



HALIFAX

HRP Policy Development

Halifax Board of Police Commissioners Meeting

June 20, 2022

PART A:

Current State of HRP Policy Manuals: Why a Refresh?



Current State of Policy Manuals

- Operational and Administrative Manuals
 - 26 Chapters in total
 - 188 sections
 - 523 policies
 - 1700 plus pages
 - Mix of policy and highly detailed procedures
 - Some date back to 1996/98 without revision
- Lack of adequate intranet and internal communication tools for dissemination
- Need to improve of access for members





Key Principles* for Refresh:

- Consistent, standardized, organized format & structure
- Comprehensive and robust, yet written in simple language and easy to understand
- Responsive to key organizational and strategic objectives and risks. Inclusive, culturally sensitive language with well-informed content
- Consistent with applicable legislation and professional standards
- A living document subject to routine inspections and reviews. Trackable and accessible processes.

***Source documents:**

- W Dwayne Orrick, Best Practices Guide: Developing a Police Department Policy-Procedure Manual, International Association of Chiefs of Police, <https://www.theiacp.org/sites/default/files/2018-08/BP-PolicyProcedures.pdf>.
- Deaderick, N. International Association of Law Enforcement Planners. <https://ialep.org/wp-content/uploads/2020/06/IALEP-Exchange-Summer-2020-Issue.pdf>



Policy Refresh: Biggest Drivers for Prioritization

- Response to organizational risks
- Clear direction for members on organizational changes and initiatives
- Changes to legislation, policing processes and response to audits



Policy Refresh Roadmap:

**Planning and Preparation
(2020)**

**Ongoing Development
(Jan 2021 onwards)**

Establish
format and
style guide

Organize
master
document

Develop
policy
workflow
process

Identify
priority
areas for
policy
development

Ongoing
policy refresh
within priority
areas

Develop
intranet or
software
interface



Considerations & Limitations:

- Highly time-consuming processes
- Constant prioritization/re-prioritization required in an ever-evolving environment with emerging issues
- Extensive jurisdictional research
- Broad and deep internal review process in a demanding environment
- Limited resources

PART B:

Public Release of Policies: Planning and Considerations



Key Considerations for Release of HRP Policies

- Transparency and engagement
- Police accountability and public expectation
- Balance it with operational and officer safety risks that may come with release of certain policies
- Challenges of navigating content of voluminous policies and manuals
- Time-consuming review and vetting processes



Key Insights from across Canada

- Very few police agencies have public facing policy manuals
- There is an increasing expectation for police policies to be publicly available
- A handful of jurisdictions have initiated such work.



Key Ongoing & Next Steps for Release:

- Policies refreshed (since July 2019) are being reviewed and vetted for public release
- To be released on the HRP section of the website
- In some cases, redactions may be required



Sample website mock-ups:



Halifax Regional Police Policies and Procedures

[View](#) [Edit](#) [draft](#) [Revisions](#)

Halifax Regional Police (HRP) will post the organization's most up-to-date policy and procedures on the public website as soon as feasible, in a form that will not endanger the efficacy of investigative techniques and operations.

As a public service organization, it is imperative for HRP to effectively communicate with the community we serve that is consistent with our values of accountability and transparency.

HRP's procedures are developed and maintained by the Chief of Police and contain direction from the Chief to all members. Many procedures detail the actions required by police officers to carry out their duties to ensure the highest level of service to the community. Other procedures provide direction to members to ensure effective management of the organization. HRP's policies and procedures are living documents that are constantly under review to reflect such things as changes to legislation, technology, and operational processes



APPENDIX:

Policy Development since July 2019



Policy Development

2019:

- Storing, Transporting, Carrying and Wearing Firearms
- Conflict of Interest
- Dress Code Court Appearance

2020:

- Breach of Peace
- Prisoners – Female Care of
- Uniform and Equipment Kit
- HRP Substance Misuse



Policy Development

2021:

- Property and Evidence
- Information Security Management Systems
- Intimate Partner Violence
- Alert Ready/Direct Access
- Searches of Persons
- Custodial Care of Persons

2021 Contd.

- Pursuit Driving
- Drug-Impaired Driving
- Exposure – Communicable Disease/Hazardous Material
- Subject Behaviour Officer Response Reporting (SBORR)
- Lock and Locker Rooms



Policy Development

2022 (Completed):

- Special Victims Section
- Entry of General Occurrence Data into RMS
- Provincial Identity Management Act (PIMA)
- Hate Crime and Hate Incident Response

2022 (In-flight)

- Prisoner Care Facility
- Field Operations
- Dispatch
- Missing Persons
- Public Information/Strategic Communications
- Amber Alert
- E-disclosure
- Information Management



Questions or Comments

