

POLICY GOVERNANCE

1. GENERAL

- A. Halifax Regional Police supports the development of strong policies to foster the effective and efficient discharge of duties and to ensure compliance with the law and best practice.
- B. The purpose of this policy is to outline the process for policy development, approval, implementation and review.
- C. Halifax Regional Police recognizes the importance of transparency and supports the publication of its policies where operationally feasible.

2. POLICY

- A. Any member of Halifax Regional Police may suggest the creation of a new policy or the revision of an existing policy by completing a Policy Intake Form (Appendix A/HRP intranet) stating the rationale for the policy.
- B. Policy will be created following the completion of appropriate research and consultation, ensuring the policy aligns with the law, best practice and does not create unrealistic expectations of the persons to whom it is directed.
- C. The creation or revision of policy will be prioritized based on an assessment of the level of risk associated with not having a(n updated) policy.
- D. Policy must be approved by the Chief and comes into effect on the date of Departmental Order (DO).
- E. Policies identified as requiring training will not be put into effect until training has been completed.
- F. Every policy will be reviewed and considered for public posting on Halifax Regional Police website.
- G. Policy will be reviewed three years following issuance.

ROLES AND RESPONSIBILITIES

H. PERSON SUGGESTING POLICY

- i. Fills out Policy Intake Form and submits it to Senior Policy Advisor. If the person suggesting policy is below the rank of Inspector, the Senior Policy Advisor will seek the approval of the relevant Superintendent. If the person suggesting policy is an Inspector, they will become the Policy Lead.

I. POLICY SPONSOR

- i. The Superintendent or head of the relevant division is the policy sponsor and provides approval for the policy suggestion to move forward and approves the final draft before going to the Chief.

- ii. The policy sponsor will identify the appropriate Policy Lead.

J. POLICY LEAD

- i. Approves intake form content.
- ii. Contributes to background research, identifies key stakeholders and Subject-Matter Experts (SME) for consultation.
- iii. Review draft(s)
- iv. Determines if training is required prior to implementation and if so, coordinates with Training NCO.
- v. Makes a recommendation to the Chief as to whether policy can be publicly posted (with/without vetting).
- vi. Initiates a review three years following policy issuance or sooner if issues regarding the policy are brought to their attention by Divisional Commanders.

K. SENIOR POLICY ADVISOR

- i. Reviews intake forms and determines priority of work.
- ii. Responsible for drafting policy content and undertaking requisite research and consultation.
- iii. Brings final draft to Policy Lead and Policy Sponsor for review.
- iv. Brings final draft to Executive Officer for presentation to the Chief.
- v. Drafts DO and Communication memo on behalf of the Chief.
- vi. Sends policy and DO on behalf of the Chief to all affected staff.
- vii. Coordinates posting with Communications Specialist to Intranet and/or website, including any old policies to be deleted.
- viii. Diarizes and brings-forward policies for later review to Policy Lead.

L. EXECUTIVE OFFICER

- i. Reviews prioritization of policy requests with Senior Policy Advisor.
- ii. Takes final draft to Chief for approval and determines Chief's position on public posting.

M. COMMUNICATIONS SPECIALIST

- i. Posts DO and policy to the intranet and/or website as advised by Senior Policy Advisor.
- ii. Deletes any old policies as advised by Senior Policy Advisor.

N. NCO TRAINING

- i. Works with Policy Sponsor to determine type of training required before a flagged policy is issued.

O. DIVISIONAL COMMANDERS AND SUPERVISORS

- i. Reviews policies with direct reports.
- ii. Identifies to Policy Sponsor any concerns or questions noted by those under their command or any impracticalities identified with implementation.

3. Appendix A

A. Halifax Regional Police Policy Intake Form

Original Implementation Date	April 11, 2024
Date of Last Revision	
Effective Date of Last Revision	
Policy Owner	Inspector Ron Legere

By Order Of:



Don MacLean
Chief of Police

