

**LETHBRIDGE POLICE COMMISSION**  
**POLICY AND PROCEDURE MANUAL**

Revised March 2018

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# Section 1: Framework

*Guidelines, policies and direction to the Lethbridge Police Service to provide for efficient and effective Police services to the citizens of the City of Lethbridge.*

## 1.1 Intent

This policy manual contains the policies and procedures adopted by the Lethbridge Police Commission:

- To govern its members, relationships, staff and activities, and
- The guidelines used by members and staff of the Commission in carrying out the Commission's responsibilities and obligations.

<b><u>DEFINITIONS</u></b>	
Chair	Chairperson of the Lethbridge Police Commission
Chief, Chief of Police	Chief of Police of the Lethbridge Police Service
City – City of Lethbridge	City of Lethbridge, a municipal corporation in the Province of Alberta
Commission, Police Commission	Lethbridge Police Commission, a statutory body created under the <i>Police Act</i> , Lethbridge Bylaw 5969
Council	The elected council of the City of Lethbridge
<i>FOIP Act</i>	<i>Freedom of Information and Privacy Act</i> , Revised Statutes of Alberta, 2000, Ch. F-25
Member	Member of the Police Commission, appointed by Lethbridge City Council
Council Bylaw	City of Lethbridge Bylaw 5969
Police Service, Service	Lethbridge Police Service (LPS)
<i>Police Act</i>	<i>Police Act</i> , Statutes of Alberta, 1988, Ch. P-12.01
<i>PSR</i>	<i>Police Service Regulation</i> , Alberta Regulation 356/90
Sworn Member	Police officer employed by the Lethbridge Police Service
Non Sworn Personnel	Civilian and volunteer staff of the Lethbridge Police Service

## **1.2 Police Commission Legislative Obligations**

The Police Commission is an independent organization established by Council pursuant to **Section 28(1)** of the *Police Act*.

Council, in the *Police Commission Bylaw*, has:

- Prescribed the rules governing the operations of the Commission; and
- Allowed for the appointment of members to the Commission.

## **1.3 Mission Statement**

To ensure the Lethbridge Police Service will respond to the needs of the citizens of the City of Lethbridge in the creation of a safe environment.

## **1.4 Vision Statement**

Citizens living in a safe community provided through community participation, partnerships and excellence in police service delivery.

## **1.5 Values**

- Respect
- Honesty
- Integrity
- Excellence
- Commitment

## **SECTION 2: POLICIES FOR THE COMMISSION**

*Policies, adopted by the Commission to govern its members, relationships, staff and activities and guidelines used by members and staff of the Lethbridge Police Commission in carrying out the Commission's responsibilities and obligations under the Police Act, the Freedom of Information and Protection of Privacy Act and Lethbridge Police Commission Bylaw 5969.*

## Introduction

The Lethbridge Police Commission is the civilian body to which the Lethbridge Police Service is accountable. The Commission is a statutory body created by the Police Act and City of Lethbridge **Bylaw 5969** to oversee policing in the city. Lethbridge City Council appoints members to the Police Commission.

The Police Commission is a link between the City and the Police with a mandate to balance the requirements of public accountability with those of Police independence. The Commission acts as an intermediary between the Police and elected officials. The Commission's authority of general supervision of the Lethbridge Police Service derives from the Police Act. The members of the Police Commission make decisions and issue instructions as a statutory body.

Under the Police Act the Commission is responsible to appoint the Chief of Police, establish policing priorities and policies, allocate funds provided by the Council and monitor public complaints against the Police. The Police Commission issues directions to the Police Service through the Chief of Police and those instructions must be consistent with the statutory duties and responsibilities of the Chief of Police under the Police Act. The Chief is responsible for the day-to-day operations of the Police Service.

The Police Act preserves the Chief's independence to: uphold the law; provide Police service to the City; and to manage the Police Service while making the Chief accountable to the Commission for the operation of the Police service, the manner in which the Chief's responsibilities are carried out and the administration of finances allocated to the Service by the City, through the Police Commission.

## 2.1 Selection and Appointment of Commission Members

In the selection and appointment of Commission members, Municipal Council and the Police Commission adheres to **Section 28(1-13)** and **28.1(1-2)** of the Police Act. Applicable portions of information are also taken from *Lethbridge Bylaw 5969*.

- (1) The Lethbridge Police Commission is a nine-member board appointed by City Council. There are seven designated citizen members and two elected officials of City Council.
- (2) All those appointed to the Commission shall take the oath set out in **Schedule 1** of the Police Act, and undergo a security clearance/background check.
- (3) Members will be appointed for a three (3) year term, with potential for reappointment for an additional three (3) years.
- (4) Members of the Commission shall be disqualified from their position if the member is:
  - (a) Hired in any capacity with the Police Service, the RCMP, any Province of Alberta Police Service or other position that could be considered to be in conflict with the oversight Commission membership;
  - (b) No longer residing within in the City limits;
  - (c) Convicted of an offence under the *Criminal Code of Canada*; or
  - (d) Absent from three (3) regular consecutive Commission meetings without authorization by Commission motion.
- (5) When a vacancy occurs, Council may appoint a successor.
- (6) Membership may be revoked by Council for just cause as per **Section 28(12)** of the Police Act.
- (7) The Commission will appoint a Public Complaint Director (PCD) as per **Section 28.1(1-2)** of the Police Act.

## 2.2 Commission Responsibilities

- (1) Under the Police Act, the Commission oversees the Police Service, including the following responsibilities:
    - (a) In consultation with the Chief of Police, producing an estimated budget and yearly plan, specifying the level of Police service and programs to be provided and submitted to Council;
    - (b) Allocating the funds provided by Councils;
    - (c) Establishing policies providing for efficient and effective policing;
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- (d) Issuing instructions, as necessary, to the Chief of Police in respect of the policies referred to in (c);
- (e) Ensuring that the Police Service employs sufficient resources for the purposes of carrying out the functions of the Police Service;
- (f) In consultation with the Chief of Police, establishing the priorities for Policing and participating in strategic planning for Police service to the city;
- (g) Appointing the Chief of Police, subject to the ratification of Council;
- (h) Appointing a Public Complaint Director;
- (i) Considering appeals of the Chief's decision in complaints against the Police Service or Police service policy;
- (j) Reviewing complaints against the Chief of Police;
- (k) Developing a comprehensive review process to evaluate the performance of the Chief of Police and ensure the review is administered and finalized prior to the annual anniversary date of the Chief's contract.

**Note:** as per **Section 31(7)** of the Police Act, Municipal Council is liable for any legal liability incurred by the Police Commission.

- (2) Part 4(a)(3) Subsection D, of the Lethbridge Police Association Grievance Procedure allows for appeal of grievances to the Commission. Grievances appealed to the Commission are reviewed as set out in the relevant Collective Agreement and any other applicable legislation.
- (3) General policies of the Commission of a continuing or on-going nature may, where practical and permitted by law, be published as policy statements of the Commission.
- (4) The Commission elects a Chair and Vice Chair as soon as is practical at the beginning of each year, in any event, not later than the January meeting.
- (5) The Commission may establish standing or ad hoc Committees as required.
  - (a) The Commission determines Committee membership;
  - (b) The Commission may delegate tasks and projects to Committees;
  - (c) Committees do not have the power to make decisions on behalf of Commission, but only make recommendations to the Commission;
  - (d) The Chair of the Commission may designate Committee; and

- (e) The standing committees of the Commission shall be:
  - (i) Finance Committee, to oversee budget presentations to City Council, and the particulars of the Commission budget;
  - (ii) Personnel Committee, to oversee selection and performance review of the Chief of Police; and
  - (iii) Policy and Governance Committee, which shall oversee the annual review of the Commission Policy Manual and the Commission's Strategic Plan.
  
- (6) As a statutory body, the Commission must be and be seen to be:
  - (a) Independent of Police Service administration and management, political affiliation and interest groups;
  - (b) Accessible to both the public and the Police Service;
  - (c) Publicly accountable for the Police Service;
  - (d) Responsive to the community; and
  - (e) Transparent.
  
- (7) The Commission acts as:
  - (a) An initiator of policies that reflect community need and enhance both the effectiveness of the Police and the welfare of the community;
  - (b) A liaison body that considers both the community and Police viewpoints and needs. The Commission is an important communication link to enhance the understanding and working relationships among the Service, the public it serves and their elected representatives in Council; and
  - (c) The monitor of the Police Service to ensure efficient and effective policing and compliance with legislation and policies.

### **2.3 Policy Review**

Policies and procedures of the Police Commission should be reviewed annually. Modifications must receive Commission approval.

### **2.4 Commission Member Conduct**

- (1) Members of the Commission must exercise their official duties and functions and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity and impartiality of the Commission are conserved and enhanced.
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- (2) It is recognized that elected officials who are appointed to serve on the Commission may, in making decisions or taking actions as a member of the Commission, take into account the broader interests of their constituents, stakeholders and the municipal corporation as a whole.
- (3) Commission member action will respect the dignity of individuals in accordance with the:
  - *Alberta Human Rights, Citizenship and Multiculturalism Act*;
  - *Canadian Charter of Rights and Freedoms*; and
  - *Freedom of Information and Protection of Privacy Act*.
- (4) Commission members will not share information deemed sensitive or confidential. Such information will not be used for personal gain, or to benefit friends, relatives or associates. Breaches may be cause for dismissal from the Commission.
- (5) All members of the Commission have a responsibility to attend meetings, participate in discussions and exercise their voting rights. Should a member be unable to attend a meeting he or she is expected to advise the Secretary of the Commission.
- (6) The Commission may request Council to revoke the appointment of a Commission member who is absent from three (3) consecutive meetings without reasonable cause.
- (7) Commission members must adhere to the guidelines in the policy of the City of Lethbridge governing expenses and personal and corporate gifts.
- (8) Members of the Commission who wish to communicate with the members of the Police Service regarding information, statistics or on business matters will do so through the Chief of Police or his/her designate.

## **2.5 Conflict of Interest**

Conflict of interest means a conflict between a member's personal and or business interests and the member's responsibility as a Police Commissioner.

- (1) Commission members must declare all potential or perceived conflicts of interest and the Commission then determines whether the member will be excluded from voting or discussion on the matter.
  - (2) All declarations of conflict of interest are entered into the minutes.
  - (3) A conflict may exist whether or not a financial advantage has been, or may be conferred on the member.
  - (4) A member of the Commission has a conflict of interest when the member exercises an official authority, or performs an official duty or function in the execution of the member's office while knowing that in doing so there is the opportunity to further the member's own interest.
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- (5) A member of the Commission has an apparent conflict of interest where there is a perception, which a reasonably well-informed person could properly have, that a member's ability to exercise official power or perform an official duty must have been affected by the member's private interest.
- (6) Members of the Commission representing clients or aligned with other interests must ensure any conflict of interest as defined above is fully disclosed and the members exclude themselves from all activities relative to matters that fall within the definition.
- (7) Members concerned that another member may have a conflict of interest must bring the matter to the attention of the Chair as soon as is practicable.
- (8) Conflicts brought to the attention of the Chair must be resolved in a manner that conserves and enhances public confidence and trust in the integrity, objectivity and impartiality of the Commission.
- (9) Commission Members will be expected to conduct themselves with the highest ethical standards, appropriate behaviour, while conducting their Commission duties and private business. Failure to abide by this policy may result in the matter being referred to the appointing council for resolution. A 2/3 majority of Commission members may refer the matter to the council.

## **2.6 Remuneration**

- (1) Expenses will be reimbursed in accordance with the municipal travel and expense policy. Expenses must be authorised before being incurred, and must be approved by the Chair before being reimbursed.
- (2) Money for reimbursement of expenses will be obtained from the Police Commission's annual budget as granted by Council following the municipal budgetary cycle.
- (3) Commission Members are not paid honoraria or otherwise reimbursed for service as Commissioners.

## **2.7 Orientation of New Members**

- (1) It is imperative that all Commission Members receive orientation regarding their roles and responsibilities as Police Commissioners. The Commission Chair will arrange for swearing in and an orientation session for new member, as soon as practicable after their respective appointment to the Commission.
- (2) Upon appointment, the Chair will contact appointees and circulate a package of background information including:

- A letter of welcome requesting contact particulars and any other relevant information that may be required;
- An outline of the orientation procedure;
- Commission Members' Handbook; and
- A schedule of significant Commission events in the coming term.

(3) Orientation outline:

(a) Legislation and policy governing the role and mandate of the Commission including:

- The *Police Act* and *Police Service Regulation*;
- Police Commission Bylaw 5969;
- The Police Commission Policy and Procedure Manual;
- The *Freedom of Information and Protection of Privacy Act*; and
- Alberta Policing Oversight Standards Manual.

(b) Advice on Commission practices and expectations, which may include:

- Attendance at events;
- Commission budget and member expenses;
- Communication among the Commission, Commission office, Commission members;
- Communication strategies and policies (with the public; the media; City Council and City Administration; the Police Service; and external agencies and stakeholders);
- Meeting procedures and schedules;
- Mission and vision of the Commission;
- Office procedures;
- Organizational structure of the Police Service;
- Past annual reports;
- Police Service Business Plan;
- Policy regarding personal and corporate gifts;
- Roles and responsibilities of Commission staff;
- Structure and function of Commission committees;
- Time commitments; and
- Travel and expense policy.

(c) Orientation continues as necessary. Commission staff arrange for further orientation as required and Police Service observational tours and information sessions at Commissioner's convenience. All Commission Members are encouraged to complete the online training modules provided by the Ministry of Justice and Solicitor General from time to time.

## 2.8 Roles and Responsibilities of Chair and Vice-Chair

- (1) The Chair, (Police Act Section 28(1)(10)), is elected by the membership at the commencement of each year and presides over Commission meetings. Should the Chair not be present, or vacate the position either temporarily or permanently, the Vice-Chair will act in the Chair's place.
- (2) Neither a member of Council nor an employee of the municipality may be Chair or Vice-Chair. (Police Act Section 28(1)(11)).
- (3) Should neither the Chair nor vice-Chair be available, the Commission shall elect an acting Chair for the meeting until such time the Chair or Vice-Chair is available.
- (4) The Chair will designate a member, in the absence of the Council appointed employee of the Commission, to record minutes during all meetings, hearings or inquiries.
- (5) The Chair is the signing authority for all contracts representing the business of the Commission.

## 2.9 Role of Public Complaint Director

- (1) The Public Complaint Director shall be appointed by a majority vote of the Commission, and:
    - (a) Shall serve until resignation or until removal by a majority vote of the Commission; and
    - (b) May be a member of the Commission or such other person as the Commission deems qualified and appropriate for such service.
  - (2) The Public Complaint Director (PCD) receives complaints from the public on behalf of the Commission. The PCD is delegated the authority by the Chair to receive complaints, liaise with the Chief and perform other duties on behalf of the Commission as per **Section 28.1(3(a,b,c))** of the Police Act.
  - (3) Complaints are recorded in writing by the PCD and forwarded on behalf of the complainant to the Chief of Police who decides if the complaint should be managed by the Police Service or the Commission as per **Section 43 (1) or (2)** of the Police Act. In appropriate circumstances, the PCD may recommend that a complaint be referred to an alternative resolution process, if the affected parties consent. At all times, complaints shall be handled in a manner that conforms to the provision of the Police Act.
  - (4) The PCD monitors the complaints process of the Police Service as per **Section 28.1(d)** of the Police Act, including review of documents or attendance at disciplinary proceedings that arise from public complaints as per **Section 24** of the Police Service Regulation.
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- (5) If a policy complaint is appealed to the Commission, the matter shall be referred to an ad hoc committee of the Commission for study and recommendation to the whole Commission.
- (6) The PCD shall ensure the provision of complaint summary reports to each regular meeting of the Commission.
- (7) The PCD and the Chair shall have full access to data and records pertaining to complaints and citizen contacts that are held by the Professional Standards Unit of the LPS, upon reasonable request by the PCD, whether such records are contained in physical files or the Professional Standards database (currently IAPro). The Chief of Police shall ensure proper instructions are issued to the Professional Standards Unit and such other LPS officers and staff as may be necessary to effect such access.
- (8) As much as reasonably possible, the PCD shall attend meetings and training seminars, as coordinated by the Provincial Public Complaint Director as a representative of Alberta Justice and Solicitor General, and make use of such online training that may be developed and provided by the said Ministry from time to time.
- (9) The Commission shall instruct the Chief of Police to ensure that an annual summary of complaints is included in the Police Service Annual Report, and that the same is brought to the attention of the City Council, and further that the same Annual Report is posted to the LPS website, so that is readily accessible to the public.
- (10) The Commission shall instruct the Chief of Police to ensure that the Professional Standards Unit complies with the reporting requirements mandated in **Section 52** of the Police Act, on a quarterly basis, or with such frequency as may be required by the Ministry from time to time, and further, that the PCD will have opportunity to review such reporting or other provision of information to the Ministry, before the same is forwarded to the Ministry.

## **2.10 Commission Personnel**

- (1) The Commission may hire staff. They will be salaried employees of the Commission.
- (2) Employees will be given official job descriptions and are subject to all applicable Federal and Provincial Legislation including, but not limited to:
  - Alberta Employment Standards Code; and
  - Alberta Labour Relations Code.
- (3) Commission staff do not have the right to vote on Commission decisions.
- (4) Employees will be evaluated on a yearly basis by the Commission.

## **2.11 Formation of Sub-Committees**

- (1) The function of a sub-committee is to assist the Commission in completing its responsibilities.
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- (2) The Commission may form either standing or ad hoc committees to examine and report on issues that fall under the authority and responsibility of the Commission.
- (3) The Commission sets the terms for the sub-committee, appoints its Chair and participating members. Any Commission member may attend a committee meeting.
- (4) The Commission may appoint subject matter experts from the public or Commission staff to assist in committee business.
- (5) The sub-committee must provide copies of its agenda and minutes of its meeting for storage by the Commission.
- (6) The sub-committee options and recommendations for the Commission to consider.
- (7) The sub-committee may not speak or act for the Commission unless it has formally been given authority and then only for a specific or time-limited purpose.
- (8) The sub-committee shall report regularly to the Commission, the schedule to be determined by the Commission.

#### **2.12 Legal and Professional Services**

- (1) Legal and other professional service contracts must be approved in advance by the Commission and are only provided at the request of the Commission.

#### **2.13 Meetings**

- (1) Lethbridge Police Commission Bylaw 5969 requires that the Commission, subject to section 28(2) of the Police Act, where practicable, follow the City's Procedure Bylaw 5411 for the conduct of Commission meetings.
- (2) The Chair, chairs Commission meetings and votes on every resolution.
- (3) In the absence of the Chair, the Vice-Chair or any member of the Commission, other than a member of Council or municipal employee, chairs the meeting.
- (4) A quorum of the Commission is 5 of 9 of the appointed members. A meeting of the Commission, where notice has been given, and at which a quorum is present, is competent to exercise all or any of the authorities, powers and discretion vested in or exercisable by the Commission generally.
- (5) An electronic vote can be completed provided a majority of members of Commission participate and vote electronically. The result of such a vote will be based on the majority vote of those participating members. An electronic vote can be waived at the specific request of at least one member who wishes such a discussion and vote to take place at the next meeting, regular or special meeting of Commission. The results and date of any electronic vote shall be read into the minutes of the next meeting of Commission.

- (6) All members of the Commission have a responsibility to attend meetings, participate in discussion and exercise their voting rights.
- (a) Should a member be unable to attend he/she is expected to advise the secretary of the Commission; and
  - (b) The Chair shall impose a time limit on discussions to ensure efficiency.
- (7) The Commission's schedule of regular meetings must be established annually, at the last meeting of the calendar year. Meetings may be amended from time to time as the need arises.
- (a) The Commission will ensure the public is made aware of any changes to the schedule;
  - (b) The Chief or designate will attend all meetings as directed;
  - (c) The Chair or Vice Chair may, at any time, convene a special meeting of the Commission;
    - (i) A Special Meeting may be called at the request of three or more members of the Commission and shall be held within three business days of the request.
  - (d) Special meetings of the Commission may be held at any time without formal notice if all the Members are present or if those absent have waived notice and consented to the meeting being held in their absence;
  - (e) The Commission may, by a two-thirds (2/3) vote of members present at a regular meeting, direct that the date, time or location of a subsequent meeting be changed;
  - (f) The Commission may cancel any meeting, if the circumstances require; and
  - (g) The annual meeting schedule is available on the City of Lethbridge Website ([www.lethbridge.ca](http://www.lethbridge.ca)) under City Government – Boards, Commissions and Committees.
- (8) Where practicable, the Commission Office must be advised of any matter to be brought before the meeting by a Commission member, at least five (5) days prior to the meeting.
- (9) Notice of regular meetings is given four (4) days prior to the meeting, accompanied by the proposed agenda and any supporting materials.
- (a) Agenda materials are distributed to: Commission members, the Chief of Police, Police Executive and media as they request;
  - (b) It is expected that members review all material prior to the meeting and be prepared to discuss in detail at that time;
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- (c) The public is notified of the time and place of public meetings by a posting on the City of Lethbridge website and a notice outside the Council Chambers. Public meeting agendas are available, upon request, through the Commission office;
  - (d) A list of agenda highlights is released to the media two (2) days prior to public meetings; and
  - (e) Approved minutes of public meetings are posted on the City of Lethbridge Website ([www.lethbridge.ca](http://www.lethbridge.ca)) and are available upon request.
- (10) Before the end of each public Commission meeting, the Chair will inquire whether any member of the public wishes to raise a question, whether with respect to an item on the agenda or to make a general inquiry. **(Complaints about officer conduct are not topics for this forum).**
- (a) Members of the public will be asked to state their name and clearly state their question. If warranted, the Chair may direct the question to a member of the LPS for a response; and
  - (b) A member of the public shall be limited to no more than FIVE (5) minutes of speaking time, but the Commission may, by a two-thirds (2/3) majority vote (6 of 9), agree to hear a member of the public for such longer time as the Commission may determine.
- (11) Meetings shall be open to the public however, under section 18(1) of the *Freedom of Information and Protection of Privacy Regulation*, Commission meetings may be held in the absence of the public if the subject matter being considered concerns:
- (a) Security of the Commission's property;
  - (b) Personal information of an individual, including an employee of the Commission or Police Service;
  - (c) Labour relations or employee negotiations;
  - (d) A law enforcement matter (as defined under the *Freedom of Information and Protection of Privacy Act*);
  - (e) Litigation or potential litigation, including appeals to the Commission or matters before administrative tribunals affecting the Commission; or
  - (f) The consideration of a request for access to information under the *Freedom of Information and Protection of Privacy Act*.
- (12) The conduct of all participants will be respectful, using appropriate language and following the rules as outlined by the Chair. Attendees displaying poor conduct may be asked by the Chair to leave the meeting.
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- (13) The general order of business for Commission meetings as coordinated by the Chair is as listed in Appendix 5.
- (14) Minutes of meetings are an honest expression of the group's opinions and a summary of what was discussed and decided. Unbiased, accurate minutes will include:
  - Time the meeting was called to order;
  - Names of attendees and those sending regrets;
  - Persons who motioned and seconded, adoption of the agenda, approval of previous minutes, and all decisions made during the meeting;
  - Concise summaries of discussions and presentations;
  - Items that have been held over to another meeting with deadlines; and
  - Time the meeting was adjourned.

#### **2.14 Records Management and Access to Information**

- (1) The Lethbridge Police Commission supports the principle of reasonable public access to records in its custody or control that facilitates public participation in the development and maintenance of a safe city.
  - (2) The Commission, as a statutory body under the *Police Act*, is designated as the head of the local public body under Section 95 of *the Freedom of Information and Protection of Privacy* (FOIP) Act for the purposes of the Act.
  - (3) Pursuant to section 85(1) of the *FOIP Act*, the Commission delegates the City of Lethbridge FOIP Coordinator as the Freedom of Information and Protection of Privacy (FOIP) Coordinator for the Commission.
  - (4) Pursuant to section 85(2) of *the FOIP Act*, the Commission delegates its responsibilities in accordance with the Delegation Table (**Appendix 1**), subject to the Commission's right to over-ride the noted delegation and make decisions under the *FOIP Act* that are normally delegated.
  - (5) Pursuant to section 10 of *the FOIP Act*, the Commission and staff make every reasonable effort to assist applicants, and to respond to each applicant openly, accurately, and completely.
  - (6) Pursuant to Part 2, Division 1, 2, and Part 3 of *the FOIP Act*, Commission records management policies and procedures comply with the manner in which personal information can be collected, used and disclosed.
  - (7) Pursuant to section 87 and 89 of *the FOIP Act*, the Commission's Directory of Records (**Appendix 2**) and the Commission Policy and Procedure Manual are available, at the Commission office and on the Commission's website ([www.lethbridgepolice.ca](http://www.lethbridgepolice.ca)), for inspection or copying by the public.
  - (8) All records of the Commission are stored, archived and destroyed as set out in the Commission's Classification System and Retention Schedule. The Recording Secretary of the Commission is responsible for storing, classifying and archiving the
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Commission's records. Any destruction of records will be done in accordance with the Schedule and in conjunction with the City of Lethbridge Records Management Team.

- (9) Commission staff record minutes of Commission meetings without note or comment. Upon Commission approval of the minutes as recorded, notes of Commission staff are destroyed under the direction of the Recording Secretary of the Commission. Notes kept to prepare the official minutes of the Commission are considered transitory records.
  - (10) Transitory records are defined as recorded information that is not required to meet legal obligations or to sustain administrative or operational functions of the Lethbridge Police Commission. Police Commission transitory records may include (but are not limited to): notes taken to prepare official records or minutes; duplicates; drafts and working materials; personal messages and announcements; e-mail which does not solely document a decision or transaction of the Commission; and voice-mail messages.
  - (11) Under the *FOIP Act*, material considered in a public meeting of the Commission is available without making a request under the *Act*. This includes: agendas, minutes and reports made to the Commission by the Lethbridge Police Service.
  - (12) Requests for information not routinely available at public meetings are subject to the Commission Fee Schedule (**Appendix 4**)
  - (13) Disclosure of records of public meetings that contain personal information is subject to the provisions of the *FOIP Act*.
  - (14) Requests for Disclosure of Commission Records under the *Freedom of Information and Protection of Privacy Act*.
    - (a) Applications for disclosure of Lethbridge Police Commission records that are not considered in public meetings are processed according to the provisions of the *FOIP Act*;
    - (b) Exceptions to disclosure are made in accordance with the provisions of the *FOIP Act*;
    - (c) The Commission FOIP Coordinator determines whether a request can be processed informally or as a request under the *FOIP Act*;
    - (d) Informal requests are for records that are available without a request under the *FOIP Act*. Fees for processing informal information requests are as given in the Commission Fee Schedule; (**Appendix 4**)
    - (e) Fees for requests under the *FOIP Act* and for informal requests must be paid before the information will be provided. Fees are assessed in accordance with the Commission Fee Schedule; (**Appendix 4**)
    - (f) If the request is determined to be under the *FOIP Act*, the Commission
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FOIP Coordinator determines if the request is for personal or general information;

- (g) An administration fee as set out in the Commission Fee Schedule **(Appendix 4)** must accompany requests for general information. Processing of a request does not commence until this fee has been paid;
  - (h) Upon receipt of the initial fee, the Commission FOIP Coordinator provides the applicant with an estimate of the total fees to process the request. Processing of the request ceases until the applicant agrees to pay the fees as estimated; gives reasons why the fees should be waived; or asks for a review under Part 5 of the *FOIP Act*;
  - (i) If the applicant chooses to cancel or abandon the request, the initial fee is non-refundable; and
  - (j) The balance of any fees owing are payable when the information is delivered to the applicant.
- (15) Disclosure of Police Service Reports made to the Police Commission:
- (a) Notwithstanding that reports made by the Police Service to the Commission are in the custody of the Commission, the Lethbridge Police Service is considered to be the originator of Police Service reports.
  - (b) Under the *FOIP Act*, requests for disclosure of reports made to the Commission by the Police Service will be transferred to the Lethbridge Police Service Freedom of Information and Protection of Privacy Section for processing; and
  - (c) Fees for requests under the *FOIP Act* and for informal requests must be paid before the information will be provided. Fees are assessed in accordance with the Commission Fee Schedule. **(Appendix 4)**
- (16) Unless otherwise specified, the records of the Commission shall be kept in a secure, segregated container, under the supervision of the Recording Secretary. Any required indexing of the Commission records shall be overseen by the Recording Secretary.

## **2.15 Communication**

- (1) The Chair of the Police Commission is the official spokesperson for the Commission and represents the Commission in all matters.
  - (2) All correspondence addressed to the Chair or the Commission, that is not a public complaint under the *Police Act*, is processed by the Chair or designate.
  - (3) All correspondence sent or received directly by the Chair, or Commission members,
-

is forwarded to the Commission for response and filing.

- (4) Commission media releases and information to media outlets are distributed directly from the Chair.
- (5) Formal communication between the Police Service and the Commission is conducted through the Chair and the Office of the Chief.
- (6) Formal communication between the Commission and the Council and Administration of the City of Lethbridge is conducted through the Chair.

## **2.16 Commission Annual Plan**

Annually the Lethbridge Police Commission will develop a Strategic Plan for the Commission that includes the Commission's goals and objectives for the year, as well as the identification of any long term goals that the Commission deems appropriate. The Commission may choose to develop its Strategic Plan through the advice and recommendation of the Policy and Governance Committee.

## **2.17 Complaints**

In general there are 4 types of complaints that the Police Act identifies (**Section 43,44,45,46 and 46.1**). They include complaints concerning:

- A police officer;
- The chief of police;
- Policies and services of a police service; and
- Serious incidents (including sensitive issues).

**Note:** Complaints should be submitted in writing where practicable as per **Section 42.1(4)** of the Police Act, and may be transmitted by electronic mail as per **Section 42.1(5)**.

Complaints must be submitted within one year of the incident as per **Section 43(11,13)** of the Police Act.

In accordance with the Police Act, complainants must be advised at least once each 45 days regarding the status of their complaint. See **Section 44(11)** policies and services, **Section 45(7)** police officers, **Section 46(7)** chiefs of police, and **Section 46.1(7)** serious incidents. The Public Complaint Director monitors the process on behalf of the Commission to ensure complainants are kept informed.

The Commission must report all complaints and their subsequent dispositions to the Director of Law Enforcement as per **Section 52** of the Police Act.

- (1) Complaints Regarding Police Officers
  - (a) Complaints concerning a police officer are the responsibility of the Chief. The Public Complaint Director forwards concerns regarding Police Officers to the Chief as per **Section 28.1(3)** of the Police Act.

- (b) Complaints against police officers may be resolved informally at any time before or during an investigation with consent as per **Section 43.1(1)** of the Police Act.
- (c) The Commission may become involved in these types of complaints if the Chief requests that the Chair arrange for investigation of the complaint by another Police Service. **Section 45(5-7)** of the Police Act.
- (d) A copy of the final decision regarding the complaint is sent to the Commission as per **Section 45(8)** of the Police Act.
- (e) The Commission may be asked by the Chief to consider dismissing a complaint when the Chief considers the complaint frivolous, vexatious or made in bad faith as per **Section 43(7-8, 12-14)** of the Police Act. Review of the decision is provided to the complainant by the Commission if the Commission agrees it is frivolous, vexatious or made in bad faith.
- (f) Police Officers under investigation for misconduct (as per **Section 5** of the Police Service Regulation must be charged within the time limits as set out in **Section 7** of the Police Service Regulation unless an extension is filed and granted by the Commission.
- (2) Complaints Regarding the Chief of Police
- (a) Complaints concerning the Chief are submitted to the Chair of the Commission for action as per **Section 32(2)** of the Police Act.
- (b) Complaints may be dealt with informally by the Chair as per **Section 43.1(2)** of the Police Act, if both the Chief and complainant consent;
- (c) **Section 46(1-7)** of the Police Act outlines the handling of complaints submitted to the Commission regarding the Chief of Police; and
- (d) The Commission may dismiss complaints against the Chief per **Section 43(9,12,14)** of the Police Act at any time before or during the Investigation if the Commission believes the complaint is frivolous, vexatious or made in bad faith. Documentation explaining the decision and the right to request a review of the decision is provided to the complainant and the Chief.
- (3) Complaints Regarding Police Services or Policy
- (a) Complaints concerning Police Services or Service Policies, as per **Section 44(1)(b)** of the Police Act, are referred to the Chief who may:
- Deal with the complaint; or
  - Refer the matter to the Commission;
- (b) The Chief of Police must provide a copy of the final decision regarding
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service or policy complaints to the Commission as per **Section 44(10)** of the Police Act.

- (c) Complaints made regarding Police Services or Policy can be appealed to the Commission as per **Section 44(3-9))** of the Police Act.
- (d) The Commission must provide a copy of the final decision regarding service or policy appeals to the complainant as per **Section 44(9)** of the Police Act.
- (e) The Commission, **Section 43(10,12,14)** or Chief, **Section 43(7)** may dismiss such complaints at any time before or during the investigation it is believed the complaint is frivolous, vexatious or made in bad faith. Documentation explaining the decision and the right to request a review of the decision is provided to the complainant and the Chief.

(4) Serious Incidents and Complaints

- (a) Serious incidents or complaints (including issues of a sensitive nature), as defined by Alberta Solicitor General and the Public Security are managed according to **Section 46.1** of the Police Act.
- (b) The Chief shall notify the Commission and the Minister as soon as practicable of incidents or complaints involving serious injury or death of any person that may have resulted from the actions of a Police Officer as per **Section 46.1(1)** of the Police Act.
- (c) The Chief shall notify the Commission and Minister as soon practicable of situations of a serious or sensitive nature that may have related to the actions of a Police Officer as per **Section 46.1(1)** of the Police Act.
- (d) The Minister, via his/her designate, the Director of Law Enforcement, will decide how the matter is investigated as per **Section 46.1(2)(a-d)** of the Police Act.

(5) Complaint Analysis

- (a) As per the *Provincial Policing Standards*, **PA 7.9** the Police Service shall analyze, annually, all complaints to evaluate and resolve any trends that may adversely affect public confidence in either the conduct of an individual member or the quality of service delivered. The results of the analysis shall be reported annually to the Police Commission with identification of strategies to address concerns.

## **SECTION 3: POLICIES FOR THE GOVERNANCE AND OVERSIGHT OF THE POLICE SERVICE**

*Guidelines, policies and directions  
for the provision of efficient and effective police services.*

### 3.1 Approach to Policing

- (1) The Lethbridge Police Commission endorses a community-based approach to policing and adopts the following definition:

A Community based Police Service Delivery Model defines the way a Police organization conducts its business. It is based on four key pillars/foundations:

- **Partnerships:** The Police must be a community catalyst and advocate in resolving community problems. Forming partnerships with community agencies is essential to the enhancement of quality of life in the City of Lethbridge.
- **Ownership:** Police Officers must be given ownership of the neighbourhoods they police and of the problems in those neighbourhoods. Police Officers must feel empowered to resolve problems with the cooperation of the public they serve.
- **Problem Solving:** Problem solving is the foundation of Community Policing. The Lethbridge Police Service is committed to identifying root causes of community problems and to developing strategies designed to have a sustainable impact.
- **Quality Customer Service:** A strong commitment to quality customer service will result in enhanced public trust and confidence in the Police. Quality customer service internally and externally is a basic tenet of professionalism in policing.

- (2) The Chief of Police must lead the Lethbridge Police Service in a manner that will uphold the Commission's commitment to community-based policing.

### 3.2 Management of the Police Service

- (1) The Chief of Police has command of the Police Service subject to the policies and general supervision by the Police Commission.
- (2) The Chief of Police may delegate authority but shall NOT relinquish control or cease to be responsible for the professional administration of the Lethbridge Police Service.
- (3) If the Chief of Police is unable to fulfill his or her assigned duties, the Deputy Chief shall assume the duties of Chief.
- (4) The Commission supports the Lethbridge Police Service in maintaining a high level of professionalism and directs the Chief to ensure that the Service maintains the high standards of professionalism common to the policing community.
- (5) The Chief shall present an annual report to the Commission covering the operations of the Police Service during the previous fiscal year (**Provincial Policing Standards OM 3.2**).
- (6) The Chief shall receive, from the Commission, an annual evaluation of his performance in managing the Police Service.

### 3.3 Jurisdiction

- (1) Police Officers have jurisdiction throughout the province of Alberta as per **Section 38(2)** of the *Police Act*, unless restricted by the Commission as per **Section 31(2a)** and **Section 38(3)**.
- (2) Police Officers are subject to the jurisdiction of the Commission and shall obey the direction of the Commission, **Section 31(2)**. In accordance with **Section 31(3)** of the *Police Act*, instructions will be issued through the Chief.
- (3) The Commission recognizes the corporate limits of Lethbridge as the jurisdiction for Police Officers of the Lethbridge Police Service however, in accordance with **Section 38 (4)** of the *Police Act*, if an officer is in immediate pursuit, powers can be exercised beyond that jurisdiction.
- (4) The Police Service policy provides guidelines under Part 1 Chapter A as to the jurisdiction of members.
- (5) In situations that require extended investigation taking members outside of the jurisdiction of Lethbridge, the Chair of the Commission will be advised.
- (6) The Chief will direct that the LPS work cooperatively with other police agencies and services.
- (7) In circumstances where LPS members are able to provide a more immediate response to emergencies outside the boundaries, Service members will respond when appropriate, provided Police Service and the citizens of Lethbridge are not jeopardized.
- (8) The Chief will notify the Chairman of the Police Commission on all significant occasions where LPS resources are deployed outside the City.
- (9) The consent of the Police Commission must be obtained if the Minister directs a Police Officer to work outside of the restricted territorial jurisdiction as indicated in **Section 33(1)**.

### 3.4 Personnel

- (1) In selecting a new Chief of Police, the Commission shall determine the appropriate process, logistics and timeframe for selection, as may be suitable under the circumstances at hand, and may include the following steps:
    - (a) Consultation with the City of Lethbridge Human Resources Department;
    - (b) Consultation with a private executive search firm;
    - (c) Determine the extent of other stakeholder consultation;
    - (d) Confirm ratification by City Council, of the Commission's recommendation for appointment as Chief of Police, by obtaining and placing on Commission files
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a copy of the Council's Motion respecting the same; and

- (e) If the selection is for an acting or interim Chief of Police, the Commission shall determine whether a truncated process for such appointment is warranted.
  - (2) The Lethbridge Police Commission delegates to the Chief of Police the authority to appoint qualified sworn and non-sworn employees to the Lethbridge Police Service, with the exception of the Chief of Police.
  - (3) The Commission shall direct the Chief to develop and maintain guidelines for the conduct of sworn members and non-sworn personnel.
  - (4) The Commission delegates to the Chief the authority to approve special leave requests from sworn members and non-sworn employees with the following conditions:
    - (a) Requests for special leave that are denied may be appealed to the Commission and the Commission's decision is final;
    - (b) A sworn member seeking public office must request an unpaid leave of absence from the Commission prior to accepting the nomination and the Commission must not unreasonably deny such a request;
    - (c) If the nomination for public office is successful, the member must commence an unpaid leave of absence when the election is called;
    - (d) Between the time when an unpaid leave is approved and the unpaid leave commences, members must use annual leave or personal leave from the Police Service for any political activity; and
    - (e) If elected, the employee shall resign his/her employment with the Lethbridge Police Service forthwith.
  - (4) Under **Section 37(2)** of the *Police Act*, the Commission may terminate the services of a police officer for reasons other than disciplinary reasons.
    - (a) When requesting that the Commission terminate the services of a police officer, the Chief must ensure that thorough documentation of the reasons for termination are placed before the Commission at the same time as the request;
    - (b) At the Commission's discretion, an officer identified for termination under **Section 37(2)** may be given an opportunity to make written representation to the Commission prior to the Commission's decision regarding the Chief's recommendation of termination; and
    - (c) The Commission's decision is final.
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- (5) The Commission is bound by **Section 8 (11-13)** of the *Police Service Regulation* with respect to relief of duty without pay.

### 3.5 Reporting

- (1) The Chief of Police will report to the Commission on an annual basis:
- (a) The number of pursuits conducted by the Police Service; and
  - (b) The circumstances of each pursuit conducted by a sworn member in which significant property damage or personal injury is sustained, as soon as is practicable.
- (2) The Chief of Police (or designate) presents reports to the Commission as requested or directed including recording reports as identified in Appendix 5 as verified by Commission from time to time.
- (3) Once submitted to the Commission office, reports may be placed on a meeting agenda, referred to a Commission committee, circulated to Commission members for information and/or released to the public as directed by the Commission.
- (4) All Police Service reports must clearly specify the level of confidentiality of the information contained in accordance with the requirements of the Alberta *Freedom of Information and Protection of Privacy Act*.
- (5) The Chief of Police (or designate) reports to the Commission for information, discussion and/or action:
- (a) **Information** - When the purpose of the report is to inform the Commission about an issue or upcoming event but no input or decision is required, the report is for information. Information may be given in written form prior to or verbally during a meeting, or by circulation;
  - (b) **Discussion** - When the report is intended to generate feedback from the Commission on a particular strategic issue, initiative, idea or plan but no decision is required, the report is for discussion. Written background material must be included to ensure meaningful consideration and effective use of time; and
  - (c) **Action** - When the Chief requires a decision from the Commission the report is for action. Background information and clearly stated recommendations must be included in pre-circulated materials to allow Commission members to consider the recommendations and their impact prior to the meeting. On reports for action, the Commission may:
    - Postpone action to a specific time to allow for further study;
    - Receive or file the report without committing to specific action;
    - Approve or adopt the report;
    - Make recommendations for follow up;
    - Reject the report, in part or entirely;
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- Return the report to the Police Service with specific instructions for further work, including a specific date for further reporting; or
  - Refer the report to a Commission member or a committee of the Commission for study, clarification or further recommendations.
- (6) As much as possible in coordination with the provision of the Police Service Annual Report to City Council, the Chair may provide correspondence to the Council advising of any achievements that the Commission wishes to note. Any such information also may be posted to the Commission's website page.

### 3.6 Financial

- (1) In accordance with the budget cycle of the City, the Commission, in consultation with the Chief of Police, will prepare a budget plan specifying the level of Police services and programs to be provided to meet the needs of the citizens.  
*(Police Act Section 29(1-3))*
- (a) The Chief presents a policing plan and proposed budget detailing police services, programs and capital expenditures designed to best meet community needs to the Commission for approval;
  - (b) In consultation with the Chief, the Commission determines if community conditions and general community welfare warrant the addition, elimination, reduction, continuation or expansion of specific programs or the level of police service;
  - (c) The Commission submits the Police Service budget, as approved, to Council in accordance with the specified timetable of the City of Lethbridge.
- (2) The Chief will present Monthly Reports or Quarterly Reports on the LPS budget programs and business plan to the Commission as directed.
- (a) Operating funds approved by the Commission in the annual operating or capital budget that are unexpended at year-end (in excess of \$50,000), cannot be spent on operational activities or capital projects that have not been approved by the Commission;
  - (b) The Chief may reallocate funds between account categories where necessary to achieve annual objectives or to reflect adjustments to annual objectives based on community requirements and shall report those allocations to the Commission at the next regular meeting for information;
  - (c) The reporting threshold will be a minimum of \$ 50,000.00; and
  - (d) The Chief will advise the Commission of all budgetary expenditures or commitments exceeding \$50,000 in total, together with expected significant budget variances or trends that may occur as a result of the expenditures or commitments.

- (3) When contracting for services or materials, the Chief shall ensure systems are in place to obtain best value for the money following City of Lethbridge Purchasing Policy and Procedure.
- (4) In the context of the four year budget planning cycle utilised by the City of Lethbridge, the Commission shall estimate its own operating expenses for each year of the City's budget cycle, and present the request for funding the Commission's operations in conjunction with the request for LPS services for the same budget cycle. The preparation of the Commission budget and funding request may be effected through the Commission Finance Committee.
- (5) An annual summary of spending by the Commission on its own operations may be posted to the Commission's web page, and otherwise made available for public review in such manner as the Commission deems appropriate and prudent from time to time.

### **3.7 Rewards**

- (1) The Lethbridge Police Commission endorses the use of rewards in cases where all other avenues of investigation have been exhausted.
- (2) The Chief will submit to the Commission any proposal for the establishment of a reward fund other than Southern Alberta Crime Stoppers:
  - (a) The proposal must include recommendations regarding the funding, posting and the amount of the reward; and
  - (b) The Commission's decision is final.
- (3) The Chief will establish policy for disbursement of reward money and the safeguarding of same.

**Appendix 1**  
**Lethbridge Police Commission**  
**Freedom of Information and Protection of Privacy Act - Delegation Table**

<b>Description</b> (Appendix 1 - Policies and Procedures)	<b>Section Number</b>	<b>Retained by Head</b>	<b>Delegated to FOIP Coordinator</b>	<b>Conditions on Delegation</b>
<b>Right of Access</b>				
Authority to grant continuing requests	9 (2)	No	Yes	Prior advice to LPC
Duty to assist applicants	10 (1)	No	Yes	None
Duty to create records	10 (2)	No	Yes	None
Authority to decide on content of response	12	No	Yes	Subsequent advice to LPC
Authority to decide how access will be given	13	No	Yes	None
Authority to extend time limit	14	No	Yes	None
Authority to request Commissioner permission for extension of more than 30 days	14	No	Yes	None
Authority to transfer a request	15	No	Yes	Subsequent advice to LPC
<b>Exceptions - Release and Refusal Decisions</b>				
Business Interests of a third party	16	No	Yes	Subsequent advice to LPC
Personal privacy	17	No	Yes	Subsequent advice to LPC
Protection of individual or public health and safety	18	No	Yes	Subsequent advice to LPC

## Appendix 1

### Lethbridge Police Commission

#### *Freedom of Information and Protection of Privacy Act - Delegation Table*

Description (Appendix 1 - Policies and Procedures)	Section Number	Retained by Head	Delegated to FOIP Coordinator	Conditions on Delegation
Confidential Evaluations	19	No	Yes	Subsequent advice to LPC
Law Enforcement	20	No	Yes	Subsequent advice to LPC
Intergovernmental Relations	21	No	Yes	Subsequent advice to LPC
Local public body confidences	23	No	Yes	Subsequent advice to LPC
Advice from officials	24	No	Yes	Subsequent advice to LPC
Economic Interests of a public body	25	No	Yes	Subsequent advice to LPC
Testing procedures, tests and audits	26	No	Yes	Subsequent advice to LPC
Privileged information	27	No	Yes	Subsequent advice to LPC
Information that is or will be available to the public	29	No	Yes	Subsequent advice to LPC

#### **Third party intervention**

Third party notice	30	No	Yes	Subsequent advice to LPC
Notice of decision	31	No	Yes	Subsequent advice to LPC
Other notice	17 32	No	Yes	Subsequent advice to LPC
Approval of disclosure in public interest	32	No	Yes	Prior advice to LPC

# Appendix 1

## Lethbridge Police Commission

### Freedom of Information and Protection of Privacy Act - Delegation Table

Description (Appendix 1 - Policies and Procedures)	Section Number	Retained by Head	Delegated to FOIP Coordinator	Conditions on Delegation
<b>Collection, Protection and Retention of Personal Information</b>				
Ensuring proper collection	34	No	Yes	None
Ensuring protection of personal information	38	No	Yes	None
<b>Reviews and Complaints</b>				
Authority to ask the Information and Privacy Commissioner (IPC) for advice	54	No	Yes	Subsequent advice to LPC
Authority to request IPC to disregard repetitious or frivolous and vexatious requests	55	No	Yes	Prior advice to LPC
Make representations to the IPC	68 69	No	Yes	Prior advice to LPC
Assert burden of proof	71	No	Yes	Prior advice to LPC
Duty to comply with IPC's orders	74	No	Yes	Subsequent advice to LPC
<b>General Provisions</b>				
Duty to provide directory of personal information banks	87	No	Yes	None
Specify categories of records available without a formal request	88	No	Yes	None
Make manuals available	89	No	Yes	None

# Appendix 1

## Lethbridge Police Commission

### *Freedom of Information and Protection of Privacy Act - Delegation Table*

<b>Description</b> (Appendix 1 - Policies and Procedures)	<b>Section Number</b>	<b>Retained by Head</b>	<b>Delegated to FOIP Coordinator</b>	<b>Conditions on Delegation</b>
<b>Fees</b>				
Authority to assess and collect fees	93	No	Yes	None
Authority to waive fees	93 (4)	No	Yes	Subsequent advice to LPC

**Appendix 2**  
**Lethbridge Police Commission**  
***Freedom of Information and Privacy Act - Records Directory***

**DESCRIPTION OF RECORDS**

The following is a listing of the types of records summarized by subject matter:

Police Chief Search  
Police Chief Remuneration  
Police Commission Appointments  
Police Commission Oaths  
Police Commission Complaints, Requests, or Correspondence  
Police Commission FOIP  
Police Commission Grievances  
Police Commission Meeting Minutes and Agendas  
Police Commission Policy, Procedure

**MANUALS**

The manuals used by the Commission in carrying out its mandate are as follows:

Lethbridge Police Commission Policy and Procedure Manual

City of Lethbridge Bylaw 5969

Procedure Bylaw 5411

## **Appendix 2**

### **Lethbridge Police Commission**

#### ***Freedom of Information and Privacy Act - Records Directory***

### **Lethbridge Police Commission Classification System and Retention Schedule**

*Code:* LPC010 - Lethbridge Police Commission Management Documents

*Description:* Records related to the management of the Police Commission. Documents include board meeting minutes and agendas, commission appointments, Oaths, Chief search and remuneration

*Retention:* Permanent

*Trigger Event:* Fiscal Year

*Code:* LPC020 - Complaints, Requests, Correspondence

*Description:* All records that are produced in response to a specified request, complaint or correspondence made to the Lethbridge Police Commission. Records include actual request or complaint, responsive material, working papers, notes, correspondence, investigations and activities related to the satisfaction of the request or in response to the complaint.

*Retention:* 10 years

*Trigger Event:* Case Closed

*Code:* LPC030 - Grievances

*Description:* All documents related to an official union grievance. Each grievance has an assigned unique name/identifier.

*Retention:* Permanent

*Trigger Event:* Settlement Date

*Code:* LPC040 - Policies

*Description:* Policies passed by the Lethbridge Police Commission. Records relating to the formulation and implementation of Commission Policies. Each policy must identify the originating business function (e.g. legal, administrative, etc.) Records may include policy proposals, both approved and not approved, research, drafts and consultation documents and any other documents related to developing the policy

*Retention:* 10 years

*Trigger Event:* Superseded

**Appendix 3**  
**Lethbridge Police Commission**  
***Freedom of Information and Privacy Act - Records Directory***

<b>NAME</b>	<b><i>Correspondence and Requests for Service</i></b>
<b>LOCATION</b>	Lethbridge Police Commission
<b>INFORMATION MAINTAINED</b>	Name, address, phone number of correspondent, correspondence or record of contact (if not written)
<b>USE</b>	To respond to requests for service or information
<b>USERS</b>	Lethbridge Police Commission, Lethbridge Police Service
<b>LEGAL AUTHORITY FOR COLLECTION</b>	Police Act; Police Service Regulation; Municipal Government Act; Police Commission Bylaw; Freedom of Information and Protection of Privacy Act
<b>NAME</b>	<b><i>Public Appeals</i></b>
<b>LOCATION</b>	Lethbridge Police Commission
<b>INFORMATION MAINTAINED</b>	Name, address, phone number of complainant; the written request for an appeal.
<b>USE</b>	To provide an independent review of complaints against Police service or policy.
<b>USERS</b>	Lethbridge Police Commission, Lethbridge Police Service
<b>LEGAL AUTHORITY FOR COLLECTION</b>	Police Act; Police Service Regulation; Municipal Government Act; Police Commission Bylaw 5969; Freedom of Information and Protection of Privacy Act
<b>NAME</b>	<b><i>Public Complaints</i></b>
<b>LOCATION</b>	Lethbridge Police Commission
<b>INFORMATION MAINTAINED</b>	Name, address, phone number of complainant; the complaint
<b>USE</b>	Audit of the citizen complaint process as required under the Police Act.
<b>USERS</b>	Lethbridge Police Commission, Lethbridge Police Service

## Appendix 3

### Lethbridge Police Commission

#### *Freedom of Information and Privacy Act - Records Directory*

<b>LEGAL AUTHORITY FOR COLLECTION</b>	Police Act; Police Service Regulation; Municipal Government Act; Police Commission Bylaw 5969; Freedom of Information and Protection of Privacy Act
<b>NAME</b>	<b><i>Police Chief Employment Records</i></b>
<b>LOCATION</b>	Lethbridge Police Commission
<b>INFORMATION MAINTAINED</b>	Hiring information; employment contract and details; performance evaluations
<b>USE</b>	Hiring and employment of the Police Chief
<b>USERS</b>	Lethbridge Police Commission
<b>LEGAL AUTHORITY FOR COLLECTION</b>	Police Act; Police Service Regulation; Municipal Government Act; Police Commission Bylaw 5969; Freedom of Information and Protection of Privacy Act
<b>NAME</b>	<b><i>Employment Records - Commission Staff</i></b>
<b>LOCATION</b>	Lethbridge Police Commission
<b>INFORMATION MAINTAINED</b>	Hiring information; employment contract and details; performance evaluations
<b>USE</b>	Employment of Commission Staff
<b>USERS</b>	Lethbridge Police Commission, City of Lethbridge Human Resources Department
<b>LEGAL AUTHORITY FOR COLLECTION</b>	Employment Standards Code; Freedom of Information and Protection of Privacy Act

**Appendix 4**  
**Lethbridge Police Commission**  
***Freedom of Information and Protection of Privacy Act - Fee Schedule***

The Fee Schedule for the Lethbridge Police Commission is as outlined in the *Freedom of Information and Protection of Privacy Act and Regulations*.

**APPENDIX 5**  
**Lethbridge Police Commission**  
***Meeting Agenda Format***

1. Call to Order
2. Approval of Agenda
3. Approval of the Minutes
4. Business Arising from the Minutes
5. Standing Items
6. New Business
7. Inquiries by the Police Commission
8. Inquiries by the Public
9. Meeting Adjournment

# APPENDIX 6

## Lethbridge Police Commission

### *History of Policy Amendments and Approval*

<u>Policy Section Revised /Amended</u>	<u>Date of Approval</u>
Policy Consolidated	<i>2002 March 1</i>
Policy Revised	<i>2004 October 4</i>
Policy Consolidated	<i>2011 March 30</i>
Policy Consolidated	<i>2013 October 30</i>
Policy Amended      Section 3.5 (1) Reporting	<i>2014 February 26</i>
Policy Amended      Section 3.3 Jurisdiction, and Appendix 5 & 6	<i>2014 April 30</i>
Policy Amended      Re: City Bylaw 5969	
<ul style="list-style-type: none"> <li>• Amend Section 2.1 (1) and 2.1 (4)</li> <li>• Remove Lethbridge Regional Police Commission</li> <li>• Replace with Lethbridge Police Commission</li> <li>• Remove Lethbridge Regional Police Service</li> <li>• Replace with Lethbridge Police Service</li> <li>• Remove all reference to Coaldale or Town of Coaldale and Region,</li> <li>• Bylaw 520AP1203</li> <li>• Remove all reference to Bylaw 5245 Replace with City Bylaw 5969</li> <li>• Remove all words “Regional” throughout</li> <li>• Replace with ‘City’</li> </ul>	<i>2016 February</i>
Policy Amended	
<ul style="list-style-type: none"> <li>• Section 2.2 (4, 5) Commission Responsibilities</li> <li>• Section 2.6 (all) Remuneration</li> <li>• Section 2.7 (all) Orientation and Training of Members</li> <li>• Section 2.9 (entirely) Public Complaint Director</li> <li>• Section 2.13 (10) Meetings</li> <li>• Section 2.14 (8,9,+ 16 new) Records Management and Access to Information</li> </ul>	

**Lethbridge Police Commission  
Policy and Procedure Manual  
Appendices**

**APPENDIX 6**  
**Lethbridge Police Commission**  
***History of Policy Amendments and Approval***

Policy Amended Continued

- Section 2.16 (entirely) Commission Annual Plan
- Section 3.4 (1 new) Personnel
- Section 3.5 (6 new) Reporting
- Section 3.6 (4,5 new) Financial
- Appendix 5 Meeting Agenda Format *2017 May*

Policy Amended

- Section 2.13 Website
- Section 2.14 FOIP, Commission Records
- Appendix 1 Delegation Table
- Appendix 2 Records, Classification System and Retention Schedule *2018 March*

**APPENDIX 7**  
**Lethbridge Police Commission**  
***Reporting Schedule***

**REPORTING SCHEDULE**

**1. Annually**

- (a) Budget and Variances
- (b) Subject Behaviour – Officer Response (Use of Force)
- (c) Failure to Stop (Pursuits)
- (d) Professional Standards
- (e) Community Survey
- (f) LPS Annual Report

**2. Semi-Annually**

- (a) LPS Goals and Objectives

**3. Quarterly/Monthly**

- (a) Budget Variances and Object
- (b) Calls For Service
- (c) ALERT Report
- (d) Professional Standards and Compliments