervisors will be responsible for the work-related performance of departmental employees under their immediate supervision.
10. Employees will comply with the lawful directions of supervisors including directions relayed from supervisors of other employees of the same or lesser seniority or of the same or lesser rank.

Line of Authority & Responsibility

11. The police line of authority and responsibility for supervision by rank shall be:

- a) Chief Constable;
 - b) Deputy Chief Constable;
 - c) Superintendent;
 - d) Inspector;
 - e) Staff Sergeant;
 - f) Sergeant;
 - g) Senior Constable;
 - h) Constable;
 - i) Special Municipal Constable.
12. The police staff line of authority and responsibility for supervision shall be:
- a) Chief Constable;
 - b) Deputy Chief Constable;
 - c) Police Staff Manager;
 - d) Police Staff Supervisor.
13. Sections 11 and 12 of this Policy do not preclude the practice where some police staff shall be supervised by a police staff supervisor but subject to police supervision in operational circumstances.

REASON FOR POLICY

- 14. To establish authority, responsibility and accountability for the Department, its components, functions and employees.
- 15. To provide effective supervision.
- 16. To enhance coordination between components and functions.
- 17. To identify employee reporting responsibilities.

DEFINITIONS

18. For the purposes of this Policy, the following definitions will apply:
- Certified Municipal Constable:** Constable as defined by the Act Rules Regarding Training, Certification and Registration.
- Duty NCO:** Staff Sergeant on duty at any given point in time.
- Employees:** all employees and appointees of the Board.
- Executive Officer:** Chief Constable, Deputy Chief Constable, Superintendent or Inspector.
- Police Staff Manager:** a designated exempt Police Staff Manager.
- Management Team:** the management team collectively responsible for the operation and administration of the Department comprised of Executive Officers and Police Staff Managers.

Member: Sworn Police Officer appointed by the Board.

NCO: means Sergeant or Staff Sergeant.

On Call Duty Officer: the designated Executive Officer who is on call at any given time including after regular business hours, weekends and statutory holidays.

Reserve Constable: Special Municipal Constable as defined by Section 35 of the Act.

Senior Constable: Constable who is a Certified Municipal Constable having more service than another Certified Municipal Constable.

Senior Executive Officer: Chief Constable or Deputy Chief Constable.

Supervisor: Sergeant or Staff Sergeant having the responsibility for first level supervision of employees under their direction or the designated police staff having first level supervision of employees under their direction.

PROCEDURES

Delegation, Responsibilities & Temporary Vacancies

19. The Deputy Chief Constable automatically and as of right, assumes all the powers and responsibilities of the Chief Constable during the absence of the Chief Constable.
20. In the absence of an Executive Officer, the Duty NCO assumes the responsibility of Chief Constable until relieved of the responsibility by an Executive Officer.
21. Duty NCOs are responsible for the day-to-day operation of their respective Platoons, ensuring compliance with Department policies.
22. Supervisors are responsible and accountable for the day-to-day operation of their respective sections, ensuring compliance with Department policies.
23. All employees are expected to display a high standard of discipline, deportment and dress.
24. Members who are authorized to fill temporary supervisory rank vacancies shall exercise all the authority and responsibility of that rank (refer to Policy EM24 - *Acting Appointments*).
25. Employees shall not be assigned where a supervisory reporting relationship exists with another employee who is related or where a potential for conflict of interest may arise (refer to Policy EC31 - *Personal Relationships*).

Direction of Members

26. Members shall act only on the direction of an Executive Officer or NCO or Senior Constable of the Department, except:
 - a) within the Courts where the instruction of the Courts and Crown Counsel must be followed; or
 - b) while traveling on duty on a commercial flight where the instruction of the pilot in command or airline security must be followed (refer to Policy IC40 - *Transportation of Persons in Custody*).

Discretionary Power to Act

27. Given the various sources of direction, this Policy shall not be construed to affect the discretionary powers of a member in the performance of duty or responsibility to act upon individual initiative.

Special Municipal Constable

28. The Board may appoint Special Municipal Constable status, in accordance with Section 35 of the Act, to police staff or volunteers of the Department.

Members Assigned to Joint Forces Operations

29. Members assigned to Joint Force Operations will function within the terms of any agreements with the participating agencies, providing the terms do not conflict with this policy. In the event of a conflict, members will abide by this Policy (refer to Policy IM70 - *Joint Forces Operations*).

Attachment C.

Policy DM11 - *Organizational Structure*, to be archived.

DM11**ORGANIZATIONAL STRUCTURE****DM11**

Effective Date: 23 July 1997
Last Reviewed/Revised Date: 18 September 2024*

POLICY

1. Under the direction of the Delta Police Board, the Chief Constable is responsible for the overall operation and administration of the Delta Police Department (Department).
2. The Chief Constable shall devise and maintain an organizational structure for the Department that facilitates the effective enforcement of laws, maintenance of law and order, and prevention of crime.
3. The Department's organizational structure shall be depicted in chart form and published on the Department's website and Intranet.

REASON FOR POLICY

4. To seek to ensure the effective and efficient provision of policing and law enforcement.

PROCEDURES

All relevant aspects of Policy DM11 are addressed under the heading of 'Policy' above.

*Revised Dates:
29 January 2008
12 April 2012

Attachment D.

Redline Comparison (Amended DM13 & Original DM13).

DM13	AUTHORITY & SUPERVISION	DM13
POLICY		
Authority		
1.	The Delta Police Department (Department) shall provide policing services in accordance with the B.C. Police Act (Act) and its regulations.	
1.	2. <u>Under the direction of the Delta Police Board (Board) in accordance with the Act, the</u>	
3.	The Chief Constable of the Department has, under the direction of the Board, has <u>general supervision and command over the Delta Police Department (Department) and must perform the other functions and duties assigned to the Chief Constable under the Act, or as required under any other Act, exercise powers and perform duties in accordance with the B.C. Police Act (Act), and any other enactment, and ensure compliance with the BC Provincial Policing Standards (BCPPS).</u>	
		<u>Police Act s. 34</u>
2.	4. <u>The Chief Constable may delegate their powers or duties as deemed necessary and proper as permitted by the Police Act and BCPPS.</u>	
5.	The Department has established a line of authority to:	
	a) identify the rank structure and responsibility for direction; and	
	b) designate the order of precedence for authority that will ensure that the appropriate leadership and supervisory direction is available at all times.	
6.	Department employees will have the authority to make decisions necessary for the effective and lawful execution of their responsibilities.	
Organizational Components & Functions		
7.	Each organizational component and function within the Department will have a designated position that has authority for that component or function and is accountable and responsible for it.	
3.	<u>The Chief Constable is responsible for the overall operation and administration of the Department and shall establish an organizational structure, identifying positions that have the authority over and are responsible for that each component or function.</u>	
4.	<u>The Chief Constable shall provide Procedures, pursuant to this Policy, regarding authority and supervision.</u>	
DM13	Authority & Supervision	DM13

~~Direction Protocol~~ REASON FOR POLICY

- ~~5. Where employees of different components or functions are engaged in a single operational or administrative situation, there will be a clearly established and defined line of authority protocol conveyed to all employees involved. To seek to ensure the effective and efficient provision of policing and law enforcement.~~

~~Supervision & Compliance~~

- ~~9. Supervisors will be responsible for the work-related performance of departmental employees under their immediate supervision.~~
- ~~10. Employees will comply with the lawful directions of supervisors including directions relayed from supervisors of other employees of the same or lesser seniority or of the same or lesser rank.~~
- ~~6. To establish a line of authority to seek to ensure effective and efficient leadership and supervision.~~

PROCEDURES

Line of Authority & Responsibility

- ~~7. The police line of authority and responsibility for supervision members, by rank, shall be:~~ is as follows:
- a) Executive Officers:
 - ~~i) Chief Constable;~~
 - ~~ii) Deputy Chief Constable;~~
 - ~~iii) Superintendent; and~~
 - ~~iv) Inspector;~~
 - b) Supervisors:
 - ~~i) Staff Sergeant; and~~
 - ~~ii) Sergeant;~~
 - c) ~~Senior Constable, i.e., Constable having more service than another Constable;~~
 - d) ~~Constable; and~~
 - e) ~~Special Municipal Constable, i.e., appointed under Police Act s. 35.~~

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12. ~~The police staff line of authority and responsibility for supervision shall be:~~
- a) ~~Chief Constable;~~
 - b) ~~Deputy Chief Constable;~~
 - e) ~~Police Staff Manager;~~
 - d) ~~Police Staff Supervisor;~~
13. ~~Sections 11 and 12 of this Policy do not preclude the practice where some police staff shall be supervised by a police staff supervisor but subject to police supervision in operational circumstances.~~

REASON FOR POLICY

14. ~~To establish authority, responsibility and accountability for the Department, its components, functions and employees.~~
15. ~~To provide effective supervision.~~
16. ~~To enhance coordination between components and functions.~~
17. ~~To identify employee reporting responsibilities.~~

DEFINITIONS

18. ~~Management and supervisory terms appearing throughout Department Policy and Procedure are defined as follows:~~

~~**Certified Municipal Constable:** Constable as defined by the Act Rules Regarding Training, Certification and Registration.~~

~~**Duty NCO:** Staff Sergeant on duty at any given point in time.~~

~~**Employees:** all employees and appointees of the Board.~~

~~**Executive Officer:** Chief Constable, Deputy Chief Constable, Superintendent or Inspector.~~

~~**Police Staff Manager:** a designated exempt Police Staff Manager.~~

~~**Management Team:** the management team collectively responsible for the operation and administration of the Department comprised of Executive Officers and Police Staff Managers.~~

~~**Member:** Sworn Police Officer appointed by the Board.~~

~~**NCO:** means Sergeant or Staff Sergeant.~~

Delta Police Department Policy

~~**On Call Duty Officer:** the designated Executive Officer who is on call at any given time including after regular business hours, weekends and statutory holidays.~~

~~**Reserve Constable:** Special Municipal Constable as defined by Section 35 of the Act.~~

~~**Senior Constable:** Constable who is a Certified Municipal Constable having more service than another Certified Municipal Constable.~~

~~**Senior Executive Officer:** Chief Constable or Deputy Chief Constable.~~

~~**Supervisor:** Sergeant or Staff Sergeant having the responsibility for first level supervision of employees under their direction or the designated police staff having first level supervision of employees under their direction.~~

PROCEDURES

8. If employees of different sections or functions are engaged in a single task or duty, the Chief Constable or delegate shall ensure a clear and defined line of authority is established and conveyed to all involved employees.
9. Supervisors are responsible for the daily administration and operation of their respective sections, and of employees under their immediate supervision.

Delegation, ~~Responsibilities & Temporary Vacancies~~

10. ~~19.~~ The During the absence of the Chief Constable, a Deputy Chief Constable automatically and as of right, assumes all the powers and responsibilities of the Chief Constable during the absence of the Chief Constable.
11. ~~20.~~ In the absence of an Executive Officer, the Don-duty NCO Patrol Staff Sergeant assumes the responsibility of Chief Constable until relieved of the responsibility by an Executive Officer.
12. ~~21.~~ Duty NCOs are responsible for the day-to-day operation of their respective Platoons, ensuring compliance with Department policies.
22. ~~Supervisors are responsible and accountable for the day-to-day operation of their respective sections, ensuring compliance with Department policies.~~
23. ~~All employees are expected to display a high standard of discipline, deportment and dress.~~
24. Employees Members who are authorized to fill temporary supervisory rank or management vacancies shall exercise all the authority and responsibility of that rank or position (refer to Policy EM24 – *Acting Appointments*).

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25. ~~Employees shall not be assigned where a supervisory reporting relationship exists with another employee who is related or where a potential for conflict of interest may arise (refer to Policy EC31 – *Personal Relationships*).~~

Direction of MembersCompliance

26. ~~Members shall act only on the direction of an Executive Officer or NCO or Senior Constable of the Department, except:~~
- a) ~~within the Courts where the instruction of the Courts and Crown Counsel must be followed; or~~
 - b) ~~while traveling on duty on a commercial flight where the instruction of the pilot in command or airline security must be followed (refer to Policy IC40 – *Transportation of Persons in Custody*).~~

Discretionary Power to Act

27. ~~Given the various sources of direction, this Policy shall not be construed to affect the discretionary powers of a member in the performance of duty or responsibility to act upon individual initiative.~~

Special Municipal Constable

28. ~~The Board may appoint Special Municipal Constable status, in accordance with Section 35 of the Act, to police staff or volunteers of the Department.~~

Members Assigned to Joint Forces Operations

29. ~~Members assigned to Joint Force Operations will function within the terms of any agreements with the participating agencies, providing the terms do not conflict with this policy. In the event of a conflict, members will abide by this Policy (refer to Policy IM70 – *Joint Forces Operations*).~~

13. Police staff must comply with the clear, reasonable and lawful instruction issued by someone with authority over that employee or any such instruction relayed through another employee.

14. Members must promptly and diligently obey the lawful order of a supervisor, or any member senior in rank, including any such order relayed through another member.
Police Act s. 77(3)(m)(iii)

15. If more than one lawful order is given that may conflict, the member shall:

- a) follow the last order given; and
- b) inform the member issuing the last order of the conflict.

-
-
16. If the conflicting order is not altered or retracted following notice of the conflict, the member is not to be held responsible for disobedience of the original order.
 17. Despite the above, members maintain discretionary powers to make decisions necessary for the effective and lawful execution of their duties.



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-10	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Approval of Revised Policy DP20 - <i>Property & Equipment Management</i>	
ACTION REQUIRED <input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Approval/Action/Decision A. THAT the Governance Committee approve the revised provisions of Policy DP20 - <i>Property & Equipment Management</i> under the headings of 'Policy' and 'Reason for Policy' and submit the same to the Police Board for approval.	

PURPOSE

The purpose of this report is to request that the Governance Committee approve amendments to Policy DP20 - *Property & Equipment Management* as detailed and recommended herein, and present the same to the Delta Police Board for approval.

DISCUSSION

Policy DP20 - *Property & Equipment Management* was identified as too narrow in scope. To rectify this, the Policy has been broadened to provide high-level oversight and to account for all Department property and equipment (e.g., weapons, radios, vehicles, IT equipment, etc.), with specific management functions addressed in dedicated policies as required (e.g., DP51 - *Weapons Issuance & Management*, DP40 - *Uniforms, Insignia & Identification*).

Policy DP20 has otherwise been condensed for clarification and to reduce overlap across Department policies, and further amended to reflect current processes and properly distinguish between 'Policy' and 'Procedures.'

Amendments to the 'Policy' and 'Reason for Policy' sections are detailed below for Committee approval.

POLICY

NEW: SECTIONS 1 & 2

New Sections 1 & 2 reflect the original statement but have been reframed as clear and succinct directions from the Board to the Chief Constable, and broadened to encompass all Department property and equipment:

1. The Chief Constable shall delegate employees or positions responsible for the requisition, distribution, and control of specific Delta Police Department (Department) property and equipment, and provide associated Procedures, pursuant to this Policy.
2. The Chief Constable shall facilitate appropriate instruction and training in the use of Department property and equipment, as required.

ORIGINAL: SECTION 1

Original Section 1 is effectively covered by the new sections above or is addressed more suitably under 'Procedures,' excluding the examples in order to broadly cover all Department property and equipment. The original section will therefore be removed:

1. The Delta Police Department (Department) will establish and maintain a property management function for department owned property, that will:
 - a. provide for the requisition, distribution and control of Department property;
 - b. provide effective equipment for productivity and safety, facilitated through an annual audit of equipment issued to all employees, including:
 - i. vehicles,
 - ii. emergency vehicle equipment,
 - iii. weapons, including equipment to carry or retain weapons and ammunition,
 - iv. uniform clothing,
 - v. portable radio transceivers, and
 - vi. special purpose equipment;
 - c. provide appropriate instruction and training in the use and limitations of equipment as required;
 - d. designate persons or positions responsible for the condition and maintenance of equipment; and
 - e. provide a system for reporting the loss or damage of department property.

REASON FOR POLICY**NEW: SECTION 3**

The new 'Reason for Policy' section reflects the original statements and succinctly captures the Policy's purpose:

3. To seek to ensure the safe and effective management and use of Department property and equipment.

ORIGINAL: SECTIONS 2 & 3

Original Sections 2 & 3 are more effectively covered as above and will be removed:

2. To provide for the effective management of Department owned property.
3. To ensure that all employees are able to use effective equipment for productivity and safety.

PROCEDURES

Procedures are approved by the Chief Constable. For Committee information, the Procedures are included in the proposed amended Policy, as set out in Attachment A.

CONCLUSION

This concludes the review of Policy DP20 - *Property & Equipment Management*. The amended Policy sufficiently addresses responsibilities associated with the management of all Department property and equipment and reflects proper policy format.

ATTACHMENTS

- A. DP20 - *Property & Equipment Management*, as amended.
- B. DP20 - *Property & Equipment Management*, original (to be replaced by Attachment A).
- C. Redline Comparison (Amended & Original).

Attachment A.

Policy DP20 - *Property & Equipment Management*, as amended.

DP20

PROPERTY & EQUIPMENT MANAGEMENT

DP20

Effective Date: 24 August 1997
Last Reviewed/Revised Date: TBD*

Contents

POLICY.....

REASON FOR POLICY.....

RELATED POLICIES.....

DEFINITIONS.....

PROCEDURES

 Employee Responsibilities

 Requisition & Replacement.....

 Damage, Loss or Deficiency.....

POLICY

1. The Chief Constable shall delegate employees or positions responsible for the requisition, distribution, and control of specific Delta Police Department (Department) property and equipment, and provide associated Procedures, pursuant to this Policy.
BC Provincial Policing Standards (BCPPS) Addenda E4.2.1
2. The Chief Constable shall facilitate appropriate instruction and training in the use of Department property and equipment, as required.

REASON FOR POLICY

3. To seek to ensure the safe and effective management and use of Department property and equipment.

RELATED POLICIES

- DP31 - Operational Communications
- DP40 - Uniforms, Insignia & Identification
- DP50 - Personal Protective Equipment
- DP51 - Weapons Issuance & Management
- DP60 - Department Vehicles
- DF10 - Budget Process

PROCEDURES

Employee Responsibilities

4. Designated employees or positions shall, in relation to property and equipment under their responsibility:
 - a) maintain an up-to-date inventory;
 - b) conduct required audits; and

- c) document any loss, damage, deficiency or shortage.

BCPPS Addenda E4.2.1

- 5. Employees are responsible for using Department property and equipment as directed and in an appropriate and safe manner.

Requisition & Replacement

- 6. Requests for replacement for property and equipment with a cost exceeding \$2,500 (beyond normal wear and tear), must be authorized by the applicable Inspector or delegate.
- 7. Requests for property and equipment not currently issued must be submitted, in writing, through the chain of command to the Superintendent i/c Administration Bureau, including:
 - a) a statement of objectives for its use;
 - b) details related to its cost and procurement;
 - c) any conditions or limitations; and
 - d) any instructions or training required for its use.
- 8. The Superintendent shall assess any requests made under Section 7 above, and if they determine the request to be reasonable, they shall:
 - a) submit the report to the Uniform & Equipment Committee for approval; and
 - b) if the cost exceeds \$500 and is to be a recurring cost, it is to be included in the annual budget process (refer to Policy DF10 - *Budget Process*).

Damage, Loss or Deficiency

- 9. Employees shall report to their supervisor any damage, loss, or deficiency of Department property and equipment in their care or control or that they are using, as soon as practicable.
- 10. If damage, loss, or deficiency is or may have been the result of negligence, the supervisor shall report the matter to the Inspector i/c Human Resources and Inspector i/c Professional Standards Section.

*Revised Dates:
15 October 2012
08 April 2015
21 September 2020

Attachment B.

Policy DP20 - *Property & Equipment Management*, original (to be replaced by Attachment A).

DP20**PROPERTY & EQUIPMENT MANAGEMENT****DP20**

Effective Date: 24 August 1997
Last Reviewed/Revised Date: 21 September 2020*

POLICY

1. The Delta Police Department (Department) will establish and maintain a property management function for department owned property, that will:
 - a) provide for the requisition, distribution and control of Department property;
 - b) provide effective equipment for productivity and safety, facilitated through an annual audit of equipment issued to all employees, including:
 - i) vehicles,
 - ii) emergency vehicle equipment,
 - iii) weapons, including equipment to carry or retain weapons and ammunition,
 - iv) uniform clothing,
 - v) portable radio transceivers, and
 - vi) special purpose equipment;
 - c) provide appropriate instruction and training in the use and limitations of equipment as required;
 - d) designate persons or positions responsible for the condition and maintenance of equipment; and
 - e) provide a system for reporting the loss or damage of department property.

REASON FOR POLICY

2. To provide for the effective management of Department owned property.
3. To ensure that all employees are able to use effective equipment for productivity and safety.

PROCEDURES**Requisition & Distribution**

4. All requests for new, additional or replacement equipment with a cost greater than \$500 are to be included in the annual budget process. Replacement or purchase of property and equipment required within the budget year is to be authorized by the Inspector i/c Human Resources or Finance Manager.
5. All equipment is to be registered in the Department inventory and, where appropriate, the equipment control system.

Inventory

6. The Purchasing Officer shall conduct an annual inventory of all property assigned to the Department.
7. The inventory will be conducted under the direction of the Inspector i/c Human Resources or Finance Manager.
8. All shortages and damage shall be noted on the inventory listing and the Deputy Chief shall be notified if the value of replacement is in excess of \$500.

Special Purpose Equipment

9. All special purpose equipment within the Department will be used in an approved manner, that includes:
 - a) a statement of objectives of their operation or usage;
 - b) instructions, conditions and limitations of usage;
 - c) authorization for use in various situations; and
 - d) qualifications and training for employees assigned to operate the equipment.

Report of Damage, Loss or Deficiency

10. Damage, loss or deficiency of Department property shall be reported in writing to the member's immediate supervisor.
11. Reports of damaged, lost or deficient Department property shall be forwarded to the Inspector i/c Human Resources for authorization of replacement or repair.
12. Reports of damage to Department property that may have been a result of intentional recklessness shall be reported to Professional Standards in accordance with the *Police Act*.

Attachment C.

Redline Comparison (Amended & Original).

DP20**PROPERTY & EQUIPMENT MANAGEMENT****DP20****POLICY**

1. The ~~Delta Police Department (Department) will establish and maintain a property management function for department owned property, that will:~~Chief Constable shall delegate employees or positions responsible
 - a) ~~provide~~ for the requisition, distribution, and control of specific Delta Police Department property;~~(Department) property and equipment, and provide associated Procedures, pursuant to this Policy.~~
 - b) ~~provide effective equipment for productivity and safety, facilitated through an annual audit of equipment issued to all employees, including:~~
 - i) ~~vehicles,~~
 - ii) ~~emergency vehicle equipment,~~
 - iii) ~~weapons, including equipment to carry or retain weapons and ammunition,~~
 - iv) ~~uniform clothing,~~
 - v) ~~portable radio transceivers, and~~
 - vi) ~~special purpose equipment;~~
 - c) ~~provide~~The Chief Constable shall facilitate appropriate instruction and training in the use ~~and limitations of equipment as required;~~of
 - d) ~~designate persons or positions responsible for the condition and maintenance of equipment; and~~
 - e) ~~provide a system for reporting the loss or damage of d~~Department property and equipment, as required.

REASON FOR POLICY

3. ~~2. To provide for the~~seek to ensure the safe and effective management and use of Department ~~owned~~ property. and equipment.
3. ~~To ensure that all employees are able to use effective equipment for productivity and safety.~~

DP20**Property & Equipment Management****DP20**

PROCEDURES

Employee Responsibilities

4. Designated employees or positions shall, in relation to property and equipment under their responsibility:
 - a) maintain an up-to-date inventory;
 - b) conduct required audits; and
 - c) document any loss, damage, deficiency or shortage.
5. Employees are responsible for using Department property and equipment as directed and in an appropriate and safe manner.

Requisition & ~~Distribution~~Replacement

4. ~~All requests for new, additional or replacement equipment with a cost greater than \$500 are to be included in the annual budget process. Replacement or purchase of property and equipment required within the budget year is to be authorized by the Inspector i/c Human Resources or Finance Manager.~~
5. ~~All equipment is to be registered in the Department inventory and, where appropriate, the equipment control system.~~

Inventory

6. ~~The Purchasing Officer shall conduct an annual inventory of all property assigned to the Department.~~
7. ~~The inventory will be conducted under the direction of the Inspector i/c Human Resources or Finance Manager.~~
8. ~~All shortages and damage shall be noted on the inventory listing and the Deputy Chief shall be notified if the value of replacement is in excess of \$500.~~

~~Special Purpose Equipment~~

9. ~~All special purpose equipment within the Department will be used in an approved manner, that includes:~~
6. Requests for replacement for property and equipment with a cost exceeding \$2,500 (beyond normal wear and tear), must be authorized by the applicable Inspector or delegate.

Delta Police Department Policy

-
7. Requests for property and equipment not currently issued must be submitted, in writing, through the chain of command to the Superintendent i/c Administration Bureau, including:
- a) a statement of objectives ~~of their operation or usage;~~for its use;
 - b) details related to its cost and procurement;
 - c) ~~b)instructions,any~~ conditions ~~and/or~~ limitations ~~of usage;~~ and
 - d) ~~c)authorization for use in various situations; and~~any instructions or training required for its use.
 - d) ~~qualifications and training for employees assigned to operate the equipment.~~
8. The Superintendent shall assess any requests made under Section 7 above, and if they determine the request to be reasonable, they shall:
- a) submit the report to the Uniform & Equipment Committee for approval; and
 - b) if the cost exceeds \$500 and is to be a recurring cost, it is to be included in the annual budget process (refer to Policy DF10 – Budget Process).

Report of Damage, Loss or Deficiency

9. ~~10.~~Employees shall report to their supervisor any ~~D~~damage, loss, or deficiency of Department property ~~shall be reported in writing to the member's immediate supervisor.~~and equipment in their care or control or that they are using, as soon as practicable.
10. ~~11.Reports of damaged, lost or deficient Department property shall be forwarded~~If damaged, losts, or deficiency is or may have been ~~a~~the result of negligence, the supervisor shall report the matter to the Inspector i/c Human Resources ~~for authorization of replacement or repair.~~and Inspector i/c Professional Standards Section.
12. ~~Reports of damage to Department property that may have been a result of intentional recklessness shall be reported to Professional Standards in accordance with the Police Act.~~



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-10	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Approval of Revised Policy DP51 - <i>Weapons Issuance & Management</i>	
ACTION REQUIRED <input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Approval/Action/Decision A. THAT the Governance Committee approve the revised provisions of Policy DP51 - <i>Weapons Issuance & Management</i> under the headings of 'Policy' and 'Reason for Policy' and submit the same to the Police Board for approval.	

PURPOSE

The purpose of this report is to request that the Governance Committee approve amendments to Policy DP51 - *Weapons Issuance & Management* as detailed and recommended herein, and present the same to the Delta Police Board for approval.

DISCUSSION

Policy DP51 - *Weapons Issuance & Management* was overly descriptive, repetitive, and convoluted. It has been substantially reorganized and condensed to provide clear and succinct directions and further amended to align with all relevant requirements of the *BC Provincial Policing Standards* (BCPPS) (with clear references throughout).

The original Policy unnecessarily repeated directions (regarding reporting, maintenance, training, etc.) for each weapon and restraint, as many responsibilities apply to multiple weapons and restraints; and, to rectify this, the Policy has been sorted into clear thematic parts, with all weapons and restraints properly organized into umbrella categories (e.g., 'intermediate weapons' include OC spray, tasers, batons, and extended range impact weapons). Thus, requirements for use are sufficiently covered with clear overarching directions under 'Policy' and are specifically discussed under 'Procedures' as required.

Furthermore, this Policy was reviewed in conjunction with Policy IC10 - *Use of Force* to ensure a clear distinction between the two and minimize overlap while maintaining consistency, with sections reconciled and moved between them.

Most amendments have been made under 'Procedures,' which are approved by the Chief Constable (and included in Attachment A), but the following significant changes are highlighted for Committee information:

- All management responsibilities have been condensed and clearly described (s. 8), properly referencing the BCPPS.
- Requirements for carrying weapons, restraints and equipment while on duty have been clarified, with the addition of 'police insignia' to be visible at all times and the option for members to not

carry a baton (in accordance with Chief's Directive 26-01 - *Baton Carrying*, which will subsequently be archived) (s. 12).

- Sections related to exceptions for carrying (s. 14), transport and storage (s. 35 & 36), and relinquishing weapons (s. 37) have been amended to ensure examples are clear and expansive.

Amendments to the 'Policy' and 'Reason for Policy' sections are detailed below for Committee approval.

POLICY

NEW: SECTIONS 1-5

New Sections 1-5 have been reframed to reflect proper policy format and provide high level direction from the Board in alignment with the BCPPS, clearly describing the requirements associated with carrying and using weapons, restraints and related equipment:

1. The Chief Constable must ensure that only weapons, restraints and related equipment (e.g., ammunition, cartridges, holsters) approved by the Director of Policing & Law Enforcement Services, as required, are issued to Delta Police Department (Department) members.
2. The Chief Constable may make an application to the Director of Policing & Law Enforcement Services for the use of a weapon, restraint or related equipment that has not previously been approved.
3. Members may only carry or use any weapon, restraint, or related equipment (excluding in training) as authorized and issued by the Chief Constable, and:
 - a) while on-duty, unless otherwise authorized by the Chief Constable;
 - b) in accordance with law, the BCPPS, Department approved training, this Policy and other related Department policies; and
 - c) if they have successfully completed the required training, (re)certification or (re)qualification for that weapon, restraint and related equipment.
4. Seconded members may carry and use weapons, restraints or related equipment as required by the agency to which they are seconded, and must also maintain their Department firearm qualification.
5. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the issuance, management, and carrying and use of weapons, restraints and related equipment.

ORIGINAL: SECTIONS 1-8

Original Sections 1, 2, 4, 5, & 8 are effectively covered as above; and Sections 6 & 7 are addressed under 'Procedures,' Therefore, the original sections will be removed:

1. Issuing weapons to and their deployment by members of the Delta Police Department (Department) must accord with federal and provincial legislation, provincial standards and Department procedures.
2. Only weapons approved by the Director of Police Services and authorized by the Chief Constable may be issued to and deployed by members of the Department in the performance of their duties.
3. The Chief Constable will ensure that the Department maintains a list of all firearms and intermediate weapons currently authorized for use and made available to members.
4. Only members qualified in the use of authorized weapons, as per B.C. Provincial Policing Standards (BCPPS) and Department approved training, may be issued and authorized to carry and use these weapons.
5. Members are prohibited from carrying their issued firearms, other weapons, ammunition or any other use of force equipment when off duty, except as authorized by the Chief Constable.
6. All Department issue firearms, other weapons and ammunition are required to be safely and securely stored when not in use.

7. All Department issue firearms and intermediate weapons are required to be kept in clean and workable order.
8. Members in seconded positions may, upon being qualified to do so, use firearms and other weapons, as authorized by the agency for use specific to the position.

REASON FOR POLICY

NEW: SECTION 6

The new 'Reason for Policy' section is similar to the original but utilizes language that is consistent throughout the Policy and more succinctly captures the Policy's purpose:

6. To seek to ensure weapons, restraints and related equipment are issued, managed, and carried and used in a lawful, safe and appropriate manner.

ORIGINAL: SECTION 9

Original Section 9 is more appropriately covered as above and will be removed:

9. To provide requirements pertaining to the authorization, issuance, maintenance and control of Department weapons and to seek to ensure members' and Department's issuance, maintenance, cleaning and storage of weapons are compliant, as well as consistent with BCPPS and federal regulations.

PROCEDURES

Procedures are approved by the Chief Constable. For Committee information, the Procedures are included in the proposed amended Policy, as set out in Attachment A.

CONCLUSION

This concludes the review of Policy DP51 - *Weapons Issuance & Management*. The amended Policy clearly and succinctly describes responsibilities associated with the carrying and use of weapons, restraints and related equipment; aligns with legislative requirements; and reflects proper policy format.

ATTACHMENTS

- A. DP51 - *Weapons Issuance & Management*, as amended.
- B. DP51 - *Weapons Issuance & Management*, original.
- C. Redline Comparison (Amended & Original).

Attachment A.

Policy DP51 - *Weapons Issuance & Management*, as amended.

DP51

WEAPONS ISSUANCE & MANAGEMENT

DP51

Effective Date: 01 January 1996

Last Reviewed/Revised Date: TBD*

Contents

POLICY.....

REASON FOR POLICY.....

RELATED POLICIES.....

DEFINITIONS.....

PROCEDURES

 Oversight.....

 Responsibilities for Carrying & Use

 Required to Carry While On-Duty

 Testing, Maintenance & Repairs

 Intermediate Weapons

 Oleoresin Capsicum (OC) Spray.....

 Conducted Energy Weapons (CEWs)

 Extended Range Impact Weapons

 Firearms.....

 Training.....

 Reporting to the Director.....

POLICY

1. The Chief Constable must ensure that only weapons, restraints and related equipment (e.g., ammunition, cartridges, holsters) approved by the Director of Policing & Law Enforcement Services, as required, are issued to Delta Police Department (Department) members.

BC Provincial Policing Standards (BCPPS) 1.1.1, 1.2.2 & 1.3.3
2. The Chief Constable may make an application to the Director of Policing & Law Enforcement Services for the use of a weapon, restraint or related equipment that has not previously been approved.

BCPPS 1.1.1, 1.2.2 & 1.3.3
3. Members may only carry or use any weapon, restraint, or related equipment (excluding in training) as authorized and issued by the Chief Constable, and:
 - a) while on-duty, unless otherwise authorized by the Chief Constable;
 - b) in accordance with law, the BCPPS, Department approved training, this Policy and other related Department policies; and
 - c) if they have successfully completed the required training, (re)certification or (re)qualification for that weapon, restraint and related equipment.

BCPPS 1.1.1, 1.2.2 & 1.3.3

4. Seconded members may carry and use weapons, restraints or related equipment as required by the agency to which they are seconded, and must also maintain their Department firearm qualification.
5. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the issuance, management, and carrying and use of weapons, restraints and related equipment.

REASON FOR POLICY

6. To seek to ensure weapons, restraints and related equipment are issued, managed, and carried and used in a lawful, safe and appropriate manner.

RELATED POLICIES

DP40 - Uniforms, Insignia & Identification
DP50 - Personal Protective Equipment
EM21 - Training
IC10 - Use of Force

DEFINITIONS

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

Restraint: any device or system that is designed to restrict the normal physical activity or range of motion of a person in part or in whole (e.g., handcuffs, disposable restraint devices, leg restraints, spit hoods, and devices of opportunity such as a rope or belt) (BCPPS 1.2.3).

Weapon: anything designed to be used to cause injury or death to or to temporarily incapacitate a person (Criminal Code, s. 2), including **intermediate weapons** (BCPPS 1.2.2) and **firearms** (BCPPS 1.1.1).

PROCEDURES

Oversight

8. The Chief Constable or delegate is responsible for oversight of all Department issued weapons, restraints and related equipment, including but not limited to:
 - a) maintaining a list of all items currently authorized for use;
 - b) maintaining an up-to-date inventory of items stored and/or available for issue or replacement;
 - c) maintaining detailed records of all items issued to members, including their respective serial numbers, as applicable, and to whom the item is issued;
 - d) ensuring all items that have not been issued are safely and securely stored; and
 - e) facilitating required training, (re)qualification and (re)certification (refer to Policy EM21 - Training), including:
 - f) ensuring members carrying or using the item have successfully completed the required training, (re)qualification or (re)certification, and
 - g) maintaining written records for each member and each session, including the session's date, type (e.g., make/model of weapon), purpose and learning objectives, instructor, and results.

BCPPS 1.1.1, 1.1.2, 1.2.2, & 1.2.3

Responsibilities for Carrying & Use

9. Members must ensure that any weapon, restraint or related equipment that they are carrying or that is in their care or control are:
 - a) safely and securely stored when not in use; and
 - b) maintained in good working order, and if it is not (i.e., damaged or malfunctioning), the member must remove it from service and notify their supervisor as soon as practicable, who shall determine the appropriate next steps (e.g., Quartermaster, Operational Skills Unit (OSU), Inspector i/c Administration Bureau).
- BCPPS 1.1.1 & 1.2.3
10. Members requiring the repair or replacement of a weapon, restraint, or related equipment must notify the OSU, or, as applicable, complete an equipment request form and submit a ticket to the Quartermaster.
 11. Members shall document in their notebook upon being issued a weapon, restraint or related equipment, including any relevant details (e.g., expiry date, authorization or training).

Required to Carry While On-Duty

12. Members wearing their Patrol uniform are required at all times while on duty to carry:
 - a) their badge and/or Department insignia in a manner that is visible to the public (unless operating in a covert capacity);
 - b) handcuffs;
 - c) their pistol, in their holster with ammunition chambered;
 - d) two additional full pistol magazines;
 - e) their carbine, an additional carbine magazine, and extended range impact weapon, in their vehicle and readily accessible;
 - f) oleoresin capsicum (OC) spray;
 - g) a conducted energy weapon (CEW), if issued or available; and
 - h) a baton, unless carrying an OC spray and a CEW, in which case members may elect not to carry a baton.
13. Members on-duty not wearing their Patrol uniform are required at all times to carry:
 - a) their pistol, in their holster with ammunition chambered;
 - b) an additional full pistol magazine;
 - c) at least one intermediate weapon (e.g. issued plain-clothes-sized OC spray);
 - d) one restraint capable of securing a person's hands; and
 - e) a 'POLICE' emblazoned issued sash, 'take-down' jacket, or issued uniform item with the Department's crest.
14. Despite Sections 12 & 13 above, members are not required to carry one or more of the listed items if:

- a) excused by a supervisor for operational, administrative or health-related reason, in which case the date and reason must be documented;
- b) participating in or attending Department approved training, event, or exercise;
- c) if prohibited by air-travel restrictions;
- d) in dress uniform; or
- e) otherwise authorized by the Chief Constable or delegate.

Testing, Maintenance & Repairs

15. The Inspector i/c OSU or delegate is responsible for, in relation to all weapons, restraints and related equipment, as required:
- a) conducting necessary maintenance in accordance with the manufacturer's recommendations, if applicable;
 - b) conducting comprehensive inspections;
 - c) conducting testing and retesting, independent of the manufacturer;
 - d) facilitating repair and replacement, ensuring repairs are conducted by a qualified professional (e.g., Armourer for firearms); and
 - e) maintaining detailed records of all the above.
- BCPPS 1.3.6 (7)
16. If it is determined upon inspection or testing that a weapon, restraint or related equipment does not meet required safety and functioning specifications, it must be:
- a) repaired and retested, confirming that it meets those specifications prior to being returned to service for operational use; or
 - b) properly disposed of or destroyed, if it cannot be repaired to meet those specifications.

BCPPS 1.3.6 (8)

Intermediate Weapons

17. For the purposes of this Policy, intermediate weapons include:
- a) OC spray;
 - b) CEWs; and
 - c) impact weapons (e.g., batons, extended range).
18. Members authorized to carry and use an intermediate weapon are required to qualify every three years, unless otherwise required by the BCPPS.
- BCPPS 1.2.2
19. WorkSafeBC regulations prohibit employees voluntarily being subject to application of intermediate weapons, and no Department member, volunteer, or any other person may participate in voluntary exposure to the same.

Oleoresin Capsicum (OC) Spray

20. Members may not carry or use an OC spray beyond its expiration date.

Conducted Energy Weapons (CEWs)

21. At the beginning of their shift, members signing out a CEW and cartridges from the equipment storage room at HQ or PSB must use the equipment tracking system, and:
- a) record the serial number in their notebook;
 - b) examine them for any damage; and
 - c) conduct a function or spark test.
- BCPPS 1.3.3 & 1.3.6 (1 & 2)
22. Members who sign out a CEW must return the CEW and cartridges to the equipment storage room at the end of their shift.
23. The Inspector i/c OSU or delegate may assign CEWs and cartridges to specialized units or individual members, as required for their duties, and those members are responsible for its proper storage.
24. Members must not:
- a) store a CEW with a cartridge attached;
 - b) carry a CEW or cartridge beyond its expiration date; or
 - c) carry a CEW if the battery level reads below 20%, in which case they shall notify the OSU.
25. Members must carry their CEW in a holster on the side of the body opposite their pistol.
26. Supervisors are responsible for the daily control process for CEWs and cartridges.
- BCPPS 1.3.3 (4)
27. The Inspector i/c OSU or delegate must examine all CEWs for damage at least once per year, and:
- a) if the Department's inventory includes 100 or more CEWs, test the electrical output of a random sample representing 10% of CEWs each year; or
 - b) if the Department's inventory includes fewer than 100 CEWs, test the electrical output of all CEWs at least once every five years.

BCPPS 1.3.6 (4-6)

Extended Range Impact Weapon

28. Members storing an extended range impact weapon and munition in a vehicle must ensure that it is unloaded and secured in a gun rack or in a locked case secured to the vehicle.

Firearms

29. For the purposes of this Policy, firearms include:
- a) pistols; and
 - b) carbines.
30. Members authorized to carry and use a firearm are required to:
- a) qualify annually;

- b) articulate to the satisfaction of a qualified instructor as to when lethal force is justified, at least every three years; and
- c) complete Department practice training (e.g., tactics, decision-making, shooting distances), at least every three years.

BCPPS 1.1.2 (2, 4 & 6)

- 31. Members must use a designated unloading station to unload firearms, whenever practicable.
- 32. Unless authorized by the Chief Constable or delegate, a member shall not permit a civilian to carry, handle or discharge a Department-issued firearm.
- 33. The Department is the registered owner of all firearms issued to members and the Chief Constable or delegate shall ensure that all firearms are registered with the Canada Firearms Centre.

Storage & Transport

- 34. Members are responsible for ensuring firearms not in operational use are stored safely and securely, as follows:
 - a) unloaded;
 - b) further secured:
 - i) by means of a 'Secure Locking Device,' i.e., can only be opened/released with a key or password/combination, to be kept in a container, receptacle or room that is locked and cannot readily be broken open or into,
 - ii) by means of a vault, safe or room that has been specifically constructed or modified for the secure storage of restricted firearms and that is kept securely locked, or
 - iii) if the above options are unavailable, by means of separating the barrel from the firearm and locking the firearm frame to an immovable object; and
 - c) without ready access to ammunition, unless the ammunition is stored (together or separately), in:
 - i) a container or receptacle that is locked and cannot readily be broken open or into, or
 - ii) a vault, safe or room that has been specifically constructed or modified for the secure storage of restricted firearms and that is kept securely locked.
- 35. Members may only transport a firearm for the purpose of:
 - a) assigned duties;
 - b) attending a Department approved training course or recognized shooting range;
 - c) attending a Department sanctioned event, if approved by their supervisor;
 - d) taking the weapon home, in order to attend Department approved training directly from home or to accommodate a change in location of their assigned duties; or
 - e) as otherwise authorized by the Chief Constable.

36. Unless otherwise approved by a supervisor, members shall carry their firearm in its holster if transporting it while on-duty, and if transporting a firearm while off-duty, members must ensure that it is:
- a) unloaded;
 - b) rendered inoperable by means of a Secure Locking Device;
 - c) locked in an opaque container or receptacle that cannot readily be broken open or into; and
 - d) not visible from outside the vehicle, if leaving the firearm in an unattended vehicle.

Relinquishment

37. Members shall relinquish their firearm and related equipment to the Chief Constable or delegate, and the member's supervisor is responsible for ensuring the relinquishment, if the member:
- a) is expected to be on leave for more than 30 days;
 - b) is on any type of leave without pay;
 - c) is suspended from duty;
 - d) is determined by the Chief Constable to be unfit to handle a firearm; or
 - e) as otherwise directed by the Chief Constable.

*Revised Dates:
26 May 2008
09 May 2012
11 October 2012
06 May 2016
18 May 2017
11 July 2020
09 March 2023

Attachment B.

Policy DP51 - *Weapons Issuance & Management*, original (to be replaced by Attachment A).

DP51**WEAPONS ISSUANCE & MANAGEMENT****DP51**

Effective Date: 01 January 1996
Last Reviewed/Revised Date: 27 March 2023*

POLICY

1. Issuing weapons to, and their deployment by members of the Delta Police Department (Department) must accord with federal and provincial legislation, provincial standards and Department procedures.
2. Only weapons approved by the Director of Police Services and authorized by the Chief Constable may be issued to and deployed by members of the Department in the performance of their duties.
3. The Chief Constable will ensure that the Department maintains a list of all firearms and intermediate weapons currently authorized for use and made available to members.
4. Only members qualified in the use of authorized weapons, as per B.C. Provincial Policing Standards (BCPPS) and Department approved training, may be issued and authorized to carry and use these weapons.
5. Members are prohibited from carrying their issued firearms, other weapons, ammunition or any other use of force equipment when off duty, except as authorized by the Chief Constable.
6. All Department issue firearms, other weapons and ammunition are required to be safely and securely stored when not in use.
7. All Department issue firearms and intermediate weapons are required to be kept in clean and workable order.
8. Members in seconded positions may, upon being qualified to do so, use firearms and other weapons, as authorized by the agency for use specific to the position.

REASON FOR POLICY

9. To provide requirements pertaining to the authorization, issuance, maintenance and control of Department weapons and to seek to ensure members' and Department's issuance, maintenance, cleaning and storage of weapons are compliant, as well as consistent with BCPPS and federal regulations.

DEFINITIONS

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

Munition, Ammunition & Cartridge: a projectile intended for use with a firearm or other thing intended to be fired or forcefully released by a firearm or other weapon during operational use.

Conducted Energy Weapon (CEW): a weapon designed to use a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

Restraint: any device or system designed to restrict an individual's normal physical range of motion or activity.

Safely Stored/Safe Storage: the firearm is:

- a) unloaded;
- b) further secured by:
 - i) means of a Secure Locking Device and by being stored in a container, receptacle or room that is kept securely locked and that is constructed so that it cannot readily be broken open or into, or
 - ii) stored in a vault, safe, or room that has been specifically constructed or modified for the secure storage of restricted firearms and that is kept securely locked, or
 - iii) in the event that i) or ii) above are unavailable rendering the firearm inoperable by removing the barrel, keeping the barrel separate from the firearm and locking the firearm frame to an immovable object; and
- c) not readily accessible to ammunition, unless the ammunition is stored, together with or separately from the firearm, in:
 - i) a container or receptacle that is kept securely locked and that is constructed so that it cannot readily be broken open or into, or
 - ii) a vault, safe or room that has been specifically constructed or modified for the secure storage of restricted firearms and that is kept securely locked.

Secure Locking Device: a device that can only be opened or released by the use of an electronic, magnetic or mechanical key or by setting the device in accordance with an alphabetical or numerical combination; and that, when applied to a firearm, prevents the firearm from being discharged.

Training Cartridge: anything intended to be fired or forcefully released by a firearm or other weapon during training use, and by design intended to be less than lethal or inert, including blue simulation air cartridges for scenario-based training.

Weapon: anything designed, intended or used for inflicting physical bodily damage or harm and includes firearm and the following intermediate weapons:

- oleoresin capsicum (OC) spray,
- impact weapons, specifically batons,
- extended range impact weapons, and
- conducted energy weapons.

PROCEDURES

Control

11. Members must ensure that every weapon, all munitions, ammunition, cartridges and restraints issued to them are safely stored when not being carried for operational use.
12. Members must ensure that any weapons and restraints (except disposable restraints) issued to them, or that they sign-out, are, remain and are returned, in operational, cleaned and well-maintained condition.

Damaged or Malfunctioning Firearms or Intermediate Weapons

13. If a firearm, other weapon or restraint in a member's possession is damaged or malfunctions, the member must:
 - a) safely store it;

- b) before the end of the member's shift, advise the Operational Skills Unit of the nature of the malfunction or damage and the stored location of the weapon or restraint; and
- c) arrange for a temporary replacement from the Operational Skills Unit.

Holsters

- 14. Members may only use holsters approved by the Chief Constable and issued to the member by the Department.
- 15. Members are required to complete any training provided by the Department for the types of holsters issued to them.
- 16. Members may only use their issued holsters in relation to the specific position, assignment or type of duty, as set out in the 'Departmental Approved Holster List' that is published separately from these Procedures.

Handcuffs

- 17. Members are responsible for handcuffs in their possession and must ensure that they are kept clean, lubricated and functioning properly in accordance with the member's training.

Intermediate Force Weapons

- 18. Only members who are qualified in the use of authorized intermediate force weapons shall be authorized to carry and use the same.
- 19. The Operational Skills Unit will maintain a list of intermediate weapons currently authorized for use by members.

Extended Range Impact Weapon***Issue***

- 20. The following extended range impact weapon is authorized to be issued to members:
 - a) LMTS Tactical Single Shot 40mm launcher and eXact iMpac sponge round munition.

Maintenance, Care & Control

- 21. Members must always safeguard extended range impact weapons and munition under their care and control, and ensure they are safely stored when not being carried for operational use.
- 22. Members storing an extended range impact weapon and munition in a vehicle must ensure that it is unloaded and secured in a gun rack or in a locked case in the vehicle's trunk.
- 23. At the start of every shift, members must:
 - a) inspect their extended range impact weapon and perform a function check;
 - b) inspect each issued extended range impact munition to ensure it is free of any damage; and
 - c) remove any worn or damaged munition from service and submitted to the same to the Operational Skills Unit for replacement.

Conducted Energy Weapons (CEWs)**Issue**

24. Authorized members may be assigned CEWs and CEW probe cartridges as personal issue equipment.
25. Members must always safeguard CEWs and probe cartridges under their care and control, and ensure they are safely stored when not being carried for operational use.
26. Members who sign-out a CEW and probe cartridges must use the equipment tracker system, to allow tracking of:
 - a) each CEW in the possession of a member;
 - b) the CEW's unique identifier;
 - c) the number of probe cartridges; and
 - d) the date and time the CEW and probe cartridges were signed out and returned.
27. The Duty NCO will be responsible for the daily control process for CEWs and probe cartridges.

Care, Maintenance & Control

28. CEWs and probe cartridges available for sign-out shall, when not in use, be safely stored in the Headquarter or the Public Safety Building equipment rooms and are required to be signed out/in, using the Equipment Tracker system, at the beginning and end of each shift.
29. Members are not to store a CEW with an operational cartridge attached.
30. Members carrying a CEW must do so in a Department approved holster on the side of the body opposite their pistol.

CEW Battery Charge Level

31. A member who observes a CEW with a battery charge level that reads below 20%, is not to sign out or carry the CEW and is required to notify the Operational Skills Unit.
32. The Operational Skills Unit may use CEWs at below 20% for training and will dispose of any battery at 1% battery life.
33. Members are to be aware that continued use of battery with 0% power may damage the CEW.

CEW Operational Probe Cartridges

34. Operational probe cartridges are marked with a five-year expiration date and members may not carry or use a cartridge that has reached its expiry date or is damaged.
35. The Operational Skills Unit may use expired operational cartridges for training purposes, but not for scenario-based training.

CEW Repair & Replacement

36. Members who have reason to suspect or are aware that a CEW is faulty or malfunctioning must not sign it out or continue carry it and must advise their supervisor.
37. A supervisor who is advised that a CEW is faulty or malfunctioning must remove it from service, tag it, and as soon as possible send it to the Operational Skills Unit for data downloading and repair or replacement.

Firearms

38. The Department is the registered owner of all firearms issued to members and the Superintendent i/c Administration Bureau shall ensure that all firearms are registered with the Canada Firearms Centre.
39. Members must be thoroughly familiar with all aspects of their firearm, ammunition, magazines, ammunition pouch, belt and holster and will be held strictly accountable for the condition of their firearm and associated equipment.

Issue

40. Members must always safeguard firearms and ammunition under their care and control, and ensure they are safely stored when not being carried for operational use.
41. The Administration Bureau will maintain a list of firearms currently authorized for use by members.
42. Members may only carry and use ammunition issued by the Operational Skills Unit.
43. Members in seconded positions with outside agencies may be qualified, authorized to use and issued firearms specific to their position with that agency, but are also required to maintain their Department firearm qualification while on secondment.

Administrative Control & Training

44. The Operational Skills Unit will maintain a current record of:
 - a) firearms and their respective serial numbers;
 - b) to whom the firearm is issued;
 - c) firearms currently stored and available for issue to new members or as temporary replacements for firearms needing repair or seized for investigative reasons; and
 - d) all temporarily issued firearms.

Weapons & Restraints Carry, Transport & Safe Storage

45. Members shall not carry their firearms, any issued intermediate weapon or restraints while off duty, unless authorized by the Chief Constable, and members so authorized are responsible for ensuring safe storage and compliance with the Firearms Act and associated Regulations.
46. Members wearing their Patrol Uniform are required at all times while on duty to:
 - a) carry their issued pistol with ammunition chambered, in a Department approved and issued holster;
 - b) carry two additional full pistol magazines;
 - c) carry a baton, OC spray, and a CEW (if a CEW is available in inventory for signing out);
 - d) have readily accessible, i.e. have in their vehicle, their carbine and extended range impact weapon, if issued; and
 - e) carry handcuffs.
47. Members on duty and dressed other than in Patrol Uniform are required, subject to s. 48 following, to at all times carry:

- a) their issued pistol with ammunition chambered, in a Department approved and issued holster;
 - b) a second full pistol magazine;
 - c) at least one intermediate weapon (e.g. issued plain-clothes-sized OC spray);
 - d) one approved restraint capable of securing the hands; and
 - e) a 'POLICE' emblazoned issued sash or 'take-down' jacket.
48. Despite the above requirement, members are not required to carry one or more of the listed items if:
- a) excused temporarily by their supervisor, for an operational, administrative or medical reason, on a shift-by-shift basis for a partial or whole shift, and that supervisor is required to document, in an operational plan or other report, the reason(s) for excusing the member from the requirement;
 - b) not currently qualified in its use;
 - c) excused due to accommodation approved by the Deputy Chief Constable i/c Administration Bureau or delegate;
 - d) participating in physical training/exercise;
 - e) attending training, a conference or business event;
 - f) subject to air-travel restrictions;
 - g) in dress uniform; or
 - h) specifically exempted by the Chief Constable.
49. Unless authorized by the Deputy Chief Constable or delegate, a member shall not permit a civilian to carry, handle or discharge their firearm.
50. Members must unload firearms using an unloading station whenever practicable.
51. A member may transport a firearm or other issued weapon for the purpose of:
- a) regular duties;
 - b) attending a training course;
 - c) traveling and attending a recognized shooting range for the purpose of training;
 - d) taking the weapon home, in order to, from home, attend training in use of the weapon or for cleaning; or
 - e) as authorized by the Chief Constable.

Maintenance, Care & Control

52. The Operational Skills Unit is responsible for:
- a) the repair of all firearms;
 - b) arranging delivery to a designated repair facility, if required to perform repairs;
 - c) ensuring that only a certified Armourer repairs a firearm;

- d) ensuring that all firearms are subjected to a comprehensive annual inspection; and
 - e) ensuring that any necessary maintenance is performed in accordance with the manufacturer's recommendations.
53. The Operational Skills Unit will seek to efficiently schedule the timing of inspections and maintenance, and maintain a detailed record of inspections and cleaning.

Firearm Relinquishment

54. A member shall relinquish their firearm(s) and ammunition to the Chief Constable, Deputy Chief Constable or designate, and the member's supervisor shall ensure that the member does or has done so, when:
- a) a member will be on sick leave for more than 30 calendar days;
 - b) a member goes on any type of leave without pay;
 - c) member is suspended from duty;
 - d) member is on parental leave;
 - e) there is reason to believe the member may be unfit to handle a firearm; or
 - f) any other reason is determined by the Chief Constable.

Attachment C.

Redline Comparison (Amended & Original).

DP51**WEAPONS ISSUANCE & MANAGEMENT****DP51****POLICY**

1. ~~Issuing weapons to, and their deployment by members of the Delta Police Department (Department) must accord with federal and provincial legislation, provincial standards and Department procedures.~~
2. The Chief Constable must ensure that only weapons, restraints and related equipment (e.g., ammunition, cartridges, holsters) ~~Only weapons~~ approved by the Director of Policing & Law Enforcement Services, and authorized by the Chief Constable may be issued to and deployed by members of the Department in the performance of their duties. ~~as required, are issued to Delta Police Department (Department) members.~~

B-C- Provincial Policing Standards (BCPPS) 1.1.1, 1.2.2 & 1.3.3
2. ~~3.~~ The Chief Constable will ensure that the Department maintains a list of all firearms and intermediate weapons currently authorized for use and made available to members. ~~may make an application to the Director of Policing & Law Enforcement Services for the use of a weapon, restraint or related equipment that has not previously been approved.~~

BCPPS 1.1.1, 1.2.2 & 1.3.3
3. Members may only carry or use any weapon, restraint, or related equipment (excluding in training) as authorized and issued by the Chief Constable, and:
 - a) while on-duty, unless otherwise authorized by the Chief Constable;
 - b) ~~4.~~ Only members qualified in the use of authorized weapons, as per B-C- Provincial Policing Standards (B ~~in accordance with law, the BCPPS), and Department approved training, may be issued and authorized to carry and use these weapons.~~ this Policy and other related Department policies; and
5. ~~Members are prohibited from carrying their issued firearms, other weapons, ammunition or any other use of force equipment when off duty, except as authorized by the Chief Constable.~~
 - c) if they have successfully completed the required training, (re)certification or (re)qualification for that weapon, restraint and related equipment.

BCPPS 1.1.1, 1.2.2 & 1.3.3
4. Seconded members may carry and use weapons, restraints or related equipment as required by the agency to which they are seconded, and must also maintain their Department firearm qualification.

DP51**Weapons Issuance & Management****DP51**

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5. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the issuance, management, and carrying and use of weapons, restraints and related equipment.

REASON FOR POLICY

6. To seek to ensure weapons, restraints and related equipment are issued, managed, and carried and used in a lawful, safe and appropriate manner.

DEFINITIONS

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

Restraint: any device or system that is designed to restrict the normal physical activity or range of motion of a person in part or in whole (e.g., handcuffs, disposable restraint devices, leg restraints, spit hoods, and devices of opportunity such as a rope or belt) (BCPPS 1.2.3).

Weapon: anything designed to be used to cause injury or death to or to temporarily incapacitate a person (*Criminal Code*, s. 2), including **intermediate weapons** (BCPPS 1.2.2) and **firearms** (BCPPS 1.1.1).

PROCEDURES

Oversight

8. The Chief Constable or delegate is responsible for oversight of all Department issued weapons, restraints and related equipment, including but not limited to:
- a) maintaining a list of all items currently authorized for use;
 - b) maintaining an up-to-date inventory of items stored and/or available for issue or replacement;
 - c) maintaining detailed records of all items issued to members, including their respective serial numbers, as applicable, and to whom the item is issued;
 - d) ensuring all items that have not been issued are safely and securely stored;
and
 - e) facilitating required training, (re)qualification and (re)certification (refer to Policy EM21 – Training), including:
 - i) ensuring members carrying or using the item have successfully completed the required training, (re)qualification or (re)certification,
and

Delta Police Department Policy

- ii) maintaining written records for each member and each session, including the session's date, type (e.g., make/model of weapon), purpose and learning objectives, instructor, and results.

BCPPS 1.1.1, 1.1.2, 1.2.2, & 1.2.3

Responsibilities for Carrying & Use

9. Members must ensure that any weapon, restraint or related equipment that they are carrying or that is in their care or control are:

- a) ~~6.All Department issue firearms, other weapons and ammunition are required to be~~ safely and securely stored when not in use.; and
- b) ~~7.All Department issue firearms and~~ maintained in good working order, and if it is not (i.e., damaged or malfunctioning), the member must remove it from service and notify their supervisor as soon as practicable, who shall determine the appropriate next steps (e.g., Quartermaster, Operational Skills Unit (OSU), Inspector i/c Administration Bureau).

BCPPS 1.1.1 & 1.2.3

10. Members requiring the repair or replacement of a weapon, restraint, or related equipment must notify the OSU, or, as applicable, complete an equipment request form and submit a ticket to the Quartermaster.

11. Members shall document in their notebook upon being issued a weapon, restraint or related equipment, including any relevant details (e.g., expiry date, authorization or training).

Required to Carry While On-Duty

12. Members wearing their Patrol uniform are required at all times while on duty to carry:

- a) their badge and/or Department insignia in a manner that is visible to the public (unless operating in a covert capacity);
- b) handcuffs;
- c) their pistol, in their holster with ammunition chambered;
- d) two additional full pistol magazines;
- e) their carbine, an additional carbine magazine, and extended range impact weapon, in their vehicle and readily accessible;
- f) oleoresin capsicum (OC) spray;
- g) a conducted energy weapon (CEW), if issued or available; and

Delta Police Department Policy

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- h) a baton, unless carrying an OC spray and a CEW, in which case members may elect not to carry a baton.
13. Members on-duty not wearing their Patrol uniform are required at all times to carry:
- a) their pistol, in their holster with ammunition chambered;
 - b) an additional full pistol magazine;
 - c) at least one intermediate weapon (e.g. issued plain-clothes-sized OC spray);
 - d) one ~~approved~~ restraint capable of securing ~~the~~ a person's hands; and
 - e) a 'POLICE' emblazoned issued sash ~~or~~, 'take-down' jacket, or issued uniform item with the Department's crest.
14. Despite Sections 12 & 13 above, members are not required to carry one or more of the listed items if:
- a) excused by a supervisor for operational, administrative or health-related reason, in which case the date and reason must be documented;
 - b) participating in or attending Department approved training, event, or exercise;
 - c) if prohibited by air-travel restrictions;
 - d) in dress uniform; or
 - e) otherwise authorized by the Chief Constable or delegate.

Testing, Maintenance & Repairs

15. The Inspector i/c OSU or delegate is responsible for, in relation to all weapons, restraints and related equipment, as required:
- a) conducting necessary maintenance in accordance with the manufacturer's recommendations, if applicable;
 - b) conducting comprehensive inspections;
 - c) conducting testing and retesting, independent of the manufacturer;
 - d) facilitating repair and replacement, ensuring repairs are conducted by a qualified professional (e.g., Armourer for firearms); and
 - e) maintaining detailed records of all the above.

BCPPS 1.3.6 (7)

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16. If it is determined upon inspection or testing that a weapon, restraint or related equipment does not meet required safety and functioning specifications, it must be:
- a) repaired and retested, confirming that it meets those specifications prior to being returned to service for operational use; or
 - b) properly disposed of or destroyed, if it cannot be repaired to meet those specifications.

BCPPS 1.3.6 (8)

Intermediate Weapons

17. For the purposes of this Policy, intermediate weapons ~~are required to be kept in clean and workable order.~~include:
- a) OC spray;
 - b) CEWs; and
 - c) impact weapons (e.g., batons, extended range).
18. Members authorized to carry and use an intermediate weapon are required to qualify every three years, unless otherwise required by the BCPPS.
19. WorkSafeBC regulations prohibit employees voluntarily being subject to application of intermediate weapons, and no Department member, volunteer, or any other person may participate in voluntary exposure to the same.

BCPPS 1.2.2

Oleoresin Capsicum (OC) Spray

20. Members may not carry or use an OC spray beyond its expiration date.

Conducted Energy Weapons (CEWs)

21. At the beginning of their shift, members signing out a CEW and cartridges from the equipment storage room at HQ or PSB must use the equipment tracking system, and:
- a) record the serial number in their notebook;
 - b) examine them for any damage; and
 - c) conduct a function or spark test.

BCPPS 1.3.3 & 1.3.6 (1 & 2)

22. Members who sign out a CEW must return the CEW and cartridges to the equipment storage room at the end of their shift.

Delta Police Department Policy

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23. The Inspector i/c OSU or delegate may assign CEWs and cartridges to specialized units or individual members, as required for their duties, and those members are responsible for its proper storage.
24. Members must not:
- a) store a CEW with a cartridge attached;
 - b) carry a CEW or cartridge beyond its expiration date; or
 - c) carry a CEW if the battery level reads below 20%, in which case they shall notify the OSU.
25. Members must carry their CEW in a holster on the side of the body opposite their pistol.
26. Supervisors are responsible for the daily control process for CEWs and cartridges.
BCPPS 1.3.3 (4)
27. The Inspector i/c OSU or delegate must examine all CEWs for damage at least once per year, and:
- a) if the Department's inventory includes 100 or more CEWs, test the electrical output of a random sample representing 10% of CEWs each year; or
 - b) if the Department's inventory includes fewer than 100 CEWs, test the electrical output of all CEWs at least once every five years.
- BCPPS 1.3.6 (4-6)

Extended Range Impact Weapon

28. Members storing an extended range impact weapon and munition in a vehicle must ensure that it is unloaded and secured in a gun rack or in a locked case secured to the vehicle.

Firearms

29. For the purposes of this Policy, firearms include:
- a) pistols; and
 - b) carbines.
30. Members authorized to carry and use a firearm are required to:
- a) qualify annually;
 - b) articulate to the satisfaction of a qualified instructor as to when lethal force is justified, at least every three years; and

- c) complete Department practice training (e.g., tactics, decision-making, shooting distances), at least every three years.

BCPPS 1.1.2 (2, 4 & 6)

31. Members must use a designated unloading station to unload firearms, whenever practicable.
32. Unless authorized by the Chief Constable or delegate, a member shall not permit a civilian to carry, handle or discharge a Department-issued firearm.
33. The Department is the registered owner of all firearms issued to members and the Chief Constable or delegate shall ensure that all firearms are registered with the Canada Firearms Centre.

Storage & Transport

34. ~~8. Members in seconded positions may, upon being qualified to do so, use firearms and other weapons, as authorized by the agency for use specific to the position.~~

~~REASON FOR POLICY~~

9. ~~To provide requirements pertaining to the authorization, issuance, maintenance and control of Department weapons and to seek to ensure members' and Department's issuance, maintenance, cleaning and storage of weapons are compliant, as well as consistent with BCPPS and federal regulations.~~

~~DEFINITIONS~~

~~**Ammunition, Munition or Cartridge:** a projectile intended for use with a firearm or other thing intended to be fired or forcefully released by a firearm or other weapon during operational use.~~

~~**Conducted Energy Weapon (CEW):** a weapon designed to use a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.~~

~~**Restraint:** any device or system designed to restrict an individual's normal physical range of motion or activity.~~

~~**Safely Stored/Safe Storage:** the firearm is are responsible for ensuring firearms not in operational use are stored safely and securely, as follows:~~

- a) unloaded;
- b) further secured ~~by:~~
- i) by means of a 'Secure Locking Device and by being stored,' i.e., can only be opened/released with a key or password/combination,

Delta Police Department Policy

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- ~~to be kept~~ in a container, receptacle or room that is ~~kept securely~~ locked and ~~that is constructed so that it~~ cannot readily be broken open or into, ~~or~~
- ii) ~~stored in~~ by means of a vault, safe, or room that has been specifically constructed or modified for the secure storage of restricted firearms and that is kept securely locked, or
 - iii) ~~in~~ the ~~even that i) or ii)~~ above options are unavailable ~~rendering the firearm inoperable by removing the barrel, keeping, by means of separating~~ the barrel ~~separate~~ from the firearm and locking the firearm frame to an immovable object; and
- c) ~~not~~ without readily accessible to ammunition, unless the ammunition is stored, ~~(together with or separately from the firearm)~~, in:
- i) a container or receptacle that is ~~kept securely~~ locked and ~~that is constructed so that it~~ cannot readily be broken open or into, or
 - ii) a vault, safe or room that has been specifically constructed or modified for the secure storage of restricted firearms and that is kept securely locked.

~~**Secure Locking Device:** a device that can only be opened or released by the use of an electronic, magnetic or mechanical key or by setting the device in accordance with an alphabetical or numerical combination; and that, when applied to a firearm, prevents the firearm from being discharged.~~

~~**Training Cartridge:** anything intended to be fired or forcefully released by a firearm or other weapon during training use, and by design intended to be less than lethal or inert, including blue simulation air cartridges for scenario-based training.~~

~~**Weapon:** any thing designed, intended or used for inflicting physical bodily damage or harm and includes firearms and the following intermediate weapons whose normal use is not intended or likely to cause serious injury or death:~~

- ~~—— oleoresin capsicum spray (OC spray);~~
- ~~—— impact weapons, specifically batons;~~
- ~~—— extended range impact weapons; and~~
- ~~—— conducted energy weapons.~~

PROCEDURES

Control

10. ~~Members must ensure that every weapon, all munitions, ammunition, cartridges and restraints issued to them are safely stored when not being carried for operational use.~~

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11. ~~Members must ensure that any weapons and restraints (except disposable restraints) issued to them, or that they sign-out, are, remain and are returned, in operational, cleaned and well-maintained condition.~~

~~Damaged or Malfunctioning Firearms or Intermediate Weapons~~

12. ~~If a firearm, other weapon or restraint in a member's possession is damaged or malfunctions, the member must:~~
- ~~a) safely store it;~~
 - ~~b) before the end of the member's shift, advise the Operational Skills Unit of the nature of the malfunction or damage and the stored location of the weapon or restraint; and~~
 - ~~c) arrange for a temporary replacement from the Operational Skills Unit.~~

~~Holsters~~

13. ~~Members may only use holsters approved by the Chief Constable and issued to the member by the Department.~~
14. ~~Members are required to complete any training provided by the Department for the types of holsters issued to them.~~
15. ~~Members may only use their issued holsters in relation to the specific position, assignment or type of duty, as set out in the 'Departmental Approved Holster List' that is published separately from these Procedures.~~

~~Handcuffs~~

16. ~~Members are responsible for handcuffs in their possession and must ensure that they are kept clean, lubricated and functioning properly in accordance with the member's training.~~

~~Intermediate Force Weapons~~

17. ~~Only members who are qualified in the use of authorized intermediate force weapons shall be authorized to carry and use the same.~~
18. ~~The Operational Skills Unit will maintain a list of intermediate weapons currently authorized for use by members.~~

~~Extended Range Impact Weapon~~

~~Issue~~

19. ~~The following extended range impact weapon is authorized to be issued to members:~~

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- a) ~~LMTS Tactical Single Shot 40mm launcher and eXact iMpacT sponge round munition.~~

Maintenance, Care & Control

- 20. ~~Members must always safeguard extended range impact weapons and munition under their care and control, and ensure they are safely stored when not being carried for operational use.~~
- 21. ~~Members storing an extended range impact weapon and munition in a vehicle must ensure that it is unloaded and secured in a gun rack or in a locked case in the vehicle's trunk.~~
- 22. ~~At the start of every shift, members must:~~
 - a) ~~inspect their extended range impact weapon and perform a function check;~~
 - b) ~~inspect each issued extended range impact munition to ensure it is free of any damage; and~~
 - c) ~~remove any worn or damaged munition from service and submitted to the same to the Operational Skills Unit for replacement.~~

Conducted Energy Weapons (CEWs)

Issue

- 23. ~~Authorized members may be assigned CEWs and CEW probe cartridges as personal issue equipment.~~
- 24. ~~Members must always safeguard CEWs and probe cartridges under their care and control, and ensure they are safely stored when not being carried for operational use.~~
- 25. ~~Members who sign out a CEW and probe cartridges must use the equipment tracker system, to allow tracking of:~~
 - a) ~~each CEW in the possession of a member;~~
 - b) ~~the CEW's unique identifier;~~
 - c) ~~the number of probe cartridges; and~~
 - d) ~~the date and time the CEW and probe cartridges were signed out and returned.~~
- 26. ~~The Duty NCO will be responsible for the daily control process for CEWs and probe cartridges.~~

Care, Maintenance & Control

- 27. ~~CEWs and probe cartridges available for sign-out shall, when not in use, be safely stored in the Headquarter or the Public Safety Building equipment rooms and are required to be signed out/in, using the Equipment Tracker system, at the beginning and end of each shift.~~
- 28. ~~Members are not to store a CEW with an operational cartridge attached.~~
- 29. ~~Members carrying a CEW must do so in a Department approved holster on the side of the body opposite their pistol.~~

CEW Battery Charge Level

- 30. ~~A member who observes a CEW with a battery charge level that reads below 20%, is not to sign out or carry the CEW and is required to notify the Operational Skills Unit.~~
- 31. ~~The Operational Skills Unit may use CEWs at below 20% for training and will dispose of any battery at 1% battery life.~~
- 32. ~~Members are to be aware that continued use of battery with 0% power may damage the CEW.~~

CEW Operational Probe Cartridges

- 33. ~~Operational probe cartridges are marked with a five-year expiration date and members may not carry or use a cartridge that has reached its expiry date or is damaged.~~
- 34. ~~The Operational Skills Unit may use expired operational cartridges for training purposes, but not for scenario-based training.~~

CEW Repair & Replacement

- 35. ~~Members who have reason to suspect or are aware that a CEW is faulty or malfunctioning must not sign it out or continue carry it and must advise their supervisor.~~
- 36. ~~A supervisor who is advised that a CEW is faulty or malfunctioning must remove it from service, tag it, and as soon as possible send it to the Operational Skills Unit for data downloading and repair or replacement.~~

Firearms

- 37. ~~The Department is the registered owner of all firearms issued to members and the Superintendent i/c Administration Bureau shall ensure that all firearms are registered with the Canada Firearms Centre.~~

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38. ~~Members must be thoroughly familiar with all aspects of their firearm, ammunition, magazines, ammunition pouch, belt and holster and will be held strictly accountable for the condition of their firearm and associated equipment.~~

Issue

39. ~~Members must always safeguard firearms and ammunition under their care and control, and ensure they are safely stored when not being carried for operational use.~~
40. ~~The Administration Bureau will maintain a list of firearms currently authorized for use by members.~~
41. ~~Members may only carry and use ammunition issued by the Operational Skills Unit.~~
42. ~~Members in seconded positions with outside agencies may be qualified, authorized to use and issued firearms specific to their position with that agency, but are also required to maintain their Department firearm qualification while on secondment.~~

Administrative Control & Training

43. ~~The Operational Skills Unit will maintain a current record of:~~
- a) ~~firearms and their respective serial numbers;~~
 - b) ~~to whom the firearm is issued;~~
 - c) ~~firearms currently stored and available for issue to new members or as temporary replacements for firearms needing repair or seized for investigative reasons; and~~
 - d) ~~all temporarily issued firearms.~~

Weapons & Restraints Carry, Transport & Safe Storage

44. ~~Members shall not carry their firearms, any issued intermediate weapon or restraints while off duty, unless authorized by the Chief Constable, and members so authorized are responsible for ensuring safe storage and compliance with the *Firearms Act* and associated *Regulations*.~~
45. ~~Members wearing their Patrol Uniform are required at all times while on duty to:~~
- a) ~~carry their issued pistol with ammunition chambered, in a Department approved and issued holster;~~
 - b) ~~carry two additional full pistol magazines;~~
 - c) ~~carry a baton, OC spray, and a CEW (if a CEW is available in inventory for signing out);~~

Delta Police Department Policy

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- d) ~~have readily accessible, i.e. have in their vehicle, their carbine and extended range impact weapon, if issued; and~~
 - e) ~~carry handcuffs.~~
46. ~~Members on duty and dressed other than in Patrol Uniform are required, subject to s. 47 following, to at all times carry:~~
- a) ~~their issued pistol with ammunition chambered, in a Department approved and issued holster;~~
 - b) ~~a second full pistol magazine;~~
 - c) ~~at least one intermediate weapon (e.g. issued plain clothes sized OC spray);~~
 - d) ~~one approved restraint capable of securing the hands; and~~
 - e) ~~a 'POLICE' emblazoned issued sash or 'take-down' jacket.~~
47. ~~Despite the above requirement, members are not required to carry one or more of the listed items if:~~
- a) ~~excused temporarily by their supervisor, for an operational, administrative or medical reason, on a shift-by-shift basis for a partial or whole shift, and that supervisor is required to document, in an operational plan or other report, the reason(s) for excusing the member from the requirement;~~
 - b) ~~not currently qualified in its use;~~
 - c) ~~excused due to accommodation approved by the Deputy Chief Constable i/c Administration Bureau or delegate;~~
 - d) ~~participating in physical training/exercise;~~
 - e) ~~attending training, a conference or business event;~~
 - f) ~~subject to air travel restrictions;~~
 - g) ~~in dress uniform; or~~
 - h) ~~specifically exempted by the Chief Constable.~~
48. ~~Unless authorized by the Deputy Chief Constable or delegate, a member shall not permit a civilian to carry, handle or discharge their firearm.~~
49. ~~Members must unload firearms using an unloading station whenever practicable.~~
35. ~~50.~~ ~~A member may~~ Members may only transport a firearm ~~or other issued weapon~~ for the purpose of:
- a) ~~regular~~ assigned duties;
 - b) attending a Department approved training course; or

- ~~c) traveling and attending a~~ recognized shooting range ~~for the purpose of training;~~
- c) attending a Department sanctioned event, if approved by their supervisor;
- d) taking the weapon home, in order to, ~~from home,~~ attend ~~training in use of the weapon or for cleaning~~Department approved training directly from home or to accommodate a change in location of their assigned duties; or
- e) as otherwise authorized by the Chief: Constable.

~~Maintenance, Care & Control~~

~~51. The Operational Skills Unit is responsible for:~~

- ~~a) the repair of all firearms;~~
- ~~b) arranging delivery to a designated repair facility, if required to perform repairs;~~
- ~~c) ensuring that only a certified Armourer repairs a firearm;~~
- ~~d) ensuring that all firearms are subjected to a comprehensive annual inspection; and~~
- ~~e) ensuring that any necessary maintenance is performed in accordance with the manufacturer's recommendations.~~

~~52. The Operational Skills Unit will seek to efficiently schedule the timing of inspections and maintenance, and maintain a detailed record of inspections and cleaning.~~

36. Unless otherwise approved by a supervisor, members shall carry their firearm in its holster if transporting it while on-duty, and if transporting a firearm while off-duty, members must ensure that it is:

- a) unloaded;
- b) rendered inoperable by means of a Secure Locking Device;
- c) locked in an opaque container or receptacle that cannot readily be broken open or into; and
- d) not visible from outside the vehicle, if leaving the firearm in an unattended vehicle.

~~Firearm Relinquishment~~

~~53.A member~~Members shall relinquish their firearm(s) and ~~ammunition related equipment~~ to the Chief ~~Constable, Deputy Chief~~ Constable or ~~designate~~delegate, and the member's supervisor ~~shall~~is responsible for ensuring that ~~the relinquishment, if the member does or has done so, when;~~

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- a) ~~a member will~~is expected to be on ~~sick~~ leave for more than 30 ~~calendar~~ days;
 - b) ~~a member goes~~is on any type of leave without pay;
 - c) ~~member~~ is suspended from duty;
 - d) ~~member is on parental leave~~;
 - e) ~~is determined by the Chief Constable to~~there is reason to believe the member may be unfit to handle a firearm; or
 - e) ~~any other reason is determined~~as otherwise directed by the Chief Constable.



DELTA POLICE BOARD

Excellence in Policing

DATE 2026-06-10	SUBMITTED BY Harj Sidhu, M.O.M. Chief Constable
SUBJECT Approval of Revised Policy IC10 - <i>Use of Force</i>	
ACTION REQUIRED <input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Approval/Action/Decision A. THAT the Governance Committee approve the revised provisions of Policy IC10 - <i>Use of Force</i> under the headings of 'Policy' and 'Reason for Policy' and submit the same to the Police Board for approval.	

PURPOSE

The purpose of this report is to request that the Governance Committee approve amendments to Policy IC10 - *Use of Force* as detailed and recommended herein, and present the same to the Delta Police Board for approval.

DISCUSSION

Policy IC10 - *Use of Force* was overly descriptive, repetitive, and convoluted. It has been substantially reorganized and condensed to provide clear and succinct direction and further amended to align with all relevant requirements of the *Criminal Code* and *BC Provincial Policing Standards (BCPPS)* (with clear references throughout).

The original Policy unnecessarily repeated directions (regarding reporting, maintenance, training, etc.) for each weapon and restraint, as many responsibilities apply to multiple weapons and restraints; and, to rectify this, the amended Policy has been sorted into five clear thematic parts, with all weapons and restraints properly organized into umbrella categories (e.g., 'physical control tactics' includes restraints, and restraints includes handcuffs and spit hoods). Thus, responsibilities are clearly provided as overarching directions under 'Policy' and are specifically discussed under 'Procedures' as required.

Furthermore, this Policy was reviewed in conjunction with Policy DP51 - *Weapons Issuance & Management* to ensure a clear distinction between the two and minimize overlap while maintaining consistency, with sections reconciled and moved between them.

Most amendments have been made under 'Procedures,' which are approved by the Chief Constable (and included in Attachment A), but the following significant changes are highlighted for Committee information:

- Consideration factors for each use of force option have been substantially amended to align with the *Criminal Code*, BCPPS, and Department training, ensuring clear and distinct directions without being overly restrictive or prescriptive (generally covered by s. 1, with specific considerations in s. 28 for restraints, s. 43 & 44 for intermediate weapons, and s. 56 for firearms).

- Previously, a consideration factor for applying handcuffs included “Indigenous, racialized, and other equity deserving groups” (original s. 68). The inclusion of such a provision amongst other BC police agencies is mixed and provides little guidance. Thus, after fulsome discussions from an operational and legal perspective, it was determined that this is effectively covered at a high level by Policy CS10 - *Unbiased Policing & Vulnerable Persons*, which directs members to consider that vulnerable persons or groups may require specialized engagement and shall seek to provide equitable, culturally safe, and trauma-informed service delivery. This lens must be applied at all times and across all policies (e.g., mental health response, sexual assault, cell block), and specific mention within IC10 is therefore unnecessary. Factors necessary for members to consider in applying handcuffs to any person are sufficiently addressed in s. 28-30.

Amendments to the ‘Policy’ and ‘Reason for Policy’ sections are detailed below for Committee approval.

POLICY

NEW: SECTIONS 1-4

New Sections 1-4 have been reframed to reflect proper policy format and provide high level direction from the Board in alignment with the *Criminal Code* and BCPPS, clearly describing the justification for using force and associated requirements:

1. Delta Police Department (Department) members are authorized to use force in the lawful execution of their duties, and that force must be reasonable, proportionate, and necessary based on the totality of circumstances.
2. The Chief Constable must ensure a use of force model approved by the Director of Policing & Law Enforcement Services (Director) is in use, including at least the following options:
 - a) member presence;
 - b) communication, including de-escalation;
 - c) physical control (hard & soft);
 - d) intermediate weapons; and
 - e) lethal force.
3. Members may only use force options (excluding in training):
 - a) in accordance with law, the BCPPS, Department approved training, this Policy and other related Department policies, and the National Use-of-Force Framework (NUFF); and
 - b) if they have successfully completed the required training, (re)certification or (re)qualification.
4. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the use of force and associated responsibilities.

ORIGINAL: SECTIONS 1-6

Original Section 1(a) was deemed unnecessary to include; Sections 1(b), 2, 3, & 6 are more effectively covered by the above; and Sections 1(c), 4, & 5 are discussed under ‘Procedures.’ Therefore, the original sections will be removed:

1. In accordance with law, members of the Delta Police Department (Department):
 - a. are required and authorized to preserve the peace, prevent crime and offences against the law, enforce the law, and protect life and property;
 - b. may use reasonably necessary force in carrying out their obligations and authorities; and
 - c. may be found criminally responsible for any excess use of force according to the nature and quality of the act that constitutes the excess.
2. Members may only use issued firearms, weapons and other means of force in accordance with:
 - a. the legal requirements of the Criminal Code;

- b. the British Columbia Provincial Policing Standards (BCPPS);
 - c. the National Use of Force Framework (NUFF); and
 - d. the member's relevant training and experience.
3. Members may only use force against another person for the purposes of establishing and maintaining lawful physical control of the person, or to protect the person, the member or anyone else from harm.
4. Prior to graduating from the police academy, and every three years thereafter, members must successfully complete crisis intervention and de-escalation (CID) training, in accordance with B.C. Provincial Policing Standards (BCPPS).
5. Only firearms, intermediate weapons, CEWs and restraint devices approved by the Director of Police Services, and authorized by the Chief Constable or by the head of a law enforcement agency to which a member is seconded, may be issued to and deployed by members of the Department in the performance of their duties, and the Department will maintain a list of firearms, intermediate weapons, CEWs currently authorized for use by members.
6. Only members qualified, as per BCPPS and Department training, in the use of authorized weapons and restraint devices may be issued and authorized to carry and use the same.

REASON FOR POLICY

NEW: SECTIONS 5 & 6

The new 'Reason for Policy' section is similar to the original but utilizes language that is consistent throughout the Policy and more effectively captures the Policy's purpose:

5. To seek to ensure use of force by Department members is reasonable, proportionate, and necessary based on the totality of circumstances.
6. To provide guidance regarding the use of force and associated responsibilities.

ORIGINAL: SECTION 7

Original Section 7 is more appropriately covered as above and will be removed:

7. To provide requirements pertaining to the use of force by members, and to seek to ensure that members' use of force is legally compliant, as well as consistent with BCPPS.

PROCEDURES

Procedures are approved by the Chief Constable. For Committee information, the Procedures are included in the proposed amended Policy, as set out in Attachment A.

CONCLUSION

This concludes the review of Policy IC10 - *Use of Force*. The amended Policy provides clear and succinct directions for using force and associated responsibilities, aligns with legislative requirements, and reflects proper policy format.

ATTACHMENTS

- A. IC10 - *Use of Force*, as amended.
- B. IC10 - *Use of Force*, original.
- C. Redline Comparison (Amended & Original).

Attachment A.

Policy IC10 - *Use of Force*, as amended.

IC10

USE OF FORCE

IC10

Effective Date: 01 May 2008
 Last Reviewed/Revised Date: TBD*

Contents

POLICY.....

REASON FOR POLICY.....

RELATED POLICIES.....

DEFINITIONS.....

PROCEDURES

PART 1: GENERAL.....

 De-Escalation Techniques.....

 Identification & Warning.....

PART 2: RESPONSE

 Use of Force Incidents

 Scene Attendance

 Medical Assessment & Assistance.....

PART 3: DOCUMENTATION & REPORTING

 Note Taking & Subject Behaviour Officer Response (SBOR) Reports

 Reportable Incidents of Injuries or Death

 Excessive Use of Force.....

 Unintentional Discharge of a Weapon.....

PART 4: USE OF FORCE OPTIONS

 Physical (Hard & Soft) Control Tactics

 Restraints

 Intermediate Weapons

 Conducted Energy Weapons (CEWs)

 Impact Weapons.....

 Firearms.....

PART 5: ADMINISTRATION.....

 Training

 Reporting to the Director

POLICY

1. Delta Police Department (Department) members are authorized to use force in the lawful execution of their duties, and that force must be reasonable, proportionate, and necessary based on the totality of circumstances.

Criminal Code s. 25 (1)
2. The Chief Constable must ensure a use of force model approved by the Director of Policing & Law Enforcement Services (Director) is in use, including at least the following options:
 - a) member presence;
 - b) communication, including de-escalation;
 - c) physical control (hard & soft);

- d) intermediate weapons; and
- e) lethal force.

BC Provincial Policing Standards (BCPPS) 1.9.1 (1)

3. Members may only use force options (excluding in training):
 - a) in accordance with law, the BCPPS, Department approved training, this Policy and other related Department policies, and the National Use-of-Force Framework (NUFF); and
 - b) if they have successfully completed the required training, (re)certification or (re)qualification.

BCPPS 1.9.1 (2)

4. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the use of force and associated responsibilities.

REASON FOR POLICY

5. To seek to ensure use of force by Department members is reasonable, proportionate, and necessary based on the totality of circumstances.
6. To provide guidance regarding the use of force and associated responsibilities.

RELATED POLICIES

CS10 - Unbiased Policing & Vulnerable Persons
 DP51 - Weapons Issuance & Management
 EA30 - Reportable Incidents of Injuries or Death (Police Act)
 EM62 - Critical Incident Stress Management
 IC30 - Detention, Arrest & Post-Arrest Processing
 IC40 - Transportation of Persons in Custody
 IR20 - Note Taking & Notes Management
 IR30 - Mental Health & Crisis Response

DEFINITIONS

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

Bodily Harm: any hurt or injury to a person that interferes with the health or comfort of the person and is more than merely transient or trifling in nature (BCPPS 1.3.1).

De-escalation: integrated strategies, communications, resources, and tactics used to lower the intensity of a given situation, conflict, or crisis, aiming to lower the level or reduce the need to use force while ensuring the safety of the public and police.

Display: the act of pointing, aiming or showing an intermediate weapon or a firearm at or to a person without discharging it, for the purpose of generating compliance from a person (BCPPS 1.7.2).

Draw: the act of unholstering or removing an intermediate weapon or firearm from the holster without discharging it, as a preparatory step so that it is ready for use should it become necessary (BCPPS 1.7.2).

Weapon: anything designed to be used to cause injury or death to or to temporarily incapacitate a person (Criminal Code, s. 2), including intermediate weapons (BCPPS 1.2.2) and firearms (BCPPS 1.1.1).

PROCEDURES

PART 1: GENERAL

De-escalation Techniques

8. Members must utilize Crisis Intervention De-escalation (CID) techniques and principles of Integrating Communication, Assessment & Tactics (ICAT), prior to or in conjunction with the application of any use of force option, whenever appropriate and safe to do so throughout the course of an interaction with a person.

Refer to Policy IR30 - *Mental Health & Crisis Response*.

Identification & Warning

9. Prior to using force against a person, members must:
- a) identify themselves as a police officer, except in exigent circumstances or if it is reasonably considered inappropriate based on the totality of circumstances, in which case the member must identify themselves as soon as practicable; and
 - b) issue a verbal warning, unless such a warning may reasonably place any person at risk of bodily harm.

BCPPS 1.1.2 (Appendix) & 1.3.1 (4)

PART 2: RESPONSE

Use of Force Incidents

10. Members must immediately notify their supervisor and provide them with all relevant details upon applying any of the following use of force options:
- a) physical control (soft), if an injury occurred to either the person or the member from the application of that force;
 - b) physical control (hard);
 - c) vascular neck restraint (VNR);
 - d) intermediate weapon display or discharge;
 - e) firearm display or discharge;
 - f) police dog bites (intentional and unintentional), while in charge of the police dog;
 - g) specialty munitions (e.g., extended range impact weapon); and
 - h) use of a weapon of opportunity, i.e., an ordinary object that in its regular use is not intended as a weapon, but in a specific encounter is at hand for improvised use as a weapon (e.g., flashlight).

BCPPS 1.7.2 (1 & 8)

Scene Attendance

11. If any of the use of force options described in Section 10 above are applied, an uninvolved supervisor must immediately assess the circumstances and determine whether scene attendance and/or notification of the Duty Officer are required.
12. If attendance of an uninvolved supervisor is required they, or another member until their arrival, must:
 - a) secure and assess the scene;
 - b) obtain and document any relevant information related to the incident, including but not limited to:
 - i) identifying and interviewing witnesses, and
 - ii) photographing any injuries; and
 - c) obtain any relevant evidence, including any weapon used and the discharged munition or component pieces, to be seized and secured in accordance with Department policies.

Refer to Policy EA30 - *Reportable Incidents of Injuries or Death (Police Act)* if use of force results in serious harm or death.

Medical Assessment & Assistance

13. The member or member's supervisor must contact British Columbia Ambulance Service (BCAS) to assess the need for treatment, or provide transportation to a hospital, of a person to whom:
 - a) use of force has been applied, and claims or appears to:
 - i) have a serious or significant injury,
 - ii) be unconscious or be of questionable consciousness, or
 - iii) otherwise require medical assistance;
 - b) a VNR is applied;
 - c) oleoresin capsicum (OC) spray is applied; or
 - d) an Automated External Defibrillator (AED) is used.
14. Any medical issues or injuries must be documented and described on the associated file, including, if applicable and practicable, a photograph of the issue or injury.
15. If practicable, a member who plans to apply or anticipates applying use of force that is likely or intended to cause injury shall request BCAS attendance to the perimeter of the scene.
16. Patrol Sergeants must ensure their vehicle is equipped with a Department-issued AED and that they maintain training in accordance with Emergency and Health Services Commission consent requirements for police use of an AED.

BCPPS 1.3.4 (2)

PART 3: DOCUMENTATION & REPORTING**Note Taking & Subject Behaviour Officer Response (SBOR) Reports**

17. A member who has applied any of the use of force options described in Section 10 above must document the incident, including:

- a) making detailed notes in accordance with Policy IR20 - Note Taking & Notes Management; and
- b) completing an SBOR report, ensuring the narrative includes all specified 'Narrative Headings.'

Note: A weapon drawn where no person is encountered (e.g., a building search with firearm drawn) does not require a SBOR report or other report specific just to the draw.

18. Notes and SBOR reports must be completed within 48 hours of the incident, unless exigent circumstances exist*, in which case the attending supervisor must complete the notes and/or SBOR report, or an extension may be granted by the Chief Constable.

*e.g., the member is injured or otherwise reasonably unable to complete the report within the time period, or, if the incident involves death or serious injury, the member may take a reasonable rest period up to 72 hours.

BCPPS 1.7.2 (3)

19. The Inspector i/c Operational Skills Unit (OSU) or delegate is responsible for reviewing all SBOR reports for completeness and compliance with Department policy, training, and the BCPPS, and if the use of force is considered to be not compliant, they must submit a report to the Chief Constable.

BCPPS 1.7.2 (5)

Reportable Incidents of Injuries or Death

20. If use of force is applied, members must adhere to Policy EA30 - Reportable Incidents of Injuries or Death (Police Act) and immediately notify the Office of the Police Complaint Commissioner (OPCC) and/or the Independent Investigations Office (IIO), as required.

Police Act s. 89 & 38.09
BCPPS 1.7.2 (7)

Excessive Use of Force

21. Any member using force against a person is criminally responsible for any excess thereof according to the nature and quality of the act that constitutes the excess.

Criminal Code s. 26

22. Any member who reasonably believes that they have witnessed excessive use of force by another member must report the incident to a supervisor as soon as practicable, who must notify the Chief Constable, and the Chief Constable shall appoint an uninvolved member to investigate.

BCPPS 1.7.2 (10 & 11)

Unintentional Discharge of a Weapon

23. If a member unintentionally discharges a weapon, regardless of whether it resulted in damage or injury, the member must notify their supervisor.

24. The supervisor shall notify the Duty Officer, as soon as practical, who shall assess the circumstances of the unintentional discharge, and:

- a) determine whether the member must relinquish their weapon and related equipment;

Note: CEWs must be removed from service for data download for all discharges.

- b) notify the following, as required:

- i) IIO Liaison Officer,

- ii) Inspector i/c Professional Standards Section, and
- iii) Inspector i/c OSU or delegate, and provide them with the weapon and related equipment;
- c) direct an 'Incident / Accident Report' (Form 75) to be completed (any unintentional discharge is deemed a 'Near Miss' for purposes of the Form); and
- d) in consultation with the Inspector i/c Professional Standards and IIO Liaison Officer, as applicable, assess the circumstances and direct an investigation to be conducted, as appropriate.

PART 4: USE OF FORCE OPTIONS

Physical (Hard & Soft) Control Tactics

25. Physical (hard & soft) control tactics are techniques applied without use of a weapon, including:
- a) soft tactics (e.g., restraining techniques, joint locks, handcuffing), intended to control a person's behavior with a lower probability of causing injury; and
 - b) hard tactics (e.g., empty hand strikes/punches, kicks, VNR), intended to stop a person's behavior and having a higher probability of causing injury.
26. Members are prohibited from the intentional use of chokeholds, i.e., applying pressure to the front of the neck and trachea/windpipe to restrict a person's ability to breathe, unless the member reasonably believes that lethal force is justified.

BCPPS 1.5.1

Restraints

27. A restraint is any device or system designed or used to restrict a person's normal physical range of motion or activity, including:
- a) handcuffs;
 - b) disposable restraint devices (e.g., zip-ties);
 - c) leg restraints;
 - d) devices of opportunity (e.g., rope or belt); and
 - e) spit hoods.

Use of a Restraint

28. The detention or arrest of a person does not in itself provide reasonable grounds to apply a restraint device, and members must be able to articulate why applying a restraint was necessary in order to:
- a) protect the member(s), the person, or any other person from harm;
 - b) reduce the risk of the person attempting to leave;
 - c) locate and preserve evidence related to the reason for the person's arrest; or
 - d) enhance the member's safety in conducting a lawful search.
29. A member's knowledge of a person's past behaviour, or detaining a person solely for investigative detention, are not reasonable grounds for applying a restraint to a person.

30. Members must further consider any relevant factors in determining whether to apply a restraint to a person, including but not limited to:
- a) age (e.g., youth or elderly);
 - b) mental or physical disabilities; or
 - c) medical conditions or injuries (e.g., pregnancy, injury).
31. Members shall not apply a restraint to a child who is or appears to be under the age of 12 unless:
- a) all other options have been exhausted or determined inappropriate (e.g., verbal communication, de-escalation techniques); and
 - b) the member reasonably believes that the child must be restrained in order to prevent immediate harm to the child or any other person.

Applying a Restraint

32. Members shall seek to maintain the dignity of the person to whom the restraint is being applied, including, where practicable:
- a) advising the person that the restraint is going to be applied;
 - b) verbally describing each step of the process; and
 - c) escorting the person in a manner that minimizes visibility to the public.
33. A member applying a restraint to a person must:
- a) check the restraint for a safe level of tightness and ensure it is not dangerously restricting the person's blood circulation;
 - b) if a disposable restraint, ensure that at least one member present has a tool available for cutting the device free;
 - c) if a feature of the restraint, engage a double lock mechanism immediately after establishing sufficient control over the person to do so;
 - d) if using a leg restraint, not use it as a sole restraint and not in any manner join it to handcuffs;
 - e) not leave the person unsupervised, unless required by exigent circumstances, and assess their wellbeing at regular intervals; and
 - f) be aware of the length of time the restraint remains applied, remove it as soon as practicable, and be responsive to the potential need to remove it as appropriate.

BCPPS 1.2.3 (4)

34. Members shall notify their supervisor as soon as practicable upon applying a leg restraint or spit hood, or if any restraint has been applied to a person in mistaken belief about the person's identity or involvement or commission of an offence.

Documentation & Reporting

35. In addition to required SBOR reporting, members shall document the use of a restraint device in their notebook and initiate a PRIME file, and include the following information:
- a) the reason for applying the restraint and its removal;

- b) details of how the restraint was applied and checked for tightness, fit, and security, as applicable to the restraint used; and
- c) any relevant observations, including if the person complains the restraint is too tight and the member's response (e.g., that the restraint was inspected or why an inspection was not conducted).

Spit Hoods

- 36. A spit hood may only be applied to a person who has, is attempting to, or is threatening to bite or contaminate the member or any other person with bodily fluids from their nose or mouth.
 - 37. In applying a spit hood to a person, the member must:
 - a) first ensure the person is under control and restrained using a restraint;
 - b) if practicable, remove any eyewear, head/face jewelry or other items that may hook on the hood, with consideration of cultural, religious or personal items (refer to Policy IC32 – Search of Persons);
 - c) adjust the hood so the mesh barrier does not descend below the person's nose, and check the fit to allow for vision; and
 - d) discontinue attempted use if the spit hood does not fit properly.
 - 38. Spit hoods may not be applied to, and must be removed from, any person who is or appears to be:
 - a) unconscious or of questionable consciousness;
 - b) vomiting;
 - c) noticeably bleeding from the mouth, nose, or head;
 - d) having difficulty breathing;
 - e) experiencing effects of OC spray; or
 - f) in need of medical attention, if the spit hood may further harm the person or impede the administration of medical attention.
 - 39. While a person is wearing a spit hood, members must ensure:
 - a) the person's airway, nose, and mouth are otherwise unobstructed at all times; and
 - b) the person is monitored and verbal confirmation of their wellbeing is sought at five-minute intervals, or more frequently as deemed necessary, and that these checks and statuses are recorded in CAD.
- BCPPS 1.2.3 (4)
- 40. Spit hoods may only be used once per person and must be safely discarded after use.
 - 41. Members must be aware that spit hoods may increase the risk for medical distress, and shall avoid applying a spit hood to a person believed to be experiencing an Agitated Medical Emergency (AME), wherever practicable (refer to Policy IR30 – *Mental Health & Crisis Response*).

Intermediate Weapons

- 42. Intermediate weapon options include:

- a) OC spray;
 - b) conducted energy weapons (CEWs), i.e., tasers;
 - c) impact weapons, i.e., batons and extended range impact weapons (ERIWs); and
 - d) weapons of opportunity.
43. Intermediate weapons may only be:
- a) drawn or displayed, if the member reasonably believes that the situation has the potential for bodily harm; or
 - b) discharged, if the member reasonably believes that:
 - c) the person is causing or will imminently cause bodily harm to themselves, the member, or any other person, and
 - d) de-escalation techniques or lesser force option have not been or will not be effective in eliminating the risk of bodily harm.

BCPPS 1.3.1 (1, 2 & 6)

OC Spray

44. Despite Section 43 above, OC spray may be applied against a person categorized as an 'Active Resister,' if appropriate based on the totality of circumstances.

Conducted Energy Weapons (CEWs)**Use of CEW**

45. Members must not discharge a CEW against a person for longer than five seconds, or apply an additional discharge, unless the member reasonably believes that the initial discharge was ineffective in eliminating the risk of bodily harm and that a subsequent or longer discharge will eliminate that risk.
46. Members must not discharge more than one CEW simultaneously against a person, or in any of the following circumstances, unless the member reasonably believes it is justified to prevent grievous bodily harm or death:
- a) the person or the member is near flammable, combustible or explosive material, including alcohol-based OC spray;
 - b) the person is at risk of a fall from an elevated height;
 - c) the person is standing in or near water; or
 - d) the person is operating a vehicle/machinery that is in motion.

BCPPS 1.3.1 (3)

BCPPS 1.3.1 (4)

47. Members discharging a CEW shall, if practicable, avoid targeting the following areas:
- a) head;
 - b) neck;
 - c) chest; and
 - d) genitalia.

BCPPS 1.3.1 (4)

48. Upon the discharge of a CEW against a person, the member or the member's supervisor must request BCAS attendance as soon as practicable if the discharge was made:
- a) across the person's chest (in probe mode);
 - b) for longer than five seconds, including a single discharge cycle that exceeds five seconds or an additional discharge where the total length of contact exceeds five seconds; or
 - c) against a person who may be vulnerable due to age (e.g., youth or elderly), mental or physical disabilities, or known medical conditions or injuries (e.g., pregnancy, heart disease).

BCPPS 1.3.4 (5)

Post-Discharge Requirements

49. Discharged probes may be removed with caution by a member at the direction of their supervisor, once the person is appropriately restrained, unless probes are located in sensitive areas such as the head, face, neck, groin, or breast, in which case they must be removed by medical personnel.
50. Discharged probes shall be secured appropriately, and if removed directly from a person's skin, they shall be treated as Bio-Hazards 'sharps.'
51. Following the discharge of a CEW against a person, the member must secure the CEW and related component pieces and submit them as an exhibit.
52. The Inspector i/c OSU or delegate must be notified following the discharge of a CEW, who shall ensure:
- a) the CEW is removed from service;
 - b) if resulting in serious injury or death, that the CEW is not returned to service until it is tested, repaired and retested (refer to Policy DP51 - *Weapons Issuance & Management*);
 - c) a data download is conducted and added to the PRIME file; and
 - d) there are no discrepancies between the downloaded data and the SBOR report.

BCPPS 1.3.3 (5 & 6)

Monitoring & Reporting

53. On an annual basis, the Inspector i/c OSU or delegate shall:
- a) conduct an administrative download for each CEW, and record and maintain that data;
 - b) conduct an internal review of CEW use to determine compliance with Department policy, training, and the BCPPS, and to identify potential training or policy issues, and the review must examine and document:
 - i) the circumstances and manner in which CEWs are being used (e.g., bodily harm threshold, number and duration of cycles, number of probes deployed), and
 - ii) the reporting of CEW use by members; and
 - c) submit an annual written report to the Director, and Delta Police Board, which must include:

- i) aggregate counts of CEW displays and discharges, and
- ii) a summary of the annual review conducted as described in (b) above.

BCPPS 1.3.3 (7-9)

Impact Weapons

54. Members using an impact weapon shall, if practicable, avoid targeting the following areas:
- a) spine;
 - b) neck;
 - c) abdomen, if visibly pregnant;
 - d) clavicle;
 - e) kidneys;
 - f) head; and
 - g) genitalia.
55. Specific to ERIWs, members shall, if practicable, aim for the following bodily target areas:
- a) the front or back of the person's legs;
 - b) the front or back of the person's arms (below the elbow); or
 - c) buttocks.

Firearms

56. Firearms may only be:
- a) drawn or displayed, if the member reasonably believes that there is potential for grievous bodily harm or death; or
 - b) discharged, if the person is to be lawfully arrested and the member reasonably believes that the force is necessary for the purpose of protecting the member or any other person from grievous bodily harm or death.
- Criminal Code s. 25 (4)
57. Members may only discharge their firearm in exigent circumstances (e.g., Active Deadly Threat; refer to Policy IR42 – *Active Deadly Threat & Code 1 Protocol*):
- a) against an occupant of a moving vehicle;
 - b) from a moving vehicle; or
 - c) at the body or tires of a stationary or moving vehicle.
58. For all discharges of a firearm, except for training or testing purposes:
- a) the member must relinquish the firearm to the attending supervisor, which may be returned or replaced as directed by the Chief Constable or delegate;
 - b) the Chief Constable or delegate shall appoint an uninvolved member to investigate the reason for the discharge, who shall provide an investigative report to the Chief Constable; and

BCPPS 1.7.2 (9)

- c) if discharged by the Chief Constable, the Chair of the Delta Police Board must be notified, who shall oversee an investigation.

Note: For (a) and (b) above, if a member discharges a firearm against an animal (refer to IM50 - *Animals*), the supervisor shall determine whether relinquishment of the firearm or investigation is required.

PART 5: ADMINISTRATION

Training

- 59. The Chief Constable or delegate is responsible for facilitating required use of force training, (re)qualification and (re)certification, and maintaining written records for each member and each session, including the session's date, type (e.g., make/model of weapon), purpose and learning objectives, instructor, and results.

Refer to Policies DP51 - Weapons Issuance & Management and EM21 - Training.

- 60. Use of force training may only be provided to members by a person who has received the necessary training and is fully qualified to instruct, as authorized by the Chief Constable, and the Chief Constable or delegate shall maintain a record of each instructor and their qualifications.

BCPPS 3.2.3

Reporting to the Director

- 61. The Chief Constable or delegate shall maintain a record of the following data specific to the use of force by members:
 - a) the number of SBOR reports submitted;
 - b) the frequency and types of force used;
 - c) injury outcomes; and
 - d) any other measures, as determined by the Director.

BCPPS 1.7.2 (12)

- 62. The Chief Constable or delegate shall submit to the Director, at the end of each calendar year, a complete data set of all SBOR reports and any other information as requested by the Director.

BCPPS 1.7.2 (13)

*Revised Dates:
 10 October 2012
 09 March 2017
 22 January 2019
 17 June 2020
 31 May 2022

Attachment B.

Policy IC10 - *Use of Force*, original (to be replaced by Attachment A).

IC10**USE OF FORCE****IC10**

Effective Date: 01 May 2008
Last Reviewed/Revised Date: 01 June 2022*

POLICY

1. In accordance with law, members of the Delta Police Department (Department):
 - a) are required and authorized to preserve the peace, prevent crime and offences against the law, enforce the law, and protect life and property;
 - b) may use reasonably necessary force in carrying out their obligations and authorities; and
 - c) may be found criminally responsible for any excess use of force according to the nature and quality of the act that constitutes the excess.
2. Members may only use issued firearms, weapons and other means of force in accordance with:
 - a) the legal requirements of the *Criminal Code*;
 - b) the British Columbia Provincial Policing Standards (BCPPS);
 - c) the National Use of Force Framework (NUFF); and
 - d) the member's relevant training and experience.
3. Members may only use force against another person for the purposes of establishing and maintaining lawful physical control of the person, or to protect the person, the member or anyone else from harm.
4. Prior to graduating from the police academy, and every three years thereafter, members must successfully complete crisis intervention and de-escalation (CID) training, in accordance with B.C. Provincial Policing Standards (BCPPS).
5. Only firearms, intermediate weapons, CEWs and restraint devices approved by the Director of Police Services, and authorized by the Chief Constable or by the head of a law enforcement agency to which a member is seconded, may be issued to and deployed by members of the Department in the performance of their duties, and the Department will maintain a list of firearms, intermediate weapons, CEWs currently authorized for use by members.
6. Only members qualified, as per BCPPS and Department training, in the use of authorized weapons and restraint devices may be issued and authorized to carry and use the same.

REASON FOR POLICY

7. To provide requirements pertaining to the use of force by members, and to seek to ensure that members' use of force is legally compliant, as well as consistent with BCPPS.

DEFINITIONS

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

Munition, Ammunition & Cartridge: a projectile intended for use with a firearm or other thing intended to be fired or forcefully released by a firearm or other weapon during operational use.

Special Munitions: munitions that require specialized training and certification by officers and may include extended range impact munitions, impact rounds containing chemical agents, breaching munitions, Noise Flash Diversionary Devices, and munitions designed specifically for crowd dispersal.

Bodily Harm: any injury or hurt to a person that interferes with the health or comfort of the person and is more than merely transient or trifling in nature.

Crisis Intervention and De-Escalation (CID) Techniques: verbal and non-verbal communication techniques applied to seek to prevent the requirement to use force.

Conducted Energy Weapon (CEW): a weapon designed to use a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

Display: the act of pointing, aiming or showing an intermediate weapon or a firearm at or to a person without discharging it, for the purpose of generating compliance from a person.

Duty NCO: the Patrol Staff Sergeant on duty at any given time.

Extended Range Impact Weapon: a device firing a special projectile designed to gain compliance, overcome resistance, or prevent serious injury or death.

Intermediate Weapon (also referred to as 'less lethal weapon'): a weapon whose normal use is not intended or likely to cause serious injury or death, including extended range impact weapons, aerosols, and conducted energy weapons.

Less Lethal Force: a degree of force, including the use of intermediate weapons, which is not intended or likely to cause serious injury or death.

Lethal Force: a degree of force and any force option that is likely or has a high probability to cause serious physical injury or death.

NCO: non-commissioned officer and includes the rank of Sergeant and Staff Sergeant.

Physical (Hard And Soft) Control Tactics: techniques of applying force to control a person without use of a weapon, with soft tactics (e.g., restraint techniques, joint locks, non-resistant handcuffing) intended to control a person's behavior with a lower probability of causing injury, and hard tactics (e.g., empty hand strikes/punches, kicks, vascular neck restraint) intended to stop a person's behavior and having a higher probability of causing injury.

Restraint Device: any device or system designed or used to restrict an individual's normal physical range of motion or activity, and applying a restraint to a person constitutes a use of force (examples of restraint devices include: handcuffs, disposable restraint devices (a.k.a. zip-ties), leg restraints, and devices of opportunity necessary to use in exceptional circumstances, such as rope or a trouser belt).

Supervisor: a Sergeant or Staff Sergeant.

SBOR: a Subject Behavior Officer Response, for which a report template is provided in the PRIME records management system.

Training Cartridge: anything intended to be fired or forcefully released by a firearm or other weapon during training use, and by design intended to be less lethal or inert, including blue simulation air cartridges for scenario-based training.

Vascular Neck Restraint: a physical control technique which applies compression of the vascular tissue along the lateral aspects of the neck, which results in temporary decreased cerebral blood flow, and may result in temporary loss of consciousness.

Weapon: anything designed, intended or used for inflicting physical bodily damage or harm and includes firearm and the following intermediate weapons:

- oleoresin capsicum (OC) spray,
- impact weapons, specifically batons,
- extended range impact weapons, and
- conducted energy weapons.

Weapon of Opportunity: an ordinary object that in its regular use is not intended as a weapon, but in a specific encounter is at hand for improvised use as a weapon (e.g., flashlight).

PROCEDURES

REQUIREMENTS IN ALL USE OF FORCE SITUATIONS

9. A member's use of force, including the use of a restraint device, must be reasonable and necessary in the circumstances, and members must be able to fully and accurately report and articulate the reasons for the force, as used.
10. Members should not draw or display a weapon, except oleoresin capsicum (OC) spray, unless satisfied on reasonable grounds that the situation has some potential for bodily harm.
11. Members are to issue a verbal warning prior to using or discharging a weapon against a person, unless such a warning would place any person at further or imminent risk of bodily harm.
12. Members are prohibited from using or discharging an intermediate weapon against a person, except oleoresin capsicum (OC) spray, unless the member has reasonable grounds to believe that:
 - a) the person is causing bodily harm to either themselves, the member, or a third party;
 - b) the person's behavior will imminently cause bodily harm either to themselves, the member, or a third party;
 - c) crisis intervention and de-escalation techniques have not been or will not be effective in eliminating the risk of bodily harm;
 - d) no lesser force option has been, or will be, effective in eliminating the risk of bodily harm;
or
 - e) the subject will cause death or grievous bodily harm to the member or another person.
13. Members may only draw and display authorized intermediate weapons:
 - a) to protect the member, the public or the subject from bodily harm;
 - b) as a tactical consideration for the purpose of gaining a subject's compliance; or
 - c) to assist in establishing lawful physical control of a subject.
14. Members shall not discharge their firearms in the performance of their duties unless:
 - a) they have reasonable grounds to believe that they or another person is in imminent or immediate danger of death or grievous bodily harm, i.e., serious physical injury, and the

- member's purpose in discharging their firearm is to preserve their own life or the life of another person;
- b) it is necessary to destroy an animal that poses an immediate and serious threat to a member or another person or is badly injured and requires release from further suffering; or
 - c) during range practice or Department sanctioned competitive sporting events.
15. The Administration Bureau is responsible for:
- a) ensuring that members complete required CID, use of force and weapons training; and
 - b) maintaining a record of the training completed by each member.

Member Identification Requirements

16. Members must identify themselves as a police officer before applying force against a person, unless it is:
- a) not immediately possible due to the exigency of the situation; or
 - b) inappropriate based on the totality of circumstances and the tactical considerations of the member at the moment.
17. If a member does not identify themselves before using force, identification must take place as soon as reasonably practicable thereafter.

Crisis Intervention & De-Escalation (CID) Requirements

18. Whenever reasonably appropriate based on the totality of circumstances, members are to consider using verbal and non-verbal communication CID techniques to de-escalate a situation, prior to the application of any force response option or in conjunction with the application of any force response option, as a means to diffuse a hostile situation or to negate the need to use higher levels of force to establish control.

Use of Force & 'SBOR' Reporting Requirements

19. A member who performs any of the following actions must record and report the same in a SBOR report:
- a) use of a soft physical control tactic, if an injury occurred to either the person or the officer from the application of that force;
 - b) use of a hard physical control tactic;
 - c) application of vascular neck restraint;
 - d) intermediate weapon display, discharge or application;
 - e) firearm display or discharge;
 - f) while in charge of a police dog, the dog bites a person's body or clothing (intentionally and unintentionally);
 - g) use of specialty munitions; and
 - h) use of a weapon of opportunity.

20. A member who has performed any of the actions as directly above must further:
- a) request a supervisor attend on scene, if no supervisor was present;
 - b) verbally provide the supervisor with the details of the incident, including but not limited to:
 - i) the members who were involved,
 - ii) the member's authority for engaging,
 - iii) the CID techniques used or the reasons for not doing so,
 - iv) the tactical communications engaged in,
 - v) the tactical considerations,
 - vi) the force option used,
 - vii) the environmental, subject and officer factors,
 - viii) if a verbal warning was not given before using force, the reasons for not doing so, and
 - ix) identify anyone else present; and
 - c) within 48 hours following the incident, complete:
 - i) contemporaneous 'notebook' notes documenting the details listed in b) specific to the incident, and
 - ii) a SBOR template report.
21. Members are to use plain language in their notes and reporting to describe their perception of and response to the subject's behaviour.
22. If a member's supervisor determines that exceptional circumstances apply to prevent completion of the required notebook notes within 48 hours, the supervisor may extend the reporting period to a time in which it is practicable for the member to report, and shall advise the Duty NCO of the extension granted.
23. Members involved in a use of force incident resulting in death or serious physical injury to a subject will be afforded an adequate rest period (48-72 hours recommended) before being required to submit their notebook notes.
24. Completion of SBOR reports within 48 hours is a BCPPS requirement, and if a member involved in a use of force incident is injured or requires a subsequent rest period, such that the member cannot reasonably complete the report within the time period, the report is to be completed by the member's supervisor or an extension may be requested from the Chief Constable.
25. A weapon drawn where no subject is encountered (e.g., a building search with firearm drawn) does not require a SBOR report or other report specific just to the draw.
26. In support of an investigation under the jurisdiction of the Independent Investigations Office (IIO), members must submit copies of their notes, reports, records and data concerning a use of force event, in accordance with Policy EA30 - *Reportable Incidents of Injuries or Death (B.C. Police Act)*.
27. The Operational Skills Unit will review all SBOR reports for completeness and compliance with policy, and, as well, create, maintain and provide Departmental reports specific to the use of

force by members, including the number, frequency and types of force used, the number of uses of force by individual officer, injury outcomes, and any other measures, as directed by the Chief Constable or the Provincial Director, Police Services.

28. The Chief Constable must submit to the Director of Police Services, at the end of each calendar year and at any time on the request of the Director, a statistical report containing the information requested by the Director about the use of force in the Department.

Notification & Reporting Uses of Force or Weapons Use Resulting in Injuries or Fatalities

29. The Chief Constable must ensure that if a member uses or discharges a weapon and a person is injured or killed as a result, the officer immediately surrenders the weapon for investigative purposes and the following agencies are notified:
- a) the Independent Investigations Office (IIO);
 - b) Office of the Police Complaint Commissioner (OPCC);
 - c) Director of Police Services;
 - d) Department of Justice (Director); and
 - e) the Chair of the Police Board.
30. The Chair of the Police Board may, on receiving a notification above, make further inquiries into the incident that the Chair considers necessary. See related Policy EA30 - *Reportable Incidents of Injuries or Death (B.C. Police Act)*.
31. If a person is injured or killed as a result of a member's use of a weapon or other use of force, the Chief Constable must promptly initiate an investigation into the incident and submit a report of the investigation to the Chair of the Police Board.
32. In every case where a member's use of a weapon or other use of force results in death, serious harm or reportable injury, the member must immediately notify their supervisor who will inform the Duty NCO, Duty Officer and the Officer i/c Professional Standards, and the Duty Officer will also:
- a) contact the IIO Liaison Officer (Superintendent or Inspector i/c Investigative Services) who will notify the IIO;
 - b) attend the incident scene;
 - c) ensure the incident scene is preserved and secured to the highest standards;
 - d) call out Forensic Identification Services (FIS) to the scene to conduct a comprehensive investigation, unless the IIO has taken precedence and control of the incident scene;
 - e) ensure the Coroner's Office is notified as per section 3(2) of the Coroner's Act;
 - f) immediately notify the Chief Constable and Deputy Chief of the incident; and
 - g) ensure the collection and securing of any weapon, munitions, ammunition, restraints, or equipment used, deployed or otherwise relevant to the investigation in accordance with related Policy IR21 - *Crime Scene*.
33. The IIO has statutory authority to investigate officer involved shootings and other use of force resulting in serious harm or death, and must take over and conduct the investigation of the incident.

34. Prior to the arrival of the IIO, the Liaison Officer or senior member at the scene who was not involved in or present during the incident, or another member as directed by the IIO investigator, shall seize or direct the seizure of any firearm that was discharged and any intermediate weapons, restraints, or related equipment that were used, deployed or are otherwise relevant to the investigation.
35. Where practicable, the seizure of a member's firearm or other weapon is to be discreet and the member may be given a replacement firearm or weapon, as approved by the Chief Constable.
36. The Liaison Officer will, as soon as practicable, contact the OIC RCMP Major Crime Unit to make arrangements to have them assume conduct of the Department's officer involved shooting investigation.
37. The Lead Agency conducting a concurrent investigation will coordinate with the IIO through the Department's Liaison Officer.
38. For follow up action after a critical incident refer to related Policy EM62 - *Critical Incident Stress Management Team*.

Supervisor Requirements

39. A supervisor present at, or responding to the scene of reportable use of force shall determine the details of the incident and provide a synopsis to the Duty NCO or Duty Officer, including any follow-up actions taken and, if applicable, why the supervisor or another supervisor was not present.
40. If a supervisor was present during, or involved in a reportable use of force event by providing planning, guidance or direction specific to the use of force or participated in the use of force, an uninvolved supervisor shall attend to conduct an incident review.
41. The responsible supervisor shall ensure that each member involved in a reportable use of force event completes all required reports, including SBOR, notes and attachments, in accordance with above.
42. Supervisors are to:
 - a) ensure members submit a SBOR report whenever the member has engaged in a reportable use of force;
 - b) review reports for adherence to applicable policies as soon as practicable; and
 - c) ensure the incident is properly documented and the applicable WorkSafeBC forms are completed, if an injury to any member occurs as a result of a reportable use of force.

Duty NCO or S/Sgt. Requirements

43. The Duty NCO or the section S/Sgt. in charge of the of the member(s) involved is responsible for reviewing and approving the reports required to be submitted, including the SBOR report, and assessing whether the:
 - a) applied force option(s) was as reported;
 - b) use of force was in accordance with law, BCPPS, policy and training; and
 - c) actions of supervisors involved or subsequently attending the scene meet requirements.
44. When the Duty NCO's or S/Sgt.'s review identifies any concerns about the use of force, or the use of force requires mandatory reporting in accordance with *Police Act* s. 89, the Duty NCO or

S/Sgt. shall set out the concerns in writing to the attention of the Officer i/c Professional Standards and the Section Inspector(s) of the member(s) involved.

Reporting Discharge of a Firearm - No Injuries or Death to Person

45. Where a member discharges a firearm that does not result in injury or death, the member must, as soon as practicable:
 - a) notify their immediate supervisor; and
 - b) turn over their firearm and ammunition to their supervisor, as well as any used casings if those are not part of the scene to be investigated. If the casings are part of the scene, they shall be treated as evidence and gathered in the appropriate manner.
46. In the event a member discharges a firearm in a situation involving a dangerous or injured animal, the supervisor will decide if it is necessary for the member to turn over their firearm.
47. The firearm will be returned or replaced if and as directed by the Chief Constable.
48. The member must document the incident and the supervisor must conduct an investigation in accordance with the BCPPS.
49. This section does not apply to intentional discharge during training or for the purpose of maintenance.

Chief Constable - Firearm Discharge

50. In the event of a firearm discharge by the Chief Constable, other than in training or for the purpose of maintenance:
 - a) the Chair of the Police Board must be notified, assume the role of the Chief Constable for accountability purposes, and make inquiries into the incident that the Chair considers necessary; and
 - b) the Chief Constable will be subject to the same processes and procedures as any other member, in the event a person is killed or injured as a result of a discharge.

Reporting Unintentional Discharges of Weapons

51. A member who unintentionally discharges a weapon, i.e., does not deliberately cause the discharge, whether or not damage or injury results, is required as soon as possible to:
 - a) notify their immediate supervisor and provide the circumstances surrounding the discharge; and
 - b) turn over the weapon, casings, projectiles, cartridges, and any other munition parts, if those items are not part of the scene to be investigated.
52. The responsible supervisor shall:
 - a) notify and provide circumstances to the following:
 - i) Duty Officer,
 - ii) Inspector i/c Professional Standards Section, where damage or injury occurs, and

- iii) Inspector i/c Operational Skills Unit;
 - b) submit the member's weapon to the Operational Skills Unit for inspection and, in the case of a CEW, data download;
 - c) complete an 'Incident / Accident Report' (Form 75) indicating that an investigation is required (any unintentional discharge is deemed a 'Near Miss' for purposes of the Form); and
 - d) if required, conduct an investigation and submit a report and recommendations to the Deputy Chief or delegate.
53. A member is not required to complete a report of the incident or turn over the weapon, if the unintentional discharge occurred during sanctioned supervised training and no damage or injury is caused.

Reporting Excessive Use of Force

54. A member who has reasonable grounds to believe that they have witnessed excessive use of force by another member must report the incident to their own supervisor as soon as reasonably practicable.
55. A report of possible excessive use of force must be reported, as soon as practicable, through the chain of command to the Deputy Chief Constable and Chief Constable, and the Chief Constable shall cause the reported incident to be investigated and any required further action to be taken.

Use of Force Factors to Consider

56. In deciding on the level of force that is reasonable and appropriate in a given circumstance, a member is to consider whether:
- a) lawful authority exists for the degree of force intended to be used;
 - b) the member has reasonable grounds to believe that the amount of force to be used is reasonable; and
 - c) a reasonable person (standing in the officer's place) would believe that the level of force used was reasonable.
57. Members are to follow the National Use of Force Framework (NUFF) as a transactional use of force decision making model, in which subject behaviours and corresponding levels of force response are set out as follows:
- a) cooperative - member presence;
 - b) passive resistance - communication;
 - c) active resistance - physical control (hard and soft);
 - d) assaultive - intermediate weapons; and
 - e) grievous bodily harm or death - lethal force.

Medical Assistance & Assessment Requirements

58. A member who used a weapon or force against a subject, or the supervisor if the member is not able to, is required to obtain medical assistance for the subject, by requesting the attendance of BC Ambulance Service as soon as practicable post incident, if:
- a) the subject has any apparent medical issues or physical injuries;
 - b) the subject is in distress; or
 - c) the subject requests medical assistance, and
- if a vascular neck restraint was applied, the member or a supervisor must request B.C. Ambulance Service to attend, as soon as possible after application, regardless of factors a) to c).
59. A member having reason to believe that medical reasons require a faster response than BC Ambulance Service can provide, is to seek assistance from Delta Fire & Emergency Services and may, in exigent circumstances and with supervisor approval, transport a person to hospital themselves.
60. If a medical issue or physical injury or affliction is claimed or observed, the member who used a weapon or force, or the supervisor if the member is not able, is required to make note on the investigative file of any injury they observe as well as any injury or medical issue described by the subject and, where practicable, photograph the injury.
61. If practicable, a member who plans or anticipates use of a weapon, or their supervisor, is to request BC Ambulance Service attendance at the perimeter of the scene; however, unavailability or delay in attendance must not compromise the operational response required in the circumstances.
62. When a subject has been sprayed with oleoresin capsicum (OC), the member who sprayed the subject, or supervisor, must ensure that the subject receives medical assistance.

Automated External Defibrillators (AEDs)

63. Patrol Sergeants must ensure that their vehicle is equipped with a Department issued AED.
64. In accordance with the BCPPS, all members who are authorized to use an AED must receive and maintain training in accordance with Emergency and Health Services Commission consent requirements for police use of an AED.
65. Any member who uses an AED on a person must, as soon as possible, subsequently seek emergency medical assistance, either from paramedics or a hospital.

HANDCUFFS AND RESTRAIN DEVICES USAGE**Note on handcuff use:**

As detailed below, the arrest of a person does not always provide the grounds to handcuff. As well, being placed in handcuffs can be a deeply stressful event. Members should, where practicable and safe, seek to maintain the dignity of the person to be handcuffed through, for example: advising them that handcuffs are going to be applied to them; verbally describing each step of the process; escorting the person in custody in a manner that minimizes visibility to the public, and any other step the member deems appropriate in the circumstances.

66. Restraining a person by applying handcuffs or other restraint device is a use of force and members must be able to articulate the specific circumstance necessitating their use, with

- relevant considerations provided by statute and common law, including the objectively reasonable need to:
- a) protect the member(s), the public, or the person from harm;
 - b) reduce the risk of the person attempting to leave;
 - c) locate and preserve evidence related to the reason for the person's arrest; or
 - d) where the law permits the search of a detained or apprehended person, enhancing the member's safety in conducting the search.
67. In the absence of s.66 (a) through (d) above, the following alone are not sufficient to justify handcuffing or applying any other restraint device to a person:
- a) a member's knowledge of the person's past behavior; or
 - b) detaining a person solely for an investigative detention.
68. In determining whether to handcuff or apply any other restraint device to a person detained or arrested, a member must consider (in conjunction with s. 66 above) factors relevant to their lawful exercise of discretion, such as:
- a) the seriousness of the offence or reason for the detention (e.g., an impaired investigation) or apprehension (e.g., pursuant to the *Mental Health Act*);
 - b) factors unique to the person, including their:
 - i) age, e.g., youth or elderly,
 - ii) disabilities (physical or mental),
 - iii) medical condition, e.g., pregnancy,
 - iv) injury,
 - v) size, e.g., extreme obesity, and
 - vi) Indigenous, racialized, and other equity deserving groups;
 - c) factors that make it appropriate, or necessary to apply the restraint in a particular manner, e.g., to apply handcuffs in front; and
 - d) any other factors the member believes are subjectively relevant and objectively reasonable in relation to their decision to apply handcuffs or other restraint device.
69. Members shall not handcuff or apply any other restraint device to a child who is apparently under the age of 12 unless:
- a) all other options have been exhausted or assessed by the member as inappropriate (e.g., verbal communication, de-escalation strategies); and
 - b) the member reasonably believes that the child must be restrained in order to prevent immediate harm to the child or others.
70. Members are responsible for an ongoing assessment of whether it is necessary or appropriate to continue a person's restraint with handcuffs or other restraint device.
71. A member who has lawfully applied handcuffs or other restraint device to a person and then determines that it is no longer necessary and/or appropriate to continue to do so, shall promptly remove the same and advise their supervisor in the following circumstances:

- a) instances of an apparent mistaken identity;
 - b) a mistaken belief about the restrained person's involvement in an offence; or
 - c) a mistaken belief as to the commission of an offence (e.g., no offence was committed).
72. A member applying handcuffs or other restraint device to a person must:
- a) ensure the device is not dangerously restricting the person's blood circulation or ability to breath;
 - b) not leave the person unsupervised, unless required by exigent circumstances, and assess their wellbeing at regular intervals;
 - c) be aware of the length of time the device remains applied and be responsive to the potential need to remove it when appropriate;
 - d) if a disposable restraint device was applied, ensure that at least one member present has a tool available suitable for cutting the device free;
 - e) engage a double lock mechanism, if a feature of the device, immediately after establishing sufficient control over the person to do so; and
 - f) not use leg restraints as a sole restraint and not in any manner join leg restraints to handcuffs.
73. Separate from or in addition to required SBOR reporting, members shall record the use of handcuffs or other restraint device, to restrain a person, in a General Occurrence Report (GO), or their issued notebook, including:
- a) the reason for the handcuff or other restraint device use;
 - b) notation that the handcuffs or other restraint device were checked for tightness and double locked; and
 - c) the member's response, if a complaint was made that the handcuffs or other restraint device were too tight, i.e., that a visual and physical inspection were performed in response or the reason why such an inspection was not conducted.
74. Members may not carry or use handcuffs or other restraint device unless qualified every three years by way of Department provided or approved training, including training regarding the above safety requirements.

Use of Spit Hoods

75. A member may only apply a 'TranZport' brand spit protection hood, or other Department approved and issued spit-hood, to a person, after having received Department training specific to hood use and that training having been renewed as required.
76. A member may only apply an issued hood to a person under arrest, and only if there is a possible risk of exposure to infectious disease, to the member or others, by the person's actions of spitting, attempting to bite, coughing or sneezing.
77. A member may not apply an issued hood to any person who is unconscious, vomiting, appears to be having difficulty breathing, bleeding profusely from the mouth or nose area, or in obvious need of medical attention, and must remove an applied hood as quickly as possible, if any of these conditions occur.
78. A member applying an issued hood to a person must:

- a) only use the same in accordance with their training;
 - b) first ensure the person is restrained and under control through the use of an approved restraint device;
 - c) ensure the person's airway, nose, and mouth are unobstructed at all times
 - d) advise dispatch that a hood is in use and request a five minute timer until the hood has been removed;
 - e) visually check and seek the person's verbal confirmation of their wellbeing, at five minute intervals, and ensure the status of their welfare is recorded in the CAD;
 - f) not leave the person unattended, and keep them constantly supervised and monitored;
 - g) not transport the person in the prisoner wagon; and
 - h) ensure the hood is taken off when the person's destination is reached, the person is handed to another agency, or the person is to be left unattended.
79. When applying an issued hood a member shall:
- a) first remove any eyewear and, if practicable, jewelry that may hook the hood;
 - b) discontinue attempted use, if there is difficulty applying due to a large head;
 - c) adjust the hood so that the non-mesh barrier does not descend below the person's nose;
 - d) check fit over the person's face to allow for vision; and
 - e) only use an individual hood once per person and thereafter safely discard it.

LESS LETHAL FORCE

80. Authorized less lethal force options include the following:
- a) physical control (hard and soft) tactics;
 - b) batons;
 - c) oleoresin capsicum spray;
 - d) CEWs;
 - e) approved extended range impact weapons and associated munitions; and
 - f) weapons of opportunity, if use of issued weapons is not practicable.
81. Members must be qualified in the use of physical control (soft and hard) tactics in accordance with the BCPPS and as directed by the Chief Constable.
82. A member must assess a given situation and may subsequently apply the less lethal force option reasonably necessary to establish control of the person, stop the person's behavior, or prevent harm to the member or any other persons.

Vascular Neck Restraint (VNR)

83. Members must complete Department provided training and be qualified to use the VNR technique before doing so, and must requalify annually in order to remain authorized to use the technique.

84. A member must assess a given situation and may subsequently apply the VNR technique as a less lethal force option, where the member has reasonable grounds to believe that:
- a) the person is causing bodily harm to either themselves, the member, or a third party;
 - b) the person's behavior will imminently cause bodily harm either to themselves, the member, or a third party;
 - c) crisis intervention and de-escalation techniques have not been or will not be effective in eliminating the risk of bodily harm;
 - d) no lesser force option has been, or will be, effective in eliminating the risk of bodily harm; or
 - e) the subject will cause death or grievous bodily harm to the member or another person.
85. Members are prohibited from the intentional use of chokeholds, unless the officer has reasonable grounds to believe that lethal force is justified.

INTERMEDIATE WEAPONS

86. Intermediate weapons in the following categories, as issued, are authorized to be used by members who are trained and qualified in their use:
- a) batons;
 - b) oleoresin capsicum (OC) spray;
 - c) conducted energy weapons; and
 - d) extended range impact weapons.

Qualification & Records for All Intermediate Weapons

87. The Operational Skills Unit is responsible for ensuring training and that every member authorized to carry and use a specific intermediate weapon has successfully qualified to do so.
88. Any member authorized to begin training as a CEW operator must:
- a) successfully complete provincially-approved training in crisis intervention and de-escalation within the previous three years; and
 - b) meet the selection criteria established by the CEW operator training.
89. Members may only carry and use the following, if qualified every three (3) years or as otherwise required by the BCPPS:
- a) oleoresin capsicum (OC) spray;
 - b) extended range impact weapons; and
 - c) impact weapons.
90. The Operational Skills Unit must maintain an up-to-date inventory of all Department authorized extended range impact weapons, CEW and CEW probe cartridges.
91. Any member authorized to carry and use a CEW is required to annually recertify, by reviewing the topics contained in BC's *CEW Operator Training course*, or other provincially-approved training for CEW operators, and passing the final assessment or a provincially-approved

equivalent at least once each year or any time that the Deputy Chief Constable, Administration Bureau, determines the member has not operated a CEW in accordance with any of the *BC Provincial Policing Standards*.

92. Members whose CEW certification has lapsed must not use the CEW operationally until the recertification training has been completed.
93. WorkSafeBC regulations prohibit employees voluntarily being subject to application of the CEW, oleoresin capsicum (OC) spray or impact weapons, and no Department volunteer or member of the public is to be permitted to participate in voluntary exposure to the same, except when inert application of the weapons is authorized for training purposes.

Training Delivery & Records Keeping

94. An extended range impact weapon operator training course may only be taught by a certified instructor, certified by a recognized training institution approved by the Deputy Chief Constable.
95. CEW operator training courses may only be taught by a certified Police Academy use-of-force instructor or equivalent, as per the BCPPS.
96. The Operational Skills Unit will ensure that written records are maintained, documenting the training, requalification courses completed and certification status of each member of the Department for extended range impact weapon and other intermediate weapons, including CEWs.

Oleoresin Capsicum (OC) Spray

97. Oleoresin capsicum (OC) spray may be deployed as an intermediate force option to:
 - a) control active resisters as defined by the Canadian National Use of Force Framework;
 - b) control assailants as defined by the Canadian National Use of Force Framework;
 - c) control a person or crowd when lesser means have failed and higher levels of force are not yet require; or
 - d) control attacks or threats of attacks from assailants or animals.

Impact Weapons

98. The use of an impact weapon is consistent with that of hard physical control (striking) on the National Use of Force Framework and delivers impact pressure (blunt force) in the form of kinetic energy.
99. The use of an impact weapon is typically a dynamic event with many variables and members may not always be able to specifically target certain areas of the subject while avoiding others.

Baton Target Areas

100. If practicable, when using a baton members are to avoid targeting the following areas, unless the member has reasonable grounds to believe that the subject presents an imminent or immediate risk of death or grievous bodily harm to themselves, the member, or another person:
 - a) head;
 - b) neck;

- c) spine;
- d) clavicle;
- e) testicles; and
- f) abdomen on visibly pregnant women.

Extended Range Impact Weapons

101. Members should take a team tactics, layered force response options approach to resolving high risk situations, and when an extended range impact weapon is deployed operationally, consideration should be given to having a cover member paired up to provide lethal force over-watch.

Post Discharge Requirements

102. After an operational extended range impact weapon discharge, the Duty NCO will ensure that:
- a) the component pieces (expended casing and projectile) of the discharged munition are recovered and entered as an exhibit;
 - b) any injuries observed on the subject are photographed; and
 - c) if serious injury or if death occurred proximate to the discharge, the weapon is seized for investigative purposes and secured as an exhibit.

Bodily Target Areas

103. Before discharging an extended range impact weapon, proper sighting must be attempted by the member, and acquired as best as possible, to avoid the possibility of strikes to areas where there is a risk of death or grievous bodily harm.
104. When discharging an extended range impact weapon, a member should continually evaluate the effectiveness of each round delivered.
105. In order to only incapacitate, and seek to avoid the potential for serious injury, the preferred target areas for members using extended range impact weapons are:
- a) the front and back of the subject's legs; or
 - b) the front and back of the subject's arms (below the elbow).
106. Extended range impact weapon higher risk target areas, having a higher injury potential are:
- a) the upper arms (because of close proximity to the chest);
 - b) the abdomen;
 - c) the groin;
 - d) the chest;
 - e) the lower or upper back; and
 - f) the head or neck.
107. If practicable, members discharging an extended range impact weapon are to avoid targeting higher risk target areas, unless the member has reasonable grounds to believe that the subject

presents an imminent or immediate threat of death or grievous bodily harm to themselves, the member, or a third party.

Conducted Energy Weapons

108. Members are prohibited from discharging an electrical current from a CEW on a person for longer than five (5) seconds, unless the member is satisfied, on reasonable grounds, that:
- a) the initial five second discharge was not effective in eliminating the risk of bodily harm; and
 - b) a further discharge will be effective in eliminating the risk of bodily harm.

CEW Records

109. The Administration Bureau will maintain a record of testing for each CEW showing:
- a) the dates testing occurred; and
 - b) the results.

CEW Responsibility for Member

110. At the start of each shift, members shall examine the CEW and probe cartridges for any damage and, in accordance with their training, conduct a CEW spark-test, of either their issued CEW or a signed-out CEW.
111. Members must sign out/sign in CEW using Equipment Tracker and record the serial number of the CEW in their notebook.

CEW Discharge

112. Members are not to discharge a CEW near flammable, combustible or explosive material, including alcohol-based oleoresin capicum (OC) spray, where there is a risk of these igniting.
113. Members are required to:
- a) make every effort to take control of the subject as soon as possible following the deployment of a CEW and if possible during the CEW deployment;
 - b) not discharge a CEW against a person where the person is at risk of a fall from an elevated height, unless the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified;
 - c) not discharge a CEW against a person in water where there is a danger of the person drowning due to incapacitation from the CEW, unless the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified;
 - d) not discharge a CEW against a person operating a vehicle or machinery in motion, unless the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified; and
 - e) not to discharge more than one CEW simultaneously against a person unless the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified.

CEW Target Areas

114. The preferred target zones for the CEW are the lower centre of mass (below the chest) for the front of the body, and below the neck for the back, for the following reasons:
- a) consistency in targeting for all CEWs; and
 - b) shots to the chest, particularly at close range are frequently ineffective because of the lack of major muscle groups in the chest area.
115. Members are to avoid a person's head, neck or genitalia as target zones for discharge of the CEW, unless the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified.

Post CEW Discharge Requirements

116. The CEW probe cartridge component pieces include:
- a) the expended CEW probe cartridge with the attached wires and probes;
 - b) a sample of the Anti-Felon Identification (AFID) markers which have the serial number of the CEW probe cartridge printed on them;
 - c) the CEW probe cartridge blast doors; and
 - d) the plastic retaining clips from the CEW probe cartridge which secures the insulated wire.
117. After an operational CEW discharge, the Duty NCO will ensure that:
- a) the CEW is removed from service and secured in exhibits;
 - b) the available component pieces of the CEW probe cartridge are entered as an exhibit;
 - c) the Department Operational Skills Unit is advised of the CEW discharge and the location of the CEW;
 - d) the Department Operational Skills Unit retrieves the CEW and conducts a data download of the CEW;
 - e) a copy of the data download is forwarded to the involved member for inclusion in the file; and
 - f) cartridges no longer required for criminal, civil, or Police Act investigations are to be disposed of. Where possible, probes are to be disposed of in a sharps container.
118. If serious injury or death occurred proximate to the discharge, the CEW is not to be returned to service until it is tested, repaired and re-tested, if required.

Medical Assistance & Probe Removal

119. In addition to the requirements for ensuring medical assistance and assessment previously set out in these Procedures, a member discharging a CEW, or their supervisor, must request B.C. Ambulance Service personnel attendance, if practicable before or as soon as possible after a discharge in:
- a) probe mode across the person's chest;

- b) probe mode for longer than five seconds;
 - c) any mode against:
 - i) an emotionally disturbed person,
 - ii) an elderly person,
 - iii) a person who the member has reason to believe is pregnant,
 - iv) a child, or
 - v) a person who the member has reason to believe has a medical condition (e.g., heart disease, implanted pacemaker or defibrillator); and
 - d) any discharge that has caused a subject apparent, or asserted, injury or medical issues.
120. Probes located in sensitive areas such as the head, face, neck, groin or breast are to be removed by medical personnel.
121. Removal of probes in other areas may be done by members, at the direction of the Supervisor.
122. Members shall exercise caution when removing probes and do so in a safe manner.
123. Members shall ensure:
- a) the subject is appropriately restrained; and
 - b) a cover member is present.
124. Probes should be removed in the manner prescribed in the member's CEW operator training course.
125. After the probe is inspected, it is to be secured inside the expended cartridge, and if probes have been removed from skin they shall be treated as Bio-Hazards 'sharps' and wrapped in the member's nitrile gloves as means of bio-hazard protection, and then secured in the cartridges.
126. A member shall take photographs of probe impact sites and any other related injuries.

CEW Functional Maintenance

127. The Operational Skills Unit will ensure that each CEW in use by the Department is tested in accordance with the following schedule:
- a) two years after the CEW was acquired;
 - b) every year thereafter; and
 - c) immediately after a CEW is used in an incident where either serious injury or death occurs proximate to its use.
128. The Operational Skills Unit will ensure that:
- a) testing is conducted in accordance with the protocols described in the BCPPS Test Procedure for CEWs;
 - b) testing is conducted independent of the manufacturer; and
 - c) the test procedure has been verified to meet the Test Procedure for CEWs by a professional engineer.

129. If, after testing, a CEW does not meet all the manufacturer's testing and safety specifications, the CEW is required to be either destroyed, or repaired and retested, before being put back into service.

CEW Reporting & Monitoring

130. The Operational Skills Unit is responsible for internal CEW incident monitoring that includes:
- a) ensuring that, for every CEW use of force incident there is both an operational CEW download report and a use of force report;
 - b) accounting for any discrepancies between the operational CEW download report and the use of force report;
 - c) ensuring that for each CEW there is, at minimum, an annual administrative download conducted and that a record of that downloaded data is maintained on file;
 - d) on at least a quarterly basis conducting an internal review of CEW controls and the use of CEWs by members to determine compliance with the BCPPS and the Department's policies and procedures, and to identify potential training or policy development issues; and
 - e) examining and documenting, both at the member level and for the police force overall:
 - i) the circumstances and manner in which CEWs are being used (e.g., imminent bodily harm threshold, number and duration of cycles); and
 - ii) the reporting of CEW use by members.
131. The Operational Skills Unit will submit an annual written report to the Minister of Justice and the Delta Police Board that will include:
- a) aggregate counts of CEW displays and operational discharges; and
 - b) a summary of the quarterly reviews conducted as per Monitoring and Review above.

FIREARMS & LETHAL FORCE

132. Members may use lethal force when they have reasonable grounds to believe that they or another person is in imminent or immediate danger of death or grievous bodily harm, i.e., serious physical injury, and the member's purpose in using lethal level of force is to preserve their own life or the life of another person.

Drawing of Firearm

133. A member's decision to draw a firearm should be based on the totality of circumstances in any given situation, including the member's reasonable grounds that they are entering into a potentially dangerous situation, such as entering premises where there may be armed criminals. Drawing the firearm and having it at the ready in these circumstances is proper and recommended. Members will not draw their firearm unless they believe on reasonable grounds that:
- a) it may be necessary for the protection of the member's life or the life of another person; or
 - b) it is necessary for the apprehension or detention of a person believed to be dangerous.

Discharge of Firearms

134. A member who discharges a firearm as a response option shall shoot with the intent to stop the threat of death or grievous bodily harm as effectively as possible.
135. The discharge of a warning shot is not permitted.
136. Members are justified in discharge of a firearm against an occupant of a moving vehicle, if seeking to prevent grievous bodily harm or death to themselves or another person, and it is the most reasonable use of force in the circumstances and given potential risks posed by continued vehicle travel.

Qualification & Records

137. Only members who have been trained in the use of a Department authorized firearm, and assessed to be proficient, i.e., qualified, in its use by a firearms instructor approved by the Chief Constable, are authorized to carry and use that firearm.
138. A member not meeting qualification / requalification standards required by the BCPPS or this Policy and its Procedures is not permitted to carry and use that firearm, and the firearms instructor is required to report the failure to qualify to the Deputy Chief Constable, Administration Bureau, as soon as practicable.
139. The Deputy Chief Constable, Administration Bureau will have a member who fails to requalify reassigned to duties not requiring the use of that firearm until the qualification is achieved.
140. The Deputy Chief Constable, Administration Bureau, shall:
 - a) have the qualification of firearms instructors determined;
 - b) recommend approval of instructors to the Chief Constable; and
 - c) cause to have a list of approved instructors maintained.
141. All other types and makes of firearms are prohibited from being carried or used by members unless authorized by the Chief Constable.
142. Members are required to maintain their Department firearm qualifications when on secondment to integrated policing units and are also required to qualify and maintain their qualifications on any firearms issued by the integrated policing unit.
143. Only ammunition issued by the Operational Skills Unit is to be used in Department issued and approved firearms.
144. The Operational Skills Unit will ensure that written records are maintained of the firearms qualification test completed by each officer in the police force including:
 - a) the date;
 - b) the identity of the officer;
 - c) the testing conducted and the testing results; and
 - d) the name of the qualifying instructor.
145. The Operational Skills Unit will maintain a current record of:
 - a) firearms including respective serial numbers;

- b) to whom the firearm is issued;
- c) firearms currently stored and available for issue to new members or as temporary replacements for firearms needing repair or seized for investigative reasons; and
- d) all temporarily issued firearms.

Re-Qualification

146. Any officer authorized to carry and use a firearm must be in compliance with BCPPS CID Training.
147. Members are required to qualify annually with their firearms. The Operational Skills Unit will ensure that written records are maintained documenting the requalification date and status, and the type of firearm, including make and model.
148. Any officer authorized to carry and use a firearm is required, every three years at a minimum, to:
- a) articulate to the satisfaction of an instructor as to when lethal force is justified; and
 - b) complete practice training, as determined by the Department, regarding firearms tactics and use-of-force decision making, as well as shooting at distances of 25 meters and greater.
149. The Operational Skills Units will ensure that written records are maintained of the firearms training completed by each officer in the police force including:
- a) the date;
 - b) the identity of the officer;
 - c) the type of training conducted, including the purpose and learning objectives for the session; and
 - d) the name of the instructor.
150. Members will at all times and without exception abide by the instructions of the Firearm Instructors while at a firearms range, including the instructions on the use of safety equipment.
151. At the discretion of the Firearm Instructors, members may discharge previously issued ammunition during qualification, and new ammunition may be issued to members immediately following qualification.

USE-OF-FORCE INSTRUCTOR TRAINING

152. The Deputy Chief Constable, Administration Bureau, shall ensure that, as required by and in accordance with B.C. Provincial Policing Standard 3.2.3: *Use-of-Force Instructor Training*, anyone authorized to instruct members of the Department in the use of force:
- a) has received the necessary training;
 - b) is fully qualified to instruct; and
 - c) has a record of their training and qualification kept by the Administration Bureau.

Attachment C.

Redline Comparison (Amended & Original).

IC10**USE OF FORCE****IC10****POLICY**

1. ~~In accordance with law, members of the~~ Delta Police Department (Department): members are authorized to use force in the lawful execution of their duties, and that force must be reasonable, proportionate, and necessary based on the totality of circumstances.
 - a) ~~are required and authorized to preserve the peace, prevent crime and offences against the law, enforce the law, and protect life and property;~~
 - b) ~~may use reasonably necessary force in carrying out their obligations and authorities; and~~
 - c) ~~may be found criminally responsible for any excess use of force according to the nature and quality of the act that constitutes the excess.~~
2. ~~Members may only use issued firearms, weapons and other means of force in accordance with:~~
 - a) ~~the legal requirements of the *Criminal Code*;~~

Criminal Code s. 25 (1)
2. The Chief Constable must ensure a use of force model approved by the Director of Policing & Law Enforcement Services (Director) is in use, including at least the following options:
 - a) member presence;
 - b) communication, including de-escalation;
 - c) physical control (hard & soft);
 - d) intermediate weapons; and
 - e) lethal force.
 - b) ~~the British Columbia~~BC Provincial Policing Standards (BCPPS); 1.9.1 (1)
3. ~~e)~~Members may only use force options (excluding in training):
 - a) in accordance with law, the BCPPS, Department approved training, this Policy and other related Department policies, and the National Use-of-Force Framework (NUFF); and

IC10**Use of Force****IC10**

Delta Police Department Policy

-
- b) ~~d)the member's relevant training and experience.~~if they have successfully completed the required training, (re)certification or (re)qualification.
3. ~~Members may only use force against another person for the purposes of establishing and maintaining lawful physical control of the person, or to protect the person, the member or anyone else from harm.~~
4. ~~Prior to graduating from the police academy, and every three years thereafter, members must successfully complete crisis intervention and de-escalation (CID) training, in accordance with B.C. Provincial Policing Standards (BCPPS).~~
5. ~~Only firearms, intermediate weapons, CEWs and restraint devices approved by the Director of Police Services, and authorized by the Chief Constable or by the head of a law enforcement agency to which a member is seconded, may be issued to and deployed by members of the Department in the performance of their duties, and the Department will maintain a list of firearms, intermediate weapons, CEWs currently authorized for use by members.~~
6. ~~Only members qualified, as per BCPPS and Department training, in the use of authorized weapons and restraint devices may be issued and authorized to carry and use the same.~~
- [BCPPS 1.9.1 \(2\)](#)
4. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the use of force and associated responsibilities.

REASON FOR POLICY

7. ~~To provide requirements pertaining to the use of force by members, and to seek to ensure that members' use of force is legally compliant, as well as consistent with BCPPS.~~
5. To seek to ensure use of force by Department members is reasonable, proportionate, and necessary based on the totality of circumstances.
6. To provide guidance regarding the use of force and associated responsibilities.

DEFINITIONS

7. ~~8.~~For the purposes of this Policy, the following definitions will apply:

Munition, Ammunition and Cartridge: ~~a projectile intended for use with a firearm or other thing intended to be fired or forcefully released by a firearm or other weapon during operational use.~~

Special Munitions: ~~munitions that require specialized training and certification by officers and may include extended range impact munitions, impact rounds containing chemical agents, breaching munitions, Noise Flash Diversionary Devices, and munitions designed specifically for crowd dispersal.~~

Bodily Harm: any hurt or injury ~~or hurt~~ to a person that interferes with the health or comfort of the person and is more than merely transient or trifling in nature ([BCPPS 1.3.1](#)).

~~**Crisis Intervention and De-Escalation (CID) Techniques:** verbal and non-verbal communication techniques applied to seek to prevent the requirement to use force.~~

~~**Conducted Energy Weapon (CEW):** a weapon designed to use a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.~~

De-escalation: integrated strategies, communications, resources, and tactics used to lower the intensity of a given situation, conflict, or crisis, aiming to lower the level or reduce the need to use force while ensuring the safety of the public and police.

Display: the act of pointing, aiming or showing an intermediate weapon or a firearm at or to a person without discharging it, for the purpose of generating compliance from a person. ([BCPPS 1.7.2](#)).

~~**Duty NCO:** the Patrol Staff Sergeant on duty at any given time.~~

~~**Extended Range Impact Weapon:** a device firing a special projectile designed to gain compliance, overcome resistance, or prevent serious injury or death.~~

~~**Intermediate Weapon** (also referred to as 'less lethal weapon'): a weapon whose normal use is not intended or likely to cause serious injury or death, including extended range impact weapons, aerosols, and conducted energy weapons.~~

~~**Less Lethal Force:** a degree of force, including the use of intermediate weapons, which is not intended or likely to cause serious injury or death.~~

~~**Lethal Force:** a degree of force and any force option that is likely or has a high probability to cause serious physical injury or death.~~

~~**NCO:** non-commissioned officer and includes the rank of Sergeant and Staff Sergeant.~~

~~**Physical (Hard And Soft) Control Tactics:** techniques of applying force to control a person without use of a weapon, with soft tactics (e.g., restraint techniques, joint locks, non-resistant handcuffing) intended to control a person's behavior with a lower probability of causing injury, and hard tactics (e.g., empty hand strikes/punches, kicks, vascular neck restraint) intended to stop a person's behavior and having a higher probability of causing injury.~~

~~**Restraint Device:** any device or system designed or used to restrict an individual's normal physical range of motion or activity, and applying a restraint to a person constitutes a use of force (examples of restraint devices include: handcuffs, disposable restraint devices (a.k.a. zip-ties), leg restraints, and devices of opportunity necessary to use in exceptional circumstances, such as rope or a trouser belt).~~

~~**Supervisor:** a Sergeant or Staff Sergeant.~~

~~**SBOR:** a Subject Behavior Officer Response, for which a report template is provided in the PRIME records management system.~~

~~**Training Cartridge:** anything intended to be fired or forcefully released by a firearm or other weapon during training use, and by design intended to be less lethal or inert, including blue simulation air cartridges for scenario-based training.~~

~~**Vascular Neck Restraint:** a physical control technique which applies compression of the vascular tissue along the lateral aspects of the neck, which results in temporary decreased cerebral blood flow, and may result in temporary loss of consciousness.~~

~~**Weapon:** anything designed, intended or used for inflicting physical bodily damage or harm and includes firearm and the following intermediate weapons:~~

- ~~— oleoresin capsicum (OC) spray,~~
- ~~— impact weapons, specifically batons,~~

~~**Draw:** the act of unholstering or removing an intermediate weapon or firearm from the holster without discharging it, as a preparatory step so that it is ready for use should it become necessary (BCPPS 1.7.2).~~

~~**Weapon:** anything designed to be used to cause injury or death to or to temporarily incapacitate a person (*Criminal Code*, s. 2), including **intermediate weapons** (BCPPS 1.2.2) and **firearms** (BCPPS 1.1.1).~~

PROCEDURES

PART 1: GENERAL

De-escalation Techniques

8. Members must utilize Crisis Intervention De-escalation (CID) techniques and principles of Integrating Communication, Assessment & Tactics (ICAT), prior to or in conjunction with the application of any use of force option, whenever appropriate and safe to do so throughout the course of an interaction with a person.

Refer to Policy IR30 – Mental Health & Crisis Response.

Identification & Warning

9. Prior to using force against a person, members must:
- a) identify themselves as a police officer, except in exigent circumstances or if it is reasonably considered inappropriate based on the totality of circumstances, in which case the member must identify themselves as soon as practicable; and

- b) issue a verbal warning, unless such a warning would may reasonably place any person at further or imminent risk of bodily harm.

BCPPS 1.1.2 (Appendix) & 1.3.1 (4)

PART 2: RESPONSE

Use of Force Incidents

10. Members must immediately notify their supervisor and provide them with all relevant details upon applying any of the following use of force options:
- a) physical control tactic (soft), if an injury occurred to either the person or the officer/member from the application of that force; use of a hard
 - b) physical control tactic; application of (hard);
 - c) vascular neck restraint (VNR);
 - d) intermediate weapon display, or discharge or application;
 - e) firearm display or discharge;
 - f) police dog bites (intentional and unintentional), while in charge of the police dog;
 - g) specialty munitions (e.g., extended range impact weapons); and
 - h) conducted energy use of a weapons.

Weapon of Opportunity, i.e., an ordinary object that in its regular use is not intended as a weapon, but in a specific encounter is at hand for improvised use as a weapon (e.g., flashlight).

PROCEDURES BCPPS 1.7.2 (1 & 8)

REQUIREMENTS IN ALL USE OF FORCE SITUATIONS Scene Attendance

- 9. ~~A member's use of force, including the use of a restraint device, must be reasonable and necessary in the circumstances, and members must be able to fully and accurately report and articulate the reasons for the force, as used.~~
- 10. ~~Members should not draw or display a weapon, except oleoresin capsicum (OC) spray, unless satisfied on reasonable grounds that the situation has some potential for bodily harm.~~
- 11. ~~Members are to issue a verbal warning prior to using or discharging a weapon against a person, unless such a warning would place any person at further or imminent risk of bodily harm.~~

Delta Police Department Policy

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12. ~~Members are prohibited from using or discharging an intermediate weapon against a person, except oleoresin capsicum (OC) spray, unless the member has reasonable grounds to believe that:~~
- ~~a) the person is causing bodily harm to either themselves, the member, or a third party;~~
 - ~~b) the person's behavior will imminently cause bodily harm either to themselves, the member, or a third party;~~
 - ~~c) crisis intervention and de-escalation techniques have not been or will not be effective in eliminating the risk of bodily harm;~~
 - ~~d) no lesser force option has been, or will be, effective in eliminating the risk of bodily harm; or~~
 - ~~e) the subject will cause death or grievous bodily harm to the member or another person.~~
13. ~~Members may only draw and display authorized intermediate weapons:~~
- ~~a) to protect the member, the public or the subject from bodily harm;~~
 - ~~b) as a tactical consideration for the purpose of gaining a subject's compliance; or~~
 - ~~c) to assist in establishing lawful physical control of a subject.~~
14. ~~Members shall not discharge their firearms in the performance of their duties unless:~~
- ~~a) they have reasonable grounds to believe that they or another person is in imminent or immediate danger of death or grievous bodily harm, i.e., serious physical injury, and the member's purpose in discharging their firearm is to preserve their own life or the life of another person;~~
 - ~~b) it is necessary to destroy an animal that poses an immediate and serious threat to a member or another person or is badly injured and requires release from further suffering; or~~
 - ~~c) during range practice or Department sanctioned competitive sporting events.~~
15. ~~The Administration Bureau is responsible for:~~
- ~~a) ensuring that members complete required CID, use of force and weapons training; and~~
 - ~~b) maintaining a record of the training completed by each member.~~

Member Identification Requirements

16. Members must identify themselves as a police officer before applying force against a person, unless it is:
- a) not immediately possible due to the exigency of the situation; or
 - b) inappropriate based on the totality of circumstances and the tactical considerations of the member at the moment.
17. If a member does not identify themselves before using force, identification must take place as soon as reasonably practicable thereafter.

Crisis Intervention & De-Escalation (CID) Requirements

18. Whenever reasonably appropriate based on the totality of circumstances, members are to consider using verbal and non-verbal communication CID techniques to de-escalate a situation, prior to the application of any force response option or in conjunction with the application of any force response option, as a means to diffuse a hostile situation or to negate the need to use higher levels of force to establish control.

Use of Force & 'SBOR' Reporting Requirements

19. A member who performs any of the following actions must record and report the same in a SBOR report:
- a) ~~use of a soft physical control tactic, if an injury occurred to either the person or the officer from the application of that force;~~
 - b) ~~use of a hard physical control tactic;~~
 - c) ~~application of vascular neck restraint;~~
 - d) ~~intermediate weapon display, discharge or application;~~
 - e) ~~firearm display or discharge;~~
 - f) while in charge of a police dog, the dog bites a person's body or clothing (intentionally and unintentionally);
 - g) use of specialty munitions; and
 - h) use of a weapon of opportunity.
20. A member who has performed any of the actions as directly above must further:
- a) request a supervisor attend on scene, if no supervisor was present;

Delta Police Department Policy

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11. If any of the use of force options described in Section 10 above are applied, an uninvolved supervisor must immediately assess the circumstances and determine whether scene attendance and/or notification of the Duty Officer are required.
12. If attendance of an uninvolved supervisor is required they, or another member until their arrival, must:
- a) secure and assess the scene;
 - b) ~~verbally provide the supervisor with the details of~~ obtain and document any relevant information related to the incident, including but not limited to:
 - i) ~~the members who were involved,~~ identifying and interviewing witnesses, and
 - ii) ~~the member's authority for engaging,~~ photographing any injuries; and
 - iii) ~~the CID techniques used or the reasons for not doing so,~~
 - iv) ~~the tactical communications engaged in,~~
 - v) ~~the tactical considerations,~~
 - vi) ~~the force option used,~~
 - vii) ~~the environmental, subject and officer factors,~~
 - viii) ~~if a verbal warning was not given before using force, the reasons for not doing so, and~~
 - ix) ~~identify anyone else present; and~~
 - c) ~~within 48 hours following the incident, complete:~~
 - i) ~~contemporaneous 'notebook' notes documenting the details listed in b) specific to the incident, and~~
 - ii) ~~a SBOR template report.~~
21. ~~Members are to use plain language in their notes and reporting to describe their perception of and response to the subject's behaviour.~~
22. ~~If a member's supervisor determines that exceptional circumstances apply to prevent completion of the required notebook notes within 48 hours, the supervisor may extend the reporting period to a time in which it is practicable for the member to report, and shall advise the Duty NCO of the extension granted.~~
23. ~~Members involved in a use of force incident resulting in death or serious physical injury to a subject will be afforded an adequate rest period (48-72 hours recommended) before being required to submit their notebook notes.~~

Delta Police Department Policy

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24. ~~Completion of SBOR reports within 48 hours is a BCPPS requirement, and if a member involved in a use of force incident is injured or requires a subsequent rest period, such that the member cannot reasonably complete the report within the time period, the report is to be completed by the member's supervisor or an extension may be requested from the Chief Constable.~~
- c) obtain any relevant evidence, including any weapon used and the discharged munition or component pieces, to be seized and secured in accordance with Department policies.

Refer to Policy EA30 – Reportable Incidents of Injuries or Death (B.C. Police Act) if use of force results in serious harm or death.

Medical Assessment & Assistance

13. The member or member's supervisor must contact British Columbia Ambulance Service (BCAS) to assess the need for treatment, or provide transportation to a hospital, of a person to whom:
- a) use of force has been applied, and claims or appears to:
- i) have a serious or significant injury,
- ii) be unconscious or be of questionable consciousness, or
- iii) otherwise require medical assistance;
- b) a VNR is applied;
- c) oleoresin capsicum (OC) spray is applied; or
- d) an Automated External Defibrillator (AED) is used.
14. Any medical issues or injuries must be documented and described on the associated file, including, if applicable and practicable, a photograph of the issue or injury.
15. If practicable, a member who plans to apply or anticipates applying use of force that is likely or intended to cause injury shall request BCAS attendance to the perimeter of the scene.
16. Patrol Sergeants must ensure their vehicle is equipped with a Department-issued AED and that they maintain training in accordance with Emergency and Health Services Commission consent requirements for police use of an AED.

BCPPS 1.3.4 (2)

PART 3: DOCUMENTATION & REPORTING

Note Taking & Subject Behaviour Officer Response (SBOR) Reports

17. A member who has applied any of the use of force options described in Section 10 above must document the incident, including:
- a) making detailed notes in accordance with Policy IR20 – *Note Taking & Notes Management*; and
 - b) completing an SBOR report, ensuring the narrative includes all specified 'Narrative Headings.'

25. Note: A weapon drawn where no **subject person** is encountered (e.g., a building search with firearm drawn) does not require a SBOR report or other report specific just to the draw.

~~26. In support of an investigation under the jurisdiction of the Independent Investigations Office (IIO), members must submit copies of their notes, reports, records and data concerning a use of force event, in accordance with Department Policy EA30 – *Reportable Incidents of Injuries or Death (B.C. Police Act)*.~~

18. Notes and SBOR reports must be completed within 48 hours of the incident, unless exigent circumstances exist*, in which case the attending supervisor must complete the notes and/or SBOR report, or an extension may be **requested from** granted by the Chief Constable.

*e.g., the member is injured or otherwise reasonably unable to complete the report within the time period, or, if the incident involves death or serious injury, the member may take a reasonable rest period up to 72 hours.

BCPPS 1.7.2 (3)

19. ~~27. The~~ The Inspector i/c Operational Skills Unit **will**(OSU) or delegate is responsible for reviewing all SBOR reports for completeness and compliance with Department policy, and, as well, create, maintain and provide Departmental reports specific to training, and the BCPPS, and if the use of force by members, including the number, frequency and types of force used, the number of uses of force by individual officer, injury outcomes, and any other measures, as directed by is considered to be not compliant, they must submit a report to the Chief Constable or the Provincial Director, Police Services.

~~28. The Chief Constable must submit to the Director of Police Services, at the end of each calendar year and at any time on the request of the Director, a statistical report containing the information requested by the Director about the use of force in the Department.~~

Notification & Reporting Uses of Force or Weapons Use Resulting in Injuries or Fatalities

29. ~~The Chief Constable must ensure that if a member uses or discharges a weapon and a person is injured or killed as a result, the officer immediately surrenders the weapon for investigative purposes and the following agencies are notified:~~
- a) ~~the Independent Investigations Office (IIO);~~
 - b) ~~Office of the Police Complaint Commissioner (OPCC);~~
 - c) ~~Director of Police Services;~~
 - d) ~~Department of Justice (Director); and~~
 - e) ~~the Chair of the Police Board.~~

[BCPPS 1.7.2 \(5\)](#)

Reportable Incidents of Injuries or Death

20. ~~30. The Chair of the Police Board may, on receiving a notification above, make further inquiries into the incident that the Chair considers necessary. See related [If use of force is applied, members must adhere to Policy EA30 – Reportable Incidents of Injuries or Death \(B.C. Police Act\)](#), and immediately notify the [Office of the Police Complaint Commissioner \(OPCC\)](#) and/or the [Independent Investigations Office \(IIO\)](#), as required.~~
31. ~~If a person is injured or killed as a result of a member's use of a weapon or other use of force, the Chief Constable must promptly initiate an investigation into the incident and submit a report of the investigation to the Chair of the Police Board.~~
32. ~~In every case where a member's use of a weapon or other use of force results in death, serious harm or reportable injury, the member must immediately notify their supervisor who will inform the Duty NCO, Duty Officer and the Officer i/c Professional Standards, and the Duty Officer will also:~~
- a) ~~contact the IIO Liaison Officer (Superintendent or Inspector i/c Investigative Services) who will notify the IIO;~~
 - b) ~~attend the incident scene;~~
 - c) ~~ensure the incident scene is preserved and secured to the highest standards;~~
 - d) ~~call out Forensic Identification Services (FIS) to the scene to conduct a comprehensive investigation, unless the IIO has taken precedence and control of the incident scene;~~
 - e) ~~ensure the Coroner's Office is notified as per section 3(2) of the Coroner's Act;~~

Delta Police Department Policy

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- f) immediately notify the Chief Constable and Deputy Chief of the incident; and
 - g) ensure the collection and securing of any weapon, munitions, ammunition, restraints, or equipment used, deployed or otherwise relevant to the investigation in accordance with related Policy IR21 — *Crime Scene*.
33. The IIO has statutory authority to investigate officer involved shootings and other use of force resulting in serious harm or death, and must take over and conduct the investigation of the incident.
34. Prior to the arrival of the IIO, the Liaison Officer or senior member at the scene who was not involved in or present during the incident, or another member as directed by the IIO investigator, shall seize or direct the seizure of any firearm that was discharged and any intermediate weapons, restraints, or related equipment that were used, deployed or are otherwise relevant to the investigation.
35. Where practicable, the seizure of a member's firearm or other weapon is to be discreet and the member may be given a replacement firearm or weapon, as approved by the Chief Constable.
36. The Liaison Officer will, as soon as practicable, contact the OIC RCMP Major Crime Unit to make arrangements to have them assume conduct of the Department's officer involved shooting investigation.
37. The Lead Agency conducting a concurrent investigation will coordinate with the IIO through the Department's Liaison Officer.
38. For follow up action after a critical incident refer to related Policy EM62 — *Critical Incident Stress Management Team*.

Supervisor Requirements

39. A supervisor present at, or responding to the scene of reportable use of force shall determine the details of the incident and provide a synopsis to the Duty NCO or Duty Officer, including any follow-up actions taken and, if applicable, why the supervisor or another supervisor was not present.
40. If a supervisor was present during, or involved in a reportable use of force event by providing planning, guidance or direction specific to the use of force or participated in the use of force, an uninvolved supervisor shall attend to conduct an incident review.
41. The responsible supervisor shall ensure that each member involved in a reportable use of force event completes all required reports, including SBOR, notes and attachments, in accordance with above.
42. Supervisors are to:

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- a) ~~ensure members submit a SBOR report whenever the member has engaged in a reportable use of force;~~
 - b) ~~review reports for adherence to applicable policies as soon as practicable; and~~
 - c) ~~ensure the incident is properly documented and the applicable WorkSafeBC forms are completed, if an injury to any member occurs as a result of a reportable use of force.~~

Duty NCO or S/Sgt. Requirements

43. ~~The Duty NCO or the section S/Sgt. in charge of the of the member(s) involved is responsible for reviewing and approving the reports required to be submitted, including the SBOR report, and assessing whether the:~~
- a) ~~applied force option(s) was as reported;~~
 - b) ~~use of force was in accordance with law, BCPPS, policy and training; and~~
 - c) ~~actions of supervisors involved or subsequently attending the scene meet requirements.~~
44. ~~When the Duty NCO's or S/Sgt.'s review identifies any concerns about the use of force, or the use of force requires mandatory reporting in accordance with *Police Act* s. 89, the Duty NCO or S/Sgt. shall set out the concerns in writing to the attention of the Officer i/c Professional Standards and the Section Inspector(s) of the member(s) involved.~~

Reporting Discharge of a Firearm – No Injuries or Death to Person

45. ~~Where a member discharges a firearm that does not result in injury or death, the member must, as soon as practicable:~~
- a) ~~notify their immediate supervisor; and~~
 - b) ~~turn over their firearm and ammunition to their supervisor, as well as any used casings if those are not part of the scene to be investigated. If the casings are part of the scene, they shall be treated as evidence and gathered in the appropriate manner.~~
46. ~~In the event a member discharges a firearm in a situation involving a dangerous or injured animal, the supervisor will decide if it is necessary for the member to turn over their firearm.~~
47. ~~The firearm will be returned or replaced if and as directed by the Chief Constable.~~
48. ~~The member must document the incident and the supervisor must conduct an investigation in accordance with the BCPPS.~~

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49. ~~This section does not apply to intentional discharge during training or for the purpose of maintenance.~~

Chief Constable – Firearm Discharge

50. ~~In the event of a firearm discharge by the Chief Constable, other than in training or for the purpose of maintenance:~~
- a) ~~the Chair of the Police Board must be notified, assume the role of the Chief Constable for accountability purposes, and make inquiries into the incident that the Chair considers necessary; and~~
 - b) ~~the Chief Constable will be subject to the same processes and procedures as any other member, in the event a person is killed or injured as a result of a discharge.~~

Police Act s. 89 & 38.09
BCPPS 1.7.2 (7)

Excessive Use of Force

21. Any member using force against a person is criminally responsible for any excess thereof according to the nature and quality of the act that constitutes the excess.

Criminal Code s. 26

22. Any member who ~~has reasonable grounds to~~ believes that they have witnessed excessive use of force by another member must report the incident to ~~their own~~ supervisor as soon as ~~reasonably~~ practicable, who must notify the Chief Constable, and the Chief Constable shall appoint an uninvolved member to investigate.

BCPPS 1.7.2 (10 & 11)

Reporting Unintentional Discharges of a Weapons

23. ~~51. If a member who unintentionally discharges a weapon, i.e., does not deliberately cause the discharge, regardless of whether or not it resulted in damage or injury results, is required as soon as possible to:~~ the member must
- a) ~~notify their immediate supervisor and provide the circumstances surrounding the discharge; and~~
 - b) ~~turn over the weapon, casings, projectiles, cartridges, and any other munition parts, if those items are not part of the scene to be investigated.~~

24. ~~52. The responsible~~ The supervisor shall: notify the Duty Officer, as soon as practical, who shall assess the circumstances of the unintentional discharge, and:

Delta Police Department Policy

- a) determine whether the member must relinquish their weapon and related equipment;

Note: CEWs must be removed from service for data download for all discharges.

- b) ~~a) notify and provide circumstances to~~ notify the following: as required:
- i) ~~Duty~~ I/O Liaison Officer,
 - ii) Inspector i/c Professional Standards Section, ~~where damage or injury occurs,~~ and
 - iii) Inspector i/c ~~Operational Skills Unit;~~ OSU or delegate, and provide them with the weapon and related equipment;
- b) ~~submit the member's weapon to the Operational Skills Unit for inspection and, in the case of a CEW, data download;~~
- c) ~~complete~~ direct an 'Incident / Accident Report' (Form 75) ~~indicating that an investigation is required to be completed~~ (any unintentional discharge is deemed a 'Near Miss' for purposes of the Form); and
- d) ~~if required, conduct an investigation and submit a report and recommendations to the Deputy Chief or delegate.~~ in consultation with the Inspector i/c Professional Standards and I/O Liaison Officer, as applicable, assess the circumstances and direct an investigation to be conducted, as appropriate.

53. ~~A member is not required to complete a report of the incident or turn over the weapon, if the unintentional discharge occurred during sanctioned supervised training and no damage or injury is caused.~~

Reporting Excessive Use of Force

54. ~~A member who has reasonable grounds to believe that they have witnessed excessive use of force by another member must report the incident to their own supervisor as soon as reasonably practicable.~~
55. ~~A report of possible excessive use of force must be reported, as soon as practicable, through the chain of command to the Deputy Chief Constable and Chief Constable, and the Chief Constable shall cause the reported incident to be investigated and any required further action to be taken.~~

Use of Force Factors to Consider

56. ~~In deciding on the level of force that is reasonable and appropriate in a given circumstance, a member is to consider whether:~~
- a) ~~lawful authority exists for the degree of force intended to be used;~~

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- b) ~~the member has reasonable grounds to believe that the amount of force to be used is reasonable; and~~
 - c) ~~a reasonable person (standing in the officer's place) would believe that the level of force used was reasonable.~~
57. ~~Members are to follow the National Use of Force Framework (NUFF) as a transactional use of force decision making model, in which subject behaviours and corresponding levels of force response are set out as follows:~~
- a) ~~cooperative – member presence;~~
 - b) ~~passive resistance – communication;~~
 - c) ~~active resistance – physical control (hard and soft);~~
 - d) ~~assaultive – intermediate weapons; and~~
 - e) ~~grievous bodily harm or death – lethal force.~~

PART 4: USE OF FORCE OPTIONS

Physical (Hard & Soft) Control Tactics

25. Physical (hard & soft) control tactics are techniques applied without use of a weapon, with including:
- a) soft tactics (e.g., restraining techniques, joint locks, non-resistant handcuffing), intended to control a person's behavior with a lower probability of causing injury; and
 - b) hard tactics (e.g., empty hand strikes/punches, kicks, vascular neck restraintVNR), intended to stop a person's behavior and having a higher probability of causing injury.
26. Members are prohibited from the intentional use of chokeholds, i.e., applying pressure to the front of the neck and trachea/windpipe to restrict a person's ability to breathe, unless the member reasonably believes that lethal force is justified.

[BCPPS 1.5.1](#)

Medical Assistance & Assessment Requirements~~Restraints~~

58. ~~A member who used a weapon or force against a subject, or the supervisor if the member is not able to, is required to obtain medical assistance for the subject, by requesting the attendance of BC Ambulance Service as soon as practicable post incident, if:~~
- a) ~~the subject has any apparent medical issues or physical injuries;~~
 - b) ~~the subject is in distress; or~~

Delta Police Department Policy

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- c) ~~the subject requests medical assistance, and~~
~~if a vascular neck restraint was applied, the member or a supervisor must request B.C. Ambulance Service to attend, as soon as possible after application, regardless of factors a) to c).~~
59. ~~A member having reason to believe that medical reasons require a faster response than BC Ambulance Service can provide, is to seek assistance from Delta Fire & Emergency Services and may, in exigent circumstances and with supervisor approval, transport a person to hospital themselves.~~
60. ~~If a medical issue or physical injury or affliction is claimed or observed, the member who used a weapon or force, or the supervisor if the member is not able, is required to make note on the investigative file of any injury they observe as well as any injury or medical issue described by the subject and, where practicable, photograph the injury.~~
61. ~~If practicable, a member who plans or anticipates use of a weapon, or their supervisor, is to request BC Ambulance Service attendance at the perimeter of the scene; however, unavailability or delay in attendance must not compromise the operational response required in the circumstances.~~
62. ~~When a subject has been sprayed with oleoresin capsicum (OC), the member who sprayed the subject, or supervisor, must ensure that the subject receives medical assistance.~~

Automated External Defibrillators (AEDs)

63. ~~Patrol Sergeants must ensure that their vehicle is equipped with a Department issued AED.~~
64. ~~In accordance with the BCPPS, all members who are authorized to use an AED must receive and maintain training in accordance with Emergency and Health Services Commission consent requirements for police use of an AED.~~
65. ~~Any member who uses an AED on a person must, as soon as possible, subsequently seek emergency medical assistance, either from paramedics or a hospital.~~

27. ~~**HANDCUFFS AND RESTRAIN DEVICES USAGE**~~ A restraint is any device or system designed or used to restrict a person's normal physical range of motion or activity, including:

- a) handcuffs;
- b) disposable restraint devices (e.g., zip-ties);
- c) leg restraints;
- d) devices of opportunity (e.g., rope or belt); and

- e) spit hoods.

Use of a Restraint

Note on handcuff use:

As detailed below, the arrest of a person does not always provide the grounds to handcuff. As well, being placed in handcuffs can be a deeply stressful event. Members should, where practicable and safe, seek to maintain the dignity of the person to be handcuffed through, for example: advising them that handcuffs are going to be applied to them; verbally describing each step of the process; escorting the person in custody in a manner that minimizes visibility to the public, and any other step the member deems appropriate in the circumstances.

28. ~~66. Restraining a person by applying handcuffs or other~~ The detention or arrest of a person does not in itself provide reasonable grounds to apply a restraint device is a use of force, and members must be able to articulate ~~the specific circumstance necessitating their use, with relevant considerations provided by statute and common law, including the objectively reasonable need~~ why applying a restraint was necessary in order to:
- a) protect the member(s), the ~~public~~ person, or ~~the~~ any other person from harm;
 - b) reduce the risk of the person attempting to leave;
 - c) locate and preserve evidence related to the reason for the person's arrest; or
 - d) ~~where the law permits the search of a detained or apprehended person,~~ enhancing the member's safety in conducting ~~the~~ a lawful search.
29. ~~67. In the absence of s.66 (a) through (d) above, the following alone are not sufficient to justify handcuffing or applying any other restraint device to a person:~~
- a) ~~A~~ A member's knowledge of ~~the~~ a person's past behaviour; or
 - b) ~~detaining a person solely for an investigative detention,~~ are not reasonable grounds for applying a restraint to a person.
- ~~68. In determining whether to handcuff or apply any other restraint device to a person detained or arrested, a member must consider (in conjunction with s. 66 above) factors relevant to their lawful exercise of discretion, such as:~~
- a) ~~the seriousness of the offence or reason for the detention (e.g., an impaired investigation) or apprehension (e.g., pursuant to the Mental Health Act);~~
 - b) ~~factors unique to the person, including their:~~
30. Members must further consider any relevant factors in determining whether to apply a restraint to a person, including but not limited to:
- a) ~~i)~~ age, (e.g., youth or elderly);

Delta Police Department Policy

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- b) ~~ii) mental or physical disabilities (physical or mental); or~~
 - c) ~~iii) medical conditions; or injuries (e.g., pregnancy,~~
 - iv) ~~injury);~~
 - v) ~~size, e.g., extreme obesity, and~~
 - vi) ~~Indigenous, racialized, and other equity-deserving groups;~~
 - e) ~~factors that make it appropriate, or necessary to apply the restraint in a particular manner, e.g., to apply handcuffs in front; and~~
 - d) ~~any other factors the member believes are subjectively relevant and objectively reasonable in relation to their decision to apply handcuffs or other restraint device.~~
31. ~~69.~~ Members shall not ~~handcuff or apply any other~~ apply a restraint ~~device~~ to a child who is ~~apparently or appears to be~~ under the age of 12 unless:
- a) all other options have been exhausted or ~~assessed by the member~~ as determined inappropriate (e.g., verbal communication, de-escalation ~~strategies~~ techniques); and
 - b) the member reasonably believes that the child must be restrained in order to prevent immediate harm to the child or ~~any other~~ person.
- ~~70. Members are responsible for an ongoing assessment of whether it is necessary or appropriate to continue a person's restraint with handcuffs or other restraint device.~~
- ~~71. A member who has lawfully applied handcuffs or other restraint device to a person and then determines that it is no longer necessary and/or appropriate to continue to do so, shall promptly remove the same and advise their supervisor in the following circumstances:~~
- a) ~~instances of an apparent mistaken identity;~~
 - b) ~~a mistaken belief about the restrained person's involvement in an offence;~~
~~or~~

Applying a Restraint

32. Members shall seek to maintain the dignity of the person to whom the restraint is being applied, including, where practicable:
- a) advising the person that the restraint is going to be applied;
 - b) verbally describing each step of the process; and

Delta Police Department Policy

- c) ~~a mistaken belief as to the commission of an offence (e.g., no offence was committed)~~ escorting the person in a manner that minimizes visibility to the public.

33. ~~72.~~A member applying ~~handcuffs or other~~ a restraint ~~device~~ to a person must:

- a) check the restraint for a safe level of tightness and ensure ~~the device~~ it is not dangerously restricting the person's blood circulation ~~or ability to breathe;~~
- b) if a disposable restraint ~~device was applied,~~ ensure that at least one member present has a tool available ~~suitable~~ for cutting the device free;
- c) if a feature of the restraint, engage a double lock mechanism immediately after establishing sufficient control over the person to do so; ~~and~~
- d) not use if using a leg restraints, not use it as a sole restraint and not in any manner ~~join leg restraints~~ it to handcuffs;
- e) ~~b)~~ not leave the person unsupervised, unless required by exigent circumstances, and assess their wellbeing at regular intervals; ~~and~~
- f) ~~c)~~ be aware of the length of time the ~~device~~ restraint remains applied, remove it as soon as practicable, and be responsive to the potential need to remove it when ~~as~~ appropriate;
- ~~d)~~ if a disposable restraint device was applied, ensure that at least one member present has a tool available suitable for cutting the device free;
- ~~e)~~ engage a double lock mechanism, if a feature of the device, immediately after establishing sufficient control over the person to do so; ~~and~~
- ~~f)~~ not use leg restraints as a sole restraint and not in any manner ~~join leg restraints to handcuffs.~~

BCPPS 1.2.3 (4)

34. Members shall notify their supervisor as soon as practicable upon applying a leg restraint or spit hood, or if any restraint has been applied to a person in ~~mistaken belief about the~~ restrained person's identity or involvement ~~in or commission of an offence.~~

Documentation & Reporting

35. ~~73.~~ ~~Separate from or in~~ In addition to required SBOR reporting, members shall record ~~document~~ the use of ~~handcuffs or other~~ a restraint device, ~~to restrain a person, in a General Occurrence Report (GO), or in their~~ issued notebook, including and initiate a PRIME file, and include the following information:

- a) the reason for ~~the handcuff or other~~ applying the restraint ~~device use;~~ and its removal;

Delta Police Department Policy

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- b) ~~notation that the handcuffs or other restraint device were checked for tightness and double locked; and~~
 - b) details of how the restraint was applied and checked for tightness, fit, and security, as applicable to the restraint used; and
 - c) any relevant observations, including if the person complains the restraint is too tight and the member's response; if a complaint was made (e.g., that the handcuffs or other restraint device were too tight, i.e., that a visual and physical inspection were performed in response or the reason why such was inspected or why an inspection was not conducted).
74. ~~Members may not carry or use handcuffs or other restraint device unless qualified every three years by way of Department provided or approved training, including training regarding the above safety requirements.~~

Use of Spit Hoods

75. ~~A member may only apply a 'TranZport' brand spit protection hood, or other Department approved and issued spit hood, to a person, after having received Department training specific to hood use and that training having been renewed as required.~~
76. ~~A member may only apply an issued hood to a person under arrest, and only if there is a possible risk of exposure to infectious disease, to the member or others, by the person's actions of spitting, attempting to bite, coughing or sneezing.~~
77. ~~A member may not apply an issued hood to any person who is unconscious, vomiting, appears to be having difficulty breathing, bleeding profusely from the mouth or nose area, or in obvious need of medical attention, and must remove an applied hood as quickly as possible, if any of these conditions occur.~~
36. A spit hood may only be applied to a person who has, is attempting to, or is threatening to bite or contaminate the member or any other person with bodily fluids from their nose or mouth.
37. ~~78.~~ A member in applying an issued a spit hood to a person must:
- a) ~~only use the same in accordance with their training;~~
 - a) first ensure the person is restrained and under control through the use of an approved restraint device; and restrained using a restraint;
 - c) ~~ensure the person's airway, nose, and mouth are unobstructed at all times~~
 - d) ~~advise dispatch that a hood is in use and request a five minute timer until the hood has been removed;~~

Delta Police Department Policy

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- e) ~~visually check and seek the person's verbal confirmation of their wellbeing, at five minute intervals, and ensure the status of their welfare is recorded in the CAD;~~
 - f) ~~not leave the person unattended, and keep them constantly supervised and monitored;~~
 - g) ~~not transport the person in the prisoner wagon; and~~
 - h) ~~ensure the hood is taken off when the person's destination is reached, the person is handed to another agency, or the person is to be left unattended.~~

79. ~~When applying an issued hood a member shall:~~

- b) ~~a)first~~if practicable, remove any eyewear ~~and, if practicable,~~ head/face jewelry or other items that may hook on the hood; with consideration of cultural, religious or personal items (refer to Policy IC32 – Search of Persons);
- b) ~~discontinue attempted use, if there is difficulty applying due to a large head;~~
- c) adjust the hood so ~~that~~ the ~~non~~-mesh barrier does not descend below the person's nose; and
- d) check ~~fit over the person's face~~the fit to allow for vision; and
- d) ~~e)discontinue attempted use, if the spit hood does not fit properly.~~only use an individual hood

38. Spit hoods may not be applied to, and must be removed from, any person who is or appears to be:

- a) unconscious or of questionable consciousness;
- b) vomiting;
- c) noticeably bleeding from the mouth, nose, or head;
- d) having difficulty breathing;
- e) experiencing effects of OC spray; or
- f) in need of medical attention, if the spit hood may further harm the person or impede the administration of medical attention.

BCPPS 1.2.3 (4)

39. While a person is wearing a spit hood, members must ensure:

- a) the person's airway, nose, and mouth are otherwise unobstructed at all times; and

Delta Police Department Policy

- b) the person is monitored and verbal confirmation of their wellbeing, is sought at five-minute intervals, or more frequently as deemed necessary, and that these checks and statuses are recorded in CAD.

BCPPS 1.2.3 (4)

40. Spit hoods may only be used once per person and ~~thereafter~~must be safely discarded ~~it.~~after use.
41. Members must be aware that spit hoods may increase the risk for medical distress, and shall avoid applying a spit hood to a person believed to be experiencing an Agitated Medical Emergency (AME), wherever practicable (refer to Policy IR30 – Mental Health & Crisis Response).

~~LESS LETHAL FORCE~~Intermediate Weapons

42. ~~80. Authorized less lethal force~~Intermediate weapon options include ~~the following:~~
- a) ~~physical control (hard and soft) tactics;~~OC spray;
 - b) ~~batons;~~conducted energy weapons (CEWs), i.e., tasers;
 - c) ~~oleoresin capsicum spray;~~
 - d) ~~CEWs;~~
 - c) ~~e) approved~~impact weapons, i.e., batons and extended range impact weapons ~~and associated munitions~~(ERIWs); and
 - d) ~~f) weapons of opportunity, if use of issued weapons is not practicable.~~
81. ~~Members must be qualified in the use of physical control (soft and hard) tactics in accordance with the BCPPS and as directed by the Chief Constable.~~
82. ~~A member must assess a given situation and may subsequently apply the less lethal force option reasonably necessary to establish control of the person, stop the person's behavior, or prevent harm to the member or any other persons.~~

~~Vascular Neck Restraint (VNR)~~

83. ~~Members must complete Department provided training and be qualified to use the VNR technique before doing so, and must requalify annually in order to remain authorized to use the technique.~~
84. ~~A member must assess a given situation and may subsequently apply the VNR technique as a less lethal force option, where the member has reasonable grounds to believe that:~~
43. Intermediate weapons may only be:
- a) drawn or displayed, if the member reasonably believes that the situation has the potential for bodily harm; or

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- b) discharged, if the member reasonably believes that:
 - i) ~~a) the person is causing bodily harm to either themselves, the member, or a third party; or~~
 - b) ~~the person's behavior~~ will imminently cause bodily harm ~~either to themselves, the member, or a third party;~~ any other person, and
 - ii) ~~c) crisis intervention and de-escalation techniques~~ or lesser force option have not been or will not be effective in eliminating the risk of bodily harm; ;
 - d) ~~no lesser force option has been, or will be, effective in eliminating the risk of bodily harm; or~~
 - e) ~~the subject will cause death or grievous bodily harm to the member or another person.~~
85. ~~Members are prohibited from the intentional use of chokeholds, unless the officer has reasonable grounds to believe that lethal force is justified.~~

INTERMEDIATE WEAPONS

86. ~~Intermediate weapons in the following categories, as issued, are authorized to be used by members who are trained and qualified in their use:~~
- a) ~~batons;~~
 - b) ~~oleoresin capsicum (OC) spray;~~
 - c) ~~conducted energy weapons; and~~
 - d) ~~extended range impact weapons.~~

Qualification & Records for All Intermediate Weapons

87. ~~The Operational Skills Unit is responsible for ensuring training and that every member authorized to carry and use a specific intermediate weapon has successfully qualified to do so.~~
88. ~~Any member authorized to begin training as a CEW operator must:~~
- a) ~~successfully complete provincially approved training in crisis intervention and de-escalation within the previous three years; and~~
 - b) ~~meet the selection criteria established by the CEW operator training.~~
89. ~~Members may only carry and use the following, if qualified every three (3) years or as otherwise required by the BCPPS:~~
- a) ~~oleoresin capsicum (OC) spray;~~

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- b) extended range impact weapons; and
 - c) impact weapons.
90. ~~The Operational Skills Unit must maintain an up-to-date inventory of all Department authorized extended range impact weapons, CEW and CEW probe cartridges.~~
91. ~~Any member authorized to carry and use a CEW is required to annually recertify, by reviewing the topics contained in BC's *CEW Operator Training course*, or other provincially approved training for CEW operators, and passing the final assessment or a provincially approved equivalent at least once each year or any time that the Deputy Chief Constable, Administration Bureau, determines the member has not operated a CEW in accordance with any of the *BC Provincial Policing Standards*.~~
92. ~~Members whose CEW certification has lapsed must not use the CEW operationally until the recertification training has been completed.~~
93. ~~WorkSafeBC regulations prohibit employees voluntarily being subject to application of the CEW, oleoresin capsicum (OC) spray or impact weapons, and no Department volunteer or member of the public is to be permitted to participate in voluntary exposure to the same, except when inert application of the weapons is authorized for training purposes.~~

Training Delivery & Records Keeping

94. ~~An extended range impact weapon operator training course may only be taught by a certified instructor, certified by a recognized training institution approved by the Deputy Chief Constable.~~
95. ~~CEW operator training courses may only be taught by a certified Police Academy use-of-force instructor or equivalent, as per the BCPPS.~~
96. ~~The Operational Skills Unit will ensure that written records are maintained, documenting the training, requalification courses completed and certification status of each member of the Department for extended range impact weapon and other intermediate weapons, including CEWs.~~

Oleoresin Capsicum (OC) Spray

97. ~~Oleoresin capsicum (OC) spray may be deployed as an intermediate force option to:~~
- a) ~~control active resisters as defined by the Canadian National Use of Force Framework;~~
 - b) ~~control assailants as defined by the Canadian National Use of Force Framework;~~

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- c) control a person or crowd when lesser means have failed and higher levels of force are not yet require; or
 - d) control attacks or threats of attacks from assailants or animals.

Impact Weapons

- 98. The use of an impact weapon is consistent with that of hard physical control (striking) on the National Use of Force Framework and delivers impact pressure (blunt force) in the form of kinetic energy.
- 99. The use of an impact weapon is typically a dynamic event with many variables and members may not always be able to specifically target certain areas of the subject while avoiding others.

Baton Target Areas

- 100. If practicable, when using a baton members are to avoid targeting the following areas, unless the member has reasonable grounds to believe that the subject presents an imminent or immediate risk of death or grievous bodily harm to themselves, the member, or another person:
 - a) head;
 - b) neck;
 - c) spine;
 - d) clavicle;
 - e) testicles; and
 - f) abdomen on visibly pregnant women.

Extended Range Impact Weapons

- 101. Members should take a team tactics, layered force response options approach to resolving high risk situations, and when an extended range impact weapon is deployed operationally, consideration should be given to having a cover member paired up to provide lethal force over watch.

Post-Discharge Requirements

- 102. After an operational extended range impact weapon discharge, the Duty NCO will ensure that:
 - a) the component pieces (expended casing and projectile) of the discharged munition are recovered and entered as an exhibit;
 - b) any injuries observed on the subject are photographed; and

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- c) ~~if serious injury or if death occurred proximate to the discharge, the weapon is seized for investigative purposes and secured as an exhibit.~~

~~Bodily Target Areas~~

- 103. ~~Before discharging an extended range impact weapon, proper sighting must be attempted by the member, and acquired as best as possible, to avoid the possibility of strikes to areas where there is a risk of death or grievous bodily harm.~~
- 104. ~~When discharging an extended range impact weapon, a member should continually evaluate the effectiveness of each round delivered.~~
- 105. ~~In order to only incapacitate, and seek to avoid the potential for serious injury, the preferred target areas for members using extended range impact weapons are:~~
 - a) ~~the front and back of the subject's legs; or~~
 - b) ~~the front and back of the subject's arms (below the elbow).~~
- 106. ~~Extended range impact weapon higher risk target areas, having a higher injury potential are:~~
 - a) ~~the upper arms (because of close proximity to the chest);~~
 - b) ~~the abdomen;~~
 - c) ~~the groin;~~
 - d) ~~the chest;~~
 - e) ~~the lower or upper back; and~~
 - f) ~~the head or neck.~~
- 107. ~~If practicable, members discharging an extended range impact weapon are to avoid targeting higher risk target areas, unless the member has reasonable grounds to believe that the subject presents an imminent or immediate threat of death or grievous bodily harm to themselves, the member, or a third party.~~

~~Conducted Energy Weapons~~

- 108. ~~Members are prohibited from discharging an electrical current from a CEW on a person for longer than five (5) seconds, unless the member is satisfied, on reasonable grounds, that:~~
 - a) ~~the initial five second discharge was not effective in eliminating the risk of bodily harm; and~~
 - b) ~~a further discharge will be effective in eliminating the risk of bodily harm.~~

[BCPPS 1.3.1 \(1, 2 & 6\)](#)

CEW RecordsOC Spray

44. ~~109. The Administration Bureau will maintain a record of testing for each CEW showing:~~ Despite Section 43 above, OC spray may be applied against a person categorized as an 'Active Resister,' if appropriate based on the totality of circumstances.
- a) ~~the dates testing occurred; and~~
 - b) ~~the results.~~

CEW Responsibility for MemberConducted Energy Weapons (CEWs)

110. ~~At the start of each shift, members shall examine the CEW and probe cartridges for any damage and, in accordance with their training, conduct a CEW spark test, of either their issued CEW or a signed-out CEW.~~
111. ~~Members must sign out/sign in CEW using Equipment Tracker and record the serial number of the CEW in their notebook.~~

CEW Discharge

Use of CEW

45. Members must not discharge a CEW ~~on~~ against a person for longer than five (5) seconds, or apply an additional discharge, unless the member is satisfied, on reasonable grounds, believes that: the initial five second discharge was not ineffective in eliminating the risk of bodily harm; and that a subsequent or longer discharge will eliminate that risk.
- BCPPS 1.3.1 (3)
46. Members must not discharge more than one CEW simultaneously against a person, or in any of the following circumstances, unless the member has reasonable grounds to believes it is justified to prevent grievous bodily harm or death:
- a) ~~112. Members are not to discharge a CEW the person or the member is near flammable, combustible or explosive material, including alcohol-based oleoresin capsicum (OC) spray, where there is a risk of these igniting.~~ OC spray;
113. ~~Members are required to:~~
- a) ~~make every effort to take control of the subject as soon as possible following the deployment of a CEW and if possible during the CEW deployment;~~

Delta Police Department Policy

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- b) ~~not discharge a CEW against a person where~~ the person is at risk of a fall from an elevated height, ~~unless the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified;~~
 - c) ~~not discharge a CEW against a person in water where there is a danger of the person drowning due to incapacitation from the CEW, unless the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified;~~
 - c) the person is standing in or near water; or
 - d) ~~not discharge a CEW against a~~ the person is operating a vehicle ~~or /machinery that is~~ in motion, ~~unless the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified; and,~~
 - e) ~~not to discharge more than one CEW simultaneously~~ BCPPS 1.3.1 (4)

47. Members discharging a CEW shall, if practicable, avoid targeting the following areas:

- a) head;
- b) neck;
- c) chest; and
- d) genitalia.

BCPPS 1.3.1 (4)

48. Upon the discharge of a CEW against a person ~~unless,~~ the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified.

CEW Target Areas or the member's supervisor must request BCAS attendance as soon as practicable if the discharge was made:

- a) ~~114. The preferred target zones for the CEW are the lower centre of mass (below the chest) for the front of the body, and below the neck for the back, for the following reasons:~~
 - a) ~~consistency in targeting for all CEWs; and~~
 - b) ~~shots to the chest, particularly at close range are frequently ineffective because of the lack of major muscle groups in the chest area.~~
115. ~~Members are to avoid a person's head, neck or genitalia as target zones for discharge of the CEW, unless the member has reasonable grounds to believe that the potential for death or grievous bodily harm is justified.~~

Post-CEW Discharge Requirements

116. ~~The CEW probe cartridge component pieces include:~~
- ~~a) the expended CEW probe cartridge with the attached wires and probes;~~
 - ~~b) a sample of the Anti-Felon Identification (AFID) markers which have the serial number of the CEW probe cartridge printed on them;~~
 - ~~c) the CEW probe cartridge blast doors; and~~
 - ~~d) the plastic retaining clips from the CEW probe cartridge which secures the insulated wire.~~
117. ~~After an operational CEW discharge, the Duty NCO will ensure that:~~
- ~~a) the CEW is removed from service and secured in exhibits;~~
 - ~~b) the available component pieces of the CEW probe cartridge are entered as an exhibit;~~
 - ~~c) the Department Operational Skills Unit is advised of the CEW discharge and the location of the CEW;~~
 - ~~d) the Department Operational Skills Unit retrieves the CEW and conducts a data download of the CEW;~~
 - ~~e) a copy of the data download is forwarded to the involved member for inclusion in the file; and~~
 - ~~f) cartridges no longer required for criminal, civil, or Police Act investigations are to be disposed of. Where possible, probes are to be disposed of in a sharps container.~~
118. ~~If serious injury or death occurred proximate to the discharge, the CEW is not to be returned to service until it is tested, repaired and re-tested, if required.~~

Medical Assistance & Probe Removal

119. ~~In addition to the requirements for ensuring medical assistance and assessment previously set out in these Procedures, a member discharging a CEW, or their supervisor, must request B.C. Ambulance Service personnel attendance, if practicable before or as soon as possible after a discharge in:~~
- ~~a) probe mode across the person's chest;~~
 - ~~b) (in probe mode);~~
 - ~~b) for longer than five seconds, including a single discharge cycle that exceeds five seconds or an additional discharge where the total length of contact exceeds five seconds; or~~

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- c) ~~any mode~~ against: a person who may be vulnerable due to age (e.g., youth or elderly), mental or physical disabilities, or known medical conditions or injuries (e.g., pregnancy, heart disease).
 - i) ~~an emotionally-disturbed person,~~
 - ii) ~~an elderly person,~~
 - iii) ~~a person who the member has reason to believe is pregnant,~~
 - iv) ~~a child, or~~
 - v) ~~a person who the member has reason to believe has a medical condition (e.g., heart disease, implanted pacemaker or defibrillator); and~~
 - d) ~~any discharge that has caused a subject apparent, or asserted, injury or medical issues.~~

[BCPPS 1.3.4 \(5\)](#)

Post-Discharge Requirements

- 49. ~~120. Probes~~ Discharged probes may be removed with caution by a members, at the direction of their Ssupervisor, once the person is appropriately restrained, unless probes are located in sensitive areas such as the head, face, neck, groin, or breast, ~~are to~~ in which case they must be removed by medical personnel.
- 50. ~~121. Removal of probes in other areas may be done by members, at the direction of the Supervisor.~~
- ~~122. Members shall exercise caution when removing probes and do so in a safe manner.~~
- ~~123. Members shall ensure:~~
 - a) ~~the subject is appropriately restrained; and~~
 - b) ~~a cover member is present.~~
- ~~124. Probes should be removed in the manner prescribed in the member's CEW operator training course.~~
- ~~125. Discharged probes shall be secured appropriately, and if removed directly from a person's~~ After the probe is inspected, it is to be secured inside the expended cartridge, and if probes have been removed from skin, they shall be treated as Bio-Hazards 'sharps,' and wrapped in the member's nitrile gloves as means of bio-hazard protection, and then secured in the cartridges.

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126. ~~A member shall take photographs of probe impact sites and any other related injuries.~~

CEW Functional Maintenance

127. ~~The Operational Skills Unit will ensure that each CEW in use by the Department is tested in accordance with the following schedule:~~
- ~~a) two years after the CEW was acquired;~~
 - ~~b) every year thereafter; and~~
 - ~~c) immediately after a CEW is used in an incident where either serious injury or death occurs proximate to its use.~~
128. ~~The Operational Skills Unit will ensure that:~~
- ~~a) testing is conducted in accordance with the protocols described in the BCPPS Test Procedure for CEWs;~~
 - ~~b) testing is conducted independent of the manufacturer; and~~
 - ~~c) the test procedure has been verified to meet the Test Procedure for CEWs by a professional engineer.~~
129. ~~If, after testing, a CEW does not meet all the manufacturer's testing and safety specifications, the CEW is required to be either destroyed, or repaired and retested, before being put back into service.~~

CEW Reporting & Monitoring

130. ~~The Operational Skills Unit is responsible for internal CEW incident monitoring that includes:~~
- ~~a) ensuring that, for every CEW use of force incident there is both an operational CEW download report and a use of force report;~~
51. Following the discharge of a CEW against a person, the member must secure the CEW and related component pieces and submit them as an exhibit.
52. The Inspector i/c OSU or delegate must be notified following the discharge of a CEW, who shall ensure:
- a) the CEW is removed from service;
 - b) if resulting in serious injury or death, that the CEW is not returned to service until it is tested, repaired and retested (refer to Policy DP51 – *Weapons Issuance & Management*);
 - c) a data download is conducted and added to the PRIME file; and

Delta Police Department Policy

- d) ~~b)accounting for any~~ there are no discrepancies between the ~~operational CEW-downloaded~~ ed report data and the ~~use of force~~ SBOR report;
- e) ~~ensuring that for each CEW there is, at minimum, an annual~~ BCPPS 1.3.3 (5 & 6)

Monitoring & Reporting

53. On an annual basis, the Inspector i/c OSU or delegate shall:

- a) conduct an administrative download ~~conducted and that a record of that downloaded data is~~ for each CEW, and record and maintained on file that data;
- b) ~~d)on at least a quarterly basis~~ conducting an internal review of CEW controls and the use of CEWs by members ~~use~~ to determine compliance with ~~the BCPPS and the~~ Department's policies and procedures, training, and the BCPPS, and to identify potential training or policy ~~development~~ issues; and
- e) the review must ~~examining~~ and documenting, both at the member level and for the police force overall:
 - i) the circumstances and manner in which CEWs are being used (e.g., ~~imminent~~ bodily harm threshold, number and duration of cycles, number of probes deployed); and
 - ii) the reporting of CEW use by members; and
- c) ~~131.The Operational Skills Unit will~~ submit an annual written report to the ~~Minister of Justice~~ Director, and ~~the~~ Delta Police Board ~~that will, which must~~ include:
 - i) ~~a)aggregate counts of CEW displays and operational discharges;~~ and
 - ii) ~~b)a summary of the quarterly~~ annual reviews conducted as ~~per Monitoring and Review above.~~ described in (b) above.

BCPPS 1.3.3 (7-9)

FIREARMS & LETHAL FORCE Impact Weapons

54. ~~132.Members may use lethal force when they have~~ using an impact weapon shall, if practicable, avoid targeting the following areas:
- a) spine;
 - b) neck;
 - c) abdomen, if visibly pregnant;

Delta Police Department Policy

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- d) clavicle;
 - e) kidneys;
 - f) head; and
 - g) genitalia.
55. Specific to ERIWs, members shall, if practicable, aim for the following bodily target areas:
- a) the front or back of the person's legs;
 - b) the front or back of the person's arms (below the elbow); or
 - c) buttocks.

Firearms

56. Firearms may only be:
- a) drawn or displayed, if the member reasonable grounds to believe that they or another person is in imminent or immediate danger of death there is potential for grievous bodily harm, i.e., serious physical injury, and the member's purpose in using lethal level of force is to preserve their own life or the life of another person.

Drawing of Firearm or death; or

- b) discharged, if the person is to be lawfully arrested and the member reasonably believes that the force is necessary for the purpose of protecting of the member or any other person from grievous bodily harm or death.

Criminal Code s. 25 (4)

57. Members may only discharge their firearm in exigent circumstances (e.g., Active Deadly Threat; refer to Policy IR42 – Active Deadly Threat & Code 1 Protocol):
- a) ~~133.A member's decision to draw a firearm should be based on the totality of circumstances in any given situation, including the member's reasonable grounds that they are entering into a potentially dangerous situation, such as entering premises where there may be armed criminals. Drawing the firearm and having it at the ready in these circumstances is proper and recommended. Members will not draw their firearm unless they believe on reasonable grounds that:~~
 - a) ~~it may be necessary for the protection of the member's life or the life of another person; or~~
 - b) ~~it is necessary for the apprehension or detention of a person believed to be dangerous.~~

Discharge of Firearms

134. ~~A member who discharges a firearm as a response option shall shoot with the intent to stop the threat of death or grievous bodily harm as effectively as possible.~~
135. ~~The discharge of a warning shot is not permitted.~~
136. ~~Members are justified in discharge of a firearm against an occupant of a moving vehicle, if seeking to prevent grievous bodily harm or death to themselves or another person, and it is the most reasonable use of force in the circumstances and given potential risks posed by continued vehicle travel.~~
- b) ~~Qualification & Records~~from a moving vehicle; or
137. ~~Only members who have been trained in the use of a Department authorized firearm, and assessed to be proficient, i.e., qualified, in its use by a firearms instructor approved by the Chief Constable, are authorized to carry and use that firearm.~~
138. ~~A member not meeting qualification / requalification standards required by the BCPPS or this Policy and its Procedures is not permitted to carry and use that firearm, and the firearms instructor is required to report the failure to qualify to the Deputy Chief Constable, Administration Bureau, as soon as practicable.~~
139. ~~The Deputy Chief Constable, Administration Bureau will have a member who fails to requalify reassigned to duties not requiring the use of that firearm until the qualification is achieved.~~
140. ~~The Deputy Chief Constable, Administration Bureau, shall:~~
- a) ~~have the qualification of firearms instructors determined;~~
- c) at the body or tires of a stationary or moving vehicle.
58. For all discharges of a firearm, except for training or testing purposes:
- a) the member must relinquish the firearm to the attending supervisor, which may be returned or replaced as directed by the Chief Constable or delegate;
- b) ~~recommend approval of instructors~~the Chief Constable or delegate shall appoint an uninvolved member to investigate the reason for the discharge, who shall provide an investigative report to the Chief Constable; and
- c) ~~cause to have a list of approved instructors maintained~~BCPPS 1.7.2 (9)
141. ~~All other types and makes of firearms are prohibited from being carried or used by members unless authorized by the Chief Constable.~~

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142. ~~Members are required to maintain their Department firearm qualifications when on secondment to integrated policing units and are also required to qualify and maintain their qualifications on any firearms issued by the integrated policing unit.~~
143. ~~Only ammunition issued by the Operational Skills Unit is to be used in Department issued and approved firearms.~~
144. ~~The Operational Skills Unit will ensure that written records are maintained of the firearms qualification test completed by each officer in the police force including:~~
- ~~a) the date;~~
 - ~~b) the identity of the officer;~~
 - ~~c) the testing conducted and the testing results; and~~
 - ~~d) the name of the qualifying instructor.~~
145. ~~The Operational Skills Unit will maintain a current record of:~~
- ~~a) firearms including respective serial numbers;~~
 - ~~b) to whom the firearm is issued;~~
 - ~~c) firearms currently stored and available for issue to new members or as temporary replacements for firearms needing repair or seized for investigative reasons; and~~
 - ~~d) all temporarily issued firearms.~~

Re-Qualification

146. ~~Any officer authorized to carry and use a firearm must be in compliance with BCPPS CID Training.~~
147. ~~Members are required to qualify annually with their firearms. The Operational Skills Unit will ensure that written records are maintained documenting the requalification date and status, and the type of firearm, including make and model.~~
148. ~~Any officer authorized to carry and use a firearm is required, every three years at a minimum, to:~~
- ~~a) articulate to the satisfaction of a use-of-force instructor as to when lethal force is justified; and~~
 - ~~b) complete practice training, as determined by the Department, regarding firearms tactics and use-of-force decision making, as well as shooting at distances of 25 meters and greater.~~
149. ~~The Operational Skills Units will ensure that written records are maintained of the firearms training completed by each officer in the police force including:~~
- ~~a) the date;~~

Delta Police Department Policy

- b) ~~the identity of the officer;~~
- c) if discharged by the Chief Constable, the Chair of the Delta Police Board must be notified, who shall oversee an investigation.

Note: For (a) and (b) above, if a member discharges a firearm against an animal (refer to IM50 – *Animals*), the supervisor shall determine whether relinquishment of the firearm or investigation is required.

PART 5: ADMINISTRATION

Training

59. ~~e)the type of training conducted,~~ The Chief Constable or delegate is responsible for facilitating required use of force training, (re)qualification and (re)certification, and maintaining written records for each member and each session, including the session's date, type (e.g., make/model of weapon), purpose and learning objectives for the session; and, instructor, and results.

d) ~~the name of the instructor.~~ Refer to Policies DP51 – *Weapons Issuance & Management* and EM21 – *Training*.

150. ~~Members will at all times and without exception abide by the instructions of the Firearm Instructors while at a firearms range, including the instructions on the use of safety equipment.~~

151. ~~At the discretion of the Firearm Instructors, members may discharge previously issued ammunition during qualification, and new ammunition may be issued to members immediately following qualification.~~

USE-OF-FORCE INSTRUCTOR TRAINING

152. ~~The Deputy Chief Constable, Administration Bureau, shall ensure that, as required by and in accordance with B.C. Provincial Policing Standard 3.2.3: *Use of Force Instructor Training*, anyone authorized to instruct members of the Department in the use of force:~~

60. a) Use of force training may only be provided to members by a person who has received the necessary training; and

b) ~~is fully qualified to instruct; and,~~ as authorized by the Chief Constable, and the Chief Constable or delegate shall maintain a record of each instructor and their qualifications.

c) ~~has a record of their training and qualification kept by the Administration Bureau.~~ BCPPS 3.2.3

Reporting to the Director

61. The Chief Constable or delegate shall maintain a record of the following data specific to the use of force by members:
- a) the number of SBOR reports submitted;
 - b) the frequency and types of force used;
 - c) injury outcomes; and
 - d) any other measures, as determined by the Director.

BCPPS 1.7.2 (12)

62. The Chief Constable or delegate shall submit to the Director, at the end of each calendar year, a complete data set of all SBOR reports and any other information as requested by the Director.

BCPPS 1.7.2 (13)