



INFORMATION REPORT

TO: The Halifax Board of Police Commissioners

FROM: Chief Daniel Kinsella, Halifax Regional Police

DATE: September 27, 2022

SUBJECT: Halifax Regional Police Strategic Policy Refresh and Release Project

Background:

At the June 20, 2022 meeting of the Halifax Board of Police Commissioners (BoPC), Halifax Regional Police provided an update on the ongoing Halifax Regional Police (HRP) policy manual refresh process. At that meeting, HRP undertook to return in the Fall for an update on the policy refresh as well as the planned steps to initiate the public release of HRP policies where they can be appropriately released.

HRP has two policy manuals, Operational and Administrative. These manuals consist of 26 chapters, with a total of 188 sections broken down into 523 individual policies. As was explained at the last presentation, due to the sheer size of the manual as well as capacity constraints over the years, many of these policies have not been updated for a long period, in some cases as far back as amalgamation in 1996/98. While many factors have contributed to this backlog, most notably, it is due to the lack of dedicated staff and resources. Another gap is the lack of adequate intranet and internal communication tools for efficient and quick dissemination within the department. (The development of an intranet tool and a dedicated FTE has now been approved, and will assist with the internal tracking, validation and dissemination. However, it will take some time for the tool to be developed and implemented.)

While still faced with these constraints, and in addition to the policy refresh process, HRP has recently begun reviewing and vetting our policies for public release through the HRP's section of the website. This report intends to provide a summary of the policy refresh process to date as well as an update on the next steps in the policy release process.

1. Policy Refresh and Key Principles:

Under the championship of the Chief of Police, the Policy and Planning Section of the HRP Corporate Affairs Division has undertaken a significant multi-year policy refresh project, which will update policy content, standardize and simplify the format and structure of the policy manuals, and build a comprehensive and robust policy manual that is written in simple language and reflects a focus on diversity, inclusion and cultural sensitivity and written with an emphasis on best practice in police policy development. The refresh project will also prioritize policies that are responsive to key organizational,

strategic objectives and risks, while being consistent with applicable legislation and standards. Because of this, it is an important to recognize that the policy manual is a living and evolving document subject to routine inspections and reviews. The following three key areas assist in helping HRP prioritize policies for refresh:

- Responsiveness to and prioritization of organizational risks, such as, prisoner care facility and property and evidence sections
- Need to provide clear direction to members on organizational changes and initiatives, such as the newly set up Special Victims Section, Hate Crimes unit, and upcoming Dispatch and Priority Response
- Changes to legislation, policing processes and response to audits, such as HRP's Information Technology audit, electronic disclosure of evidence, Alert Ready/Direct Access, and Police Identity Management Act

2. Steps taken so far and overall plan for policy refresh

The policy staff have built a manageable plan for the project's life cycle, using best practices for policy formatting, and developing a style guide to ensure that each new and refreshed policy has a standardized appearance. Through the development of a style guide, all current policies were converted into the new format, which allowed the policy team to visualize the full scope of the project and were able to provide insight into the prioritization of policies.

The team also implemented a Policy Request Intake Form that allows senior managers to request policies to be updated based on developing organizational changes and needs, requiring advancement that is trackable. Finally, there are ongoing risk assessments for risk tolerance of outdated policies.

3. Public Release of Policies: Planning and Considerations

HRP conducted a jurisdictional scan of police agencies across Canada to gauge where different agencies are in this area. Of 50 agencies who were contacted, HRP received 15 responses. Of those 15 responding agencies, a handful have initiated such work. To the best of our knowledge so far, they are Vancouver Police, Toronto Police, Victoria Police, London Police, and Waterloo Police.

HRP is developing a plan to release its own administrative and operational policies as they are refreshed throughout the course of the refresh project. To publicly release policies, HRP must ensure that key consideration is given to any operational sensitivities and officer safety. HRP policies will be tested against Section 15 of the *Nova Scotia Freedom of Information and Protection of Privacy Act* and *Municipal Government Act*, which will provide the guiding principles for officer and operational safety while also ensuring accountability and transparency to the public.

The process which HRP will follow for the release is as follows: a review by the policy section staff, Director of Corporate Affairs and HRP's Information officer followed by a review by Legal and ultimately signed off by the Chief of Police. Upon approval, the policies identified for release will be posted on a

dedicated section of the HRP website. This section will continue to be updated as policy content is refreshed, developed and vetted for release. The amount of time required, resource availability and other priorities may affect this frequency.

To publicly release our policies, and to protect organizational interests, the following disclaimers will be added to the website:

- Limitation of Information
- Copyright
- Warranty of Disclaimer
- Limitation of Liabilities

These will be developed based on practices in other jurisdictions around police policy releases and in conjunction with Legal.

4. Policies refreshed since July 2019

2019:

- Storing, Transporting, Carrying and Wearing Firearms
- Conflict of Interest
- Dress Code - Court Appearance
- Evaluation and Treatment of Violent Prisoners

2020:

- Breach of Peace - Detention
- Female Prisoners – Custodial Care
- Restorative Justice Program
- Uniform and Equipment Kit
- Halifax Regional Police Substance Misuse

2021:

- Property and Evidence
- Information Security Management Systems
- Intimate Partner Violence
- Alert Ready - Direct Access
- Searches of Persons
- Custodial Care of Transgender Prisoners
- Pursuit Driving
- Drug Impaired Driving
- Exposure – Communicable Disease/Hazardous Material
- Subject Behaviour Officer Response Reporting (SBORR)

- Locker and Locker Rooms

2022 (Completed):

- Special Victims Section (SVS)
- Entry of General Occurrence Data into RMS
- Police 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
- Electronic disclosure
- Public Safety Unit (PSU)/Bicycle Rapid Response Team (BRRT)
- Canine

Appendix:

- A. Website mock-up for policy release

Appendix A:

Website mock-up

DRAFT

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Halifax Regional Police Policies and Procedures

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Halifax Regional Police (HRP) will post our service's most up-to-date policy and procedures on the public website in this section as soon as feasible, to the extent and in a form that will not harm the efficacy of investigative techniques and safety of our operations. This is part of our effort to enhance transparency related to our policies and procedures while protecting operations, investigations and personnel safety.

HRP's policies are developed in consultation with many subject matter experts, are informed by best practices and governed by applicable legislation. They are issued under the authority and direction of the Chief of Police through departmental orders, containing direction from the Chief to all members. Many procedures detail 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 in order 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/or operational processes.

This section will continue to be updated as policy content is refreshed, developed and vetted for release. The amount of time required, resource availability and other priorities may affect this frequency.

Policy Name	Policy Manual	Policy Release Date	Original Policy Release Date	Policy Link
Policy name 1	Operational	22-May-22	22-May-05	Policy Name
Policy name 2	Operational	19-Apr-21	19-Apr-02	Policy Name
Policy name 3	Administration	12-Dec-20	12-Dec-07	Policy Name



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Contact Information

Emergency 911

Non-emergency Dispatch:
902.490.5020 or 902.490.7252 (TTY)

Incident Reports:
902.490.5016

General Inquiries: