

ORGANIZATIONAL STRUCTURE AND OTHER PROCESSES

1. GENERAL

- A. This policy sets out the structure of the Halifax Regional Police (HRP) and other processes.

2. POLICY

- B. The police service is officially known as the Halifax Regional Police.
- C. The administration and operations of the HRP are structured in accordance with enabling legislation under the Nova Scotia Police Act, Policing Standards and applicable Halifax Regional Municipality Charter Bylaws.
- D. The organizational structure of the HRP consists of the:
 - i. Office of the Chief of Police
 - ii. Operations, which encompasses Criminal Investigations and Patrol divisions
 - iii. Support, which encompasses Specialized Support and Administration divisions
 - iv. Professional Standards Division
 - v. Corporate Affairs Division
- E. Refer to the HRP Intranet, Organizational Structure, for the current HRP Organizational Chart.
- F. The primary objectives of the Halifax Regional Police are:
 - i. Maintaining peace and order; public safety; protection of life; and protection and security of property.
 - ii. Response to calls for service.
 - iii. Enforcement of all statutes: Federal, provincial or municipal.
 - iv. Crime solving which involves: Investigation of offences, collection and analysis of evidence, gathering information from informants and other sources such as crime stoppers and surveillance.
 - v. Prevention including: Public service talks, messages and promotion of crime prevention programs such as Citizens on Patrol, Burnside Watch, etc.
 - vi. Referral to other social or government agencies.
 - vii. Public programs to inform and educate the public on problems in their neighborhoods, talks on timely topics and encourage community involvement with police.
 - viii. Community problem-solving and victim support services.

- G. Use of the Halifax Regional Police name or its logo in affiliation with any group or association outside the organizational structure of HRP is prohibited unless duly authorized, in writing, by the Chief of Police or designate.

HRP COMMAND STRUCTURE

- H. Every Commissioned Officer and NCO has command responsibility for subordinates on duty. This responsibility will normally be confined to the member's respective division, but when warranted, complete responsibility must be accepted by the senior Officer or NCO on duty. See related policy on RESPONSIBILITY FOR COMMAND.
- I. In the absence of a person in command or in charge of a division, section or unit, including acting ranks, command shall be exercised by the senior member, unless the Office of the Chief of Police otherwise directs.

HRP PERSONNEL

- J. All HRP police officers and civilian employees shall perform all duties in accordance with federal and provincial statutes, municipal by-laws, HRP standard administrative and operational policies and procedures and department orders as well as HRM policies.

OVERVIEW OF ORGANIZATIONAL STRUCTURE

- K. The Chief's Office provides overall leadership to HRP under the leadership of the Chief with the Deputy Chiefs of Operations and Support reporting directly to the Chief of Police.
- L. The Corporate Affairs and Professional Standards divisions report directly to the Chief of Police, emphasizing strategic support of service delivery to citizens and supporting Halifax Regional Municipality's strategic outcomes through professional standards, strategic planning, policy development, research and strategic communications.
- M. HRP's four operational divisions (Patrol, Criminal Investigations, Administration and Specialized Support) operate under the supervision of the two Deputy Chiefs.

SERVICES DELIVERED

- N. Patrol Division:

Reporting to the Deputy Chief of Operations, this division is responsible for HRP's Patrol operations. This service provides a visible policing presence on HRM streets and responds to calls for assistance from the public, while supporting specialized response as needed. Patrol is divided into three divisional areas - Central, East and West.

- O. Criminal Investigation Division:

Reporting to the Deputy Chief of Operations, responsible for Integrated Criminal Investigation operations, which includes a number of specialized investigative units. The

Criminal Investigation Division is an integrated unit made up of Halifax Regional Police and RCMP officers and civilian employees and is headed by an HRP Superintendent.

P. Specialized Support Division:

Reporting to the Deputy Chief of Support, this division provides support to HRP operations in areas including traffic support, information management, community relations and crime prevention, records & courts and emergency planning. This division also includes various specialized functions, such as, K9, critical incident command, prisoner care and victim services.

Q. Administration Division:

Reporting to the Deputy Chief of Support, this division provides administrative support to the organization in areas that include human resources, training, information technology and financial services.

R. Professional Standards Division:

Reporting to the Chief of Police, this division provides oversight and support to uphold the integrity and professionalism of the organization in such areas as professional standards, audit & oversight, and Departmental Sergeant Major functions.

S. Corporate Affairs Division:

Reporting to the Chief of Police, this division manages relationships with a variety of HRP's external and internal stakeholders and supports the Chief's office in the delivery of strategic communications and public information, policy development, diversity and inclusion, research, and in fulfilling HRP's strategic and business plan reporting obligations.

DIVISIONAL STRUCTURE

T. The Operations Division is under the command of a Deputy Chief of Police and embodies:

- i. Patrol (uniformed) members who generally provide the first response and preliminary investigation to all incidents reported in HRP; and
- ii. Plainclothes investigators who have the detective designation and who conduct criminal investigations.

PATROL

U. The Patrol Division organizational concept is structured around a three-division geographical model: East, West and Central. Each division consists of four squads under the direction of a Staff Sergeant as Watch Commander. Both the Watch Commander and the Divisional Commander report directly to the Superintendent of Patrol or in their absence, another designated Commissioned Officer. The Divisional Commander is an Inspector or Staff Sergeant (East, Central and West.)

- V. A squad is comprised of uniformed members assigned to a division on one of four Watches working rotating 12-hour shifts (2 days, 2 nights, followed by 4 days regular leave). Each squad is staffed by three Sergeants and a number of constables who report directly to a Staff Sergeant (Watch Commander).
 - W. Each Patrol officer is assigned to a specific sector within their division and is responsible for responding primarily to calls for service within that sector.
 - X. Patrol Sergeants will be designated as a Road Sergeant, Float Sergeant or Quality Assurance Sergeant and together are responsible for the operational and case management needs of that squad. Patrol Sergeants report directly to the Watch Commander.
 - Y. The overall operation of each squad is the responsibility of a Watch Commander who is responsible for the overall policing of HRP jurisdiction during their shift. The duties of the Watch Commander impact on both the Patrol and Criminal investigations Divisions. See also RESPONSIBILITY FOR COMMAND.
 - Z. A Divisional Commander will be responsible for maintaining uniformity of policing laterally across the four squads assigned to their Patrol division so that each division receives a continuous application of policing and direction and for communicating management concerns to the four squads under their command. See also RESPONSIBILITY FOR COMMAND.
- AA. The Patrol Division also includes these additional specialized positions/units:
- i. Quick Response Unit
 - ii. Community Response Officers
 - iii. School Response Officers
- BB. The purpose for the existence of all other divisions, technical support, investigative and administrative, is to support the efforts of the uniformed Patrol officer on the street. For related policy on other divisions offering support to the Patrol Division, refer to the following Operations Manual chapters: COURT PROCEDURES; CRIMINAL INVESTIGATION DIVISION; MAJOR OCCURRENCES and EMERGENCY MEASURES. For related policy on the Patrol Division, refer to FIELD OPERATIONS.

CRIMINAL INVESTIGATIONS

- CC. The Criminal Investigations Division (CID) is responsible for conducting the follow-up investigations of crimes against persons, crimes against property offences, and for the initial investigations of other federal statute (i.e., CDSA) offences and their subsequent follow-up investigations.

DD. CID is under the command of a Superintendent and is comprised of Halifax Regional Police and Royal Canadian Mounted Police officers assigned and working integrated duties in the following sections, each of which are the responsibility of a NCO holding the rank of Staff Sergeant (Detective Sergeant):

- i. General Investigations Section (GIS)
- ii. Specialized Investigations Section (SIS)
- iii. Special Enforcement Section (SES)
- iv. Investigative Support Operations (ISO)
- v. Special Victims Section (SVS)

EE. Each CID Section is subdivided into specialized units which are overseen by one HRP Detective holding the rank of sergeant and/or one RCMP member holding the rank of either Sergeant or Corporal. These members perform supervisory and QA Sergeant (case management) responsibilities for the members assigned to the respective unit.

FF. Officers with a Detective-type designation investigating criminal and other federal statute offences have HRM-wide status and may enter when warranted any HRM area to conduct their assigned investigations.

GG. The Operational Support Division is under the command of a Deputy Chief of Police with the commanding Superintendents reporting directly to the Deputy Chief of Operational Support. This Division embodies: Administration and Specialized Support.

ADMINISTRATION

HH. Administration includes the following sections whose staffing component involves mainly civilian staff reporting to a civilian manager or an NCO holding the rank of Sergeant: Human Resources; Property & Evidence; Training; Quartermasters; Facilities; IT & Security.

SPECIALIZED SUPPORT

II. Some Support sections are integrated and are staffed with both HRP and RCMP sworn and civilian staff.

JJ. The Specialized Support Division includes the following sections: Prisoner Care; Traffic Unit; Support Services; Community Relations & Crime Prevention; Ports/Aviation Security Unit; Records & Courts; Integrated Emergency Services; Traffic Support; Emergency Planning; FOIPOP/Corps of Commissionaires.

- a. The responsibility of any organization authorized to use the Halifax Regional Police name or its logo is to ensure that the integrity of HRP is maintained at all times by all involved.

OTHER PROCESSES - MEETINGS, BOARDS AND COMMITTEES

KK. Boards and Committees of Officers fall into two categories, permanent and temporary. Temporary boards/committees are established to consider specific problems and are dissolved upon completion of their task. The functions of permanent boards/committees are described in the following paragraphs.

LL. Including but not limited to OHS, Dress and Department, Recognition Board, Comstat, Grievance Committee, Management and Employee Relations Committee, shall be structured, governed and run as per the associated charters in terms of references as approved by the Chief of Police or designate. For those committees related to labour relations and union matters, refer to the appropriate collective bargaining sections.

MM. HRP members may be called upon by a board/committee for evidence or assistance. The findings of all boards/committees, which are not required to be unanimous, will be forwarded to the Chief of Police.

NN. Officers are appointed to permanent boards/committees as required by the Chief of Police or their delegate. The Chair of a permanent board/committee will ordinarily be a senior officer. Officers appointed to boards/committees may designate alternates, subject to the approval of the Office of the Chief of Police.

USE OF HRP NAME OR LOGO AND SOLICITATION

OO. Groups or associations currently using the prefix, Halifax Regional Police, by constitution or by charter do not require authorization, including:

- i. Halifax Regional Police Association.
- ii. Halifax Regional Police Retired Members Association.
- iii. Halifax Regional Police Youth Program.
- iv. Organizations by direct or indirect sponsorship.
- v. All other groups, teams, clubs or associations currently using the name, Halifax Regional Police, or its logo in conjunction with their organization and/or any future such organizations wishing to do so require authorization by the Chief of Police or designate.
- vi. Such groups identified in this paragraph may request authorization to continue or to commence using the name, Halifax Regional Police, or the HRP logo by written submission. Such submission must be accompanied by:
 1. A draft set of rules and regulations applicable to all involved with the submitting group - members, civilian staff and non-employees.
 2. A statement indicating:
 - a. The manner in which the Halifax Regional Police and/or logo will be used;
 - b. The purpose for its use; AND

- c. The name of the organization requesting its use.
- a. Any breach of these conditions may result in the loss of the privilege of using the HRP name.

No member shall authorize:

1. Any endorsement associated in any way with the HRP or its members in connection with any testimonial or advertisement of any commodity, commercial enterprise or service.
2. Any mention to be made of their official title, rank or membership in the HRP in connection with any such testimonial or advertisement without express permission of the Chief of Police or designate.

PP. HRP involvement in corporate sponsorship agreements will be such that the involvement will not compromise the HRP in any way nor will the HRP incur any liability as a result of the sponsorship.

- a. Logos, designs and any form of advertisement for a sponsor will not be affixed to police vehicles without the express written permission of Chief of Police or designate.
- b. Prior to entering into a sponsorship contract or agreement, HRP will inform the sponsor that HRP involvement in the sponsorship does not constitute an endorsement of the commodity, service or commercial enterprise by the HRP.

MEMBER

QQ. No member shall enter into any type of corporate sponsorship contract or agreement without the express written permission of the Halifax Regional Board of Police Commissioners and the Chief of Police.

RR. HRP Members shall conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of the HRP.

SS. No member of HRP on their behalf, on behalf of any outside organization with whom they are affiliated, or on behalf of the HRP shall without the express written permission of the Chief of Police:

- i. Solicit any individual, group or organization for goods or services.
- ii. Pursue while acting in a capacity as a member of HRP, a sponsorship or partnership agreement without complying with the procedure set out within this section and without first obtaining the express written consent of the Chief of Police or designate.

Effective Date	June 20, 2023
Policy Owner	Chief of Police

By Order Of:



Dan Kinsella
Chief of Police

