



OFFICE OF THE  
City Auditor

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# Edmonton Police Governance 2<sup>nd</sup> Follow-Up

September 15, 2008

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The Office of the City Auditor conducted  
this project in accordance with the  
*International Standards for the  
Professional Practice of Internal Auditing*

# Edmonton Police Governance 2<sup>nd</sup> Follow-up

## 1. Introduction

The Office of the City Auditor (OCA) issued an Edmonton Police Governance Audit Report on April 20, 2005. That report contained 31 recommendations; 14 were directed to the City of Edmonton (the City) and 17 to the Edmonton Police Commission (the Commission). The objectives of that audit were to review the governance roles, responsibilities and relationships of City Council, the Police Commission and the Police Service as they related to the policing program in Edmonton.

Our first follow-up report issued on March 9, 2007 found that the City had completed all of their recommendations and the Commission had completed 11 of their 17 recommendations and was in the process of completing the remaining six.

This is a second follow-up report to determine the status of the six remaining recommendations. The results of this follow-up confirm that the Commission has now fully completed the remaining recommendations.

## 2. Summary of the March 9, 2007 Follow-up Report

Our initial follow-up found that the Commission had six recommendations in progress, anticipated to be completed by the end of 2007. In order to complete the remaining recommendations the Commission committed to:

- Develop policies to guide their new Internal Affairs Oversight Committee,
- Comply with City Policy C476A Civic Agencies Reporting by submitting Activity Reports for each year by March 31,
- Develop a description of the roles, duties and performance criteria for Commission members,
- Document their requirement that all staff members have enhanced security clearances conducted, and
- Comply with Bylaw 14040 Edmonton Police Commission Bylaw by developing protocols for dealing with suspected breaches of the Code of Conduct and bring them to Council for review.

### 3. Current State

We completed our second follow-up review to determine the implementation status of the six remaining recommendations. We met with the Executive Director, Edmonton Police Commission to review and confirm the actions taken and the current status of each recommendation.

### 4. Summary of Results

The Commission has addressed all six of their outstanding recommendations. Following is a summary of the recommendations and the actions the Commission undertook to complete them.

#### **Original Recommendation #7**

*The OCA recommends that the Commission develop a policy/procedure documenting how the guiding principles regarding the oversight of public complaints are to be implemented, including the role of the Public Complaints Monitor.*

#### **Status August 2008: Complete**

##### Actions Taken

- The Commission developed Policy 1.2 - Handling of Complaints. The Policy was approved on April 30, 2008. The Policy provides specific guidance in the following areas:
  - Section 1.2.1 – Public Complaints
  - Section 1.2.2 – Inquiries Before the Commission
  - Section 1.2.3 – Service and Policy Appeals and Public Complaints
  - Section 1.2.4 – Complaints against the Chief
  - Section 1.2.5 – Dismissal of Complaints
  - Section 1.2.6 – Extension Requests

#### **Original Recommendation #8**

*The OCA recommends that the Commission develop a policy/procedure for the extension request process. The procedure should include clarifying the information required as well as any role expectations for the Public Complaints Monitor.*

#### **Status August 2008: Complete**

##### Actions Taken

- The Commission developed Policy 1.2.6 –Extension Requests. The Policy was approved on April 30, 2008.

**Original Recommendation #21**

*The OCA recommends that the Commission establish a process to ensure that an Activity Report is provided to Council by March 31 of each year per the requirements of Section 6 of City Policy C476A, Civic Agencies Reporting.*

**Status August 2008: Complete****Actions Taken**

- The Commission developed Policy 5.4.2 – Activity Reports. The Policy was approved on April 30, 2008. The Policy includes reference to City of Edmonton Policy C476B –Civic Agencies Reporting.
- The Commission and the Edmonton Police Service issue an Annual Report to the Community.
- The Commission provides quarterly reports to City Council. These reports are publicly available on the Edmonton Police Commission website.

**Original Recommendation #22**

*The OCA recommends that the Commission develop a description of the role and duties and the performance criteria for members and the Chair per the requirements of Section 8 of City Policy C476A, Civic Agencies Reporting.*

**Status August 2008: Complete****Actions Taken**

- The Commission developed Policy 4.1 – Roles and Responsibilities. The Policy was approved on April 30, 2008. The Policy provides specific guidance in the following areas:
  - Section 4.1.1 – Roles and Duties of Commission Members
  - Section 4.1.2 – Roles and Duties of the Chair of the Commission

Both Sections reference the City of Edmonton Bylaw 14040 – *The Edmonton Police Commission Bylaw* and the Edmonton Police Commission Meeting Procedures.

- The Commission has implemented a proactive process to self-assess their performance on an annual basis. This also includes an assessment of the Commission Chair. The first assessment was completed in 2007 and the tool and process are being updated for 2008.

**Original Recommendation #27**

*The OCA recommends that the Commission require that Enhanced Security Clearances be conducted for all staff members and contractors who are provided access to sensitive police information. This requirement and the supporting process should be documented in the Edmonton Police Commission Policy and Procedure manual.*

**Status August 2008: Complete****Actions Taken**

- The Commission developed Policy 3.1.2 – Security Clearances for Staff. The Policy was approved on April 30, 2008.

**Original Recommendation #28**

*The OCA recommends that the Commission enhance the Code of Conduct by requiring anyone who is aware of a possible breach to inform the Commission as a whole. This should be supported by procedures to guide the Commission regarding the appropriate action(s) to take to investigate and conclude the matter.*

**Status August 2008: Complete****Actions Taken**

- The Commission developed Policy 4.2 – Code of Conduct and Ethical Guidelines. The Policy was approved on April 30, 2008. The Policy provides specific guidance in the following areas:
  - Section 4.2.1 – Code of Conduct with reference to the Edmonton Police Commission Code of Conduct and the City of Edmonton – Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees.
  - Section 4.2.2 – Reporting a Breach of the Oath of Office with reference to the Alberta Police Act, Schedule 1 – Oath of Office – Members of Police Commissions and City of Edmonton Bylaw 14040 – *The Edmonton Police Commission Bylaw*.

## 5. Conclusion

The Commission has addressed the six recommendations that were reported to be in-progress in our March 9, 2007 follow-up report. All of the recommendations issued in our original Edmonton Police Governance Report on April 20, 2005 have now been acted upon.

We would like to thank all Commission staff who participated in this review for their support, cooperation and feedback.