

*To provide independent civilian oversight and
governance of the Calgary Police Service
to ensure a safe community*

CALGARY POLICE COMMISSION



POLICY AND PROCEDURE MANUAL

Updated October 2008

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This Manual contains the policies and procedures of the Calgary Police Commission consolidated on May 01, 2002, and updated to May, 2008. This manual repeals and replaces the previous Commission policy manual that was consolidated to December 12, 2000.

Notice of amendments to the Commission's policies and procedures are provided as they occur. Enquiries or comments concerning the contents of the Manual or its use may be referred to the Commission's Executive Director.

Definitions

Chief, Chief of Police	Chief Constable of the Calgary Police Service
City	City of Calgary, a municipal corporation in Alberta
Commission, Police Commission	Calgary Police Commission, a statutory body created under the <i>Police Act</i> and Calgary Bylaw 25M97
Council	The elected council of the City of Calgary
FOIPP Act	<i>Freedom of Information and Protection of Privacy Act</i> , Statutes of Alberta, 1994, ch. F-18.5
Member	Member of the Police Commission, appointed by Calgary City Council
Police Service, Service	Calgary Police Service
Police Act	<i>Police Act</i> , Statutes of Alberta, 1988, ch. P-12.01
PSR	<i>Police Service Regulation</i> , Alberta Regulation 356/90
Sworn member	Police officer employed by the Calgary Police Service

This document is made up of two parts:

Part One Calgary Police Commission Policies for the Governance and General Supervision of the Calgary Police Service

Guidelines, policies and directions for the Calgary Police Service for the provision of efficient and effective police services to the people of Calgary.

Part Two Policies and Procedures of the Calgary Police Commission

Policies, adopted by the Commission, to govern its members, relationships, staff and activities and guidelines used by members and staff of the Calgary Police Commission in carrying out the Commission's responsibilities and obligations under the Police Act, the Freedom of Information and Protection of Privacy Act and Calgary Police Commission Bylaw (25M97).

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Introduction

The Calgary Police Commission is the civilian body to which the Calgary Police Service is accountable. The Commission is a statutory body created by the *Police Act* and City of Calgary Bylaw 25M97 to oversee policing in the city. Calgary City Council appoints members of the Police Commission.

The Police Commission is a link between the community and the police with a mandate “To provide independent civilian oversight and governance of the Calgary Police Service to ensure a safe community”. The Commission acts as an intermediary between the police and elected officials. The Commission’s authority of general supervision of the Calgary Police Service derives from the *Police Act*. The members of the Police Commission make decisions and issue instructions as a statutory body.

Under the *Police Act* the Commission is responsible to appoint the Chief of Police, establish policing priorities and policies, allocate funds provided by City Council and monitor public complaints against the police. The Police Commission issues directions to the Police Service through the Chief of Police and those instructions must be consistent with the statutory duties and responsibilities of the Chief of Police under the *Police Act*. The Chief is responsible for the day-to-day operations of the Police Service.

The *Police Act* preserves the Chief’s independence to: uphold the law; provide police service to the community; and to manage the police service while making the Chief accountable to the Commission for the operation of the police service, the manner in which the Chief’s responsibilities are carried out and the administration of finances.

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PART:	1	POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE	POLICY NO.:	1.- 1.1
SECTION:		GENERAL	PAGE NO.:	1.1
APPROVED:	02/05/01		REVIEWED:	

Guidelines, policies and directions for the Calgary Police Service for the provision of efficient and effective police services to the people of Calgary.

1. The Calgary Police Commission endorses a community-based approach to policing and adopts the following definition:

“Community-based policing is a philosophy, management style and organizational strategy that promotes a strong partnership between the community and its police. It fosters a partnership in which the community has both the right and the responsibility to assist in the development of efficient and effective policing policies, priorities and practices, and the Police Service and the Police Commission have the responsibility to ensure that police service policies are in place to meet the needs of the people of Calgary.”

- 1.1 The Chief of Police must manage the Calgary Police Service in a manner that upholds the Commission’s commitment to community-based policing.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 2. – 2.2

SECTION: GENERAL PAGE NO.: 1.2

APPROVED: 02/05/01 REVIEWED:

2. The Chief of Police has command of the Calgary Police Service subject to the policies and general supervision of the Calgary Police Commission.
 - 2.1 The Chief of Police may delegate authority but cannot relinquish control or cease to be responsible for the professional administration of the Calgary Police Service.
 - 2.2 If the Chief of Police is unable to fulfill his or her assigned duties, the Commission appoints an Interim Chief.

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POLICY AND PROCEDURES

PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 3 – 3.1.4

SECTION: PERSONNEL PAGE NO.: 1.3

APPROVED: 02/05/01 REVIEWED:

3. The Calgary Police Commission delegates to the Chief of Police the authority to appoint sworn members and civilian employees to the Calgary Police Service, with the exception of the Chief of Police
 - 3.1. The Chief of Police is responsible to ensure that:
 - 3.1.1 Appropriate policy and procedures are established to redress workplace discrimination and harassment;
 - 3.1.2 All reasonable measures are taken to educate members of the Police Service regarding a positive work environment;
 - 3.1.3 All reasonable measures are taken to promote the fair and equitable treatment of all individuals in recruiting, hiring, training, evaluations, work assignments, transfers and promotions; and
 - 3.1.4 Equal opportunity for employment is extended to all candidates and employees without regard to race, colour, place of origin, ancestry, gender, age, marital status, family status, economic status, sexual orientation, religious beliefs or disability.

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POLICY AND PROCEDURES

PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 3.2 – 3.2.2

SECTION: PERSONNEL PAGE NO.: 1.4

APPROVED: 02/05/01 REVIEWED:

3.2. The Chief must direct that police recruitment procedures are designed to attract and select those qualified candidates who possess the intelligence, education, ethical judgment reflective of the Police Service's core values and physical fitness to perform effectively as police officers and who reflect the diversity of the Calgary community.

3.2.1 Selection criteria must be job-related and non-discriminatory and qualifications must be based on actual knowledge, skills and abilities required to perform effectively as a police officer.

3.2.2 The Chief presents for approval to the Commission, the minimum qualifications, and amendments as required, that a candidate must meet to be considered for appointment as a police officer.

*added
07/02/27*

3.3 Pursuant to section 31(1)(d) of the Police Act, the Calgary Police Commission shall ensure that sufficient persons are employed for the Calgary Police Service for the purposes of carrying out the functions of the Calgary Police Service.

3.3.1 Having regard to operational policing and community needs, the Calgary Police Commission delegates to the Chief of Police the authority to employ such persons, sworn or civilian, as are necessary for the purpose of carrying out the functions of the Calgary Police Service.

3.3.2 The Chief of Police will follow approved recruitment and selection protocols as set out by the City of Calgary.

3.3.3 The Calgary Police Commission further delegates to the Chief of Police the authority to establish and adjust the ratio of sworn to civilian positions within the Calgary Police Service as necessary in order to fulfill the responsibilities of the Calgary Police Commission under section 31(1)(d) of the Police Act.

3.3.4 The Calgary Police Commission further delegates to the Chief of Police the authority to establish and adjust the job descriptions and duties for each sworn and civilian position within the Calgary Police Service as necessary in order to fulfill the responsibilities of the Calgary Police Commission under section 31(1)(d) of the Police Act.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 4. – 5.

SECTION: PERSONNEL PAGE NO.: 1.5

APPROVED: 02/05/01 REVIEWED:

4. Annually, the Chief presents to the Commission a professional leadership development plan for the Deputy Chiefs and Senior Officers of the Calgary Police Service.
5. Each month, the Chief submits to the Commission a list of all transfers, resignations and retirements of sworn members from the previous month.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 6. – 6.9

SECTION: PERSONNEL PAGE NO.: 1.6

APPROVED: 02/05/01 REVIEWED:

6. The Chief must develop and maintain guidelines for the conduct of sworn members, civilian employees and volunteers with specific reference to the following:
 - 6.1 The Police Service's core values: integrity, honesty, respect, ethics, compassion, courage, fairness and commitment;
 - 6.2 Awareness that the prime function of the Police Service is to serve the people of Calgary;
 - 6.3 Awareness that standards expressed in conduct guidelines apply whether on or off-duty, subject to the context of the specific circumstances;
 - 6.4 Specific direction that Police Service members use only the minimum degree of force reasonable in all circumstances;
 - 6.5 Respect for the confidentiality of information obtained in the course of duty;
 - 6.6 Commitment to avoid situations that could present a conflict of interest, or the appearance of a conflict of interest, and situations which could affect their ability to act objectively;
 - 6.7 Awareness that all Police Service employees, including the Chief, must adhere to the guidelines in the policy of the City of Calgary governing personal and corporate gifts;
 - 6.8 Awareness that personal values, beliefs, and attitudes may influence activities and thoughts, and application of that awareness to ensure accuracy and impartiality;
 - 6.9 Respect for the rights of others guaranteed by the *Canadian Charter of Rights and Freedoms*, all relevant human rights legislation, the *Police Act* and the *Police Service Regulation*;

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- 6.10 Commitment to deliver police services that are free of bias, racism, discrimination and harassment to all the people of Calgary by treating and protecting all persons equally without discrimination because of another person's race, colour, place of origin, ancestry, gender, age, marital status, family status, economic status, sexual orientation, religious beliefs or disability; and
- 6.11 Awareness that, when making public statements or becoming involved in public activities, steps must be taken to clarify whether statements are made as a private citizen, a member of a specific group or organization, or as a police officer or a civilian employee of the Police Service.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 7.
SECTION: PERSONNEL PAGE NO.: 1.8
APPROVED: 02/05/01 REVIEWED:

7. The Chief must direct sworn members or civilian employees of the Police Service, prior to investing in any business or venture or accepting employment outside the Police Service, to apply for and receive permission to do so from the Chief on annual basis. The Chief's decision is final.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 8. – 8.4
SECTION: PERSONNEL PAGE NO.: 1.9
APPROVED: 02/05/01 REVIEWED:

8. The Commission delegates to the Chief the authority to approve special leave requests from sworn members and civilian employees with the following conditions:
 - 8.1 Requests for special leave that are denied may be appealed to the Commission and the Commission's decision is final;
 - 8.2 A sworn member seeking public office must request an unpaid leave of absence from the Commission prior to accepting the nomination and the Commission must not unreasonably deny such a request;
 - 8.3 If the nomination for public office is successful, the member must commence an unpaid leave of absence when the election is called; and
 - 8.4 Between the time when an unpaid leave is APPROVED: and the unpaid leave commences, members must use annual leave or personal leave from the Police Service for any political activity.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 9. – 9.2

SECTION: PERSONNEL PAGE NO.: 1.10

APPROVED: 02/05/01 REVIEWED:

9. Under section 37(2) of the *Police Act*, the Commission may terminate the services of a police officer for reasons other than disciplinary.
 - 9.1 When requesting that the Commission terminate the services of a police officer, the Chief must ensure that thorough documentation of the reasons for termination is placed before the Commission at the same time as the request.
 - 9.2 At the Commission's discretion, an officer identified for termination under section 37(2) may be given an opportunity to make written representation to the Commission prior to the Commission's decision regarding the Chief's recommendation of termination. The Commission's decision is final.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 10. -10.2
SECTION: PERSONNEL PAGE NO.: 1.11
APPROVED: 02/05/01 REVIEWED:

10. Under section 31(4) of the *Police Act*, the Commission approves the release of civilian employees.

10.1 Where civilian employees are dismissed for cause, the Police Service acts to release the employee, subject to any collective agreement and City of Calgary policy and reports to the Commission, as soon as is practicable, to allow the Commission to confirm the decision.

*amended
05/03/22*

10.2 When requesting that the Commission ratify the release of a civilian employee, the Police Service must ensure that any collective agreement, City of Calgary policy or statutory provisions governing such a release are met and that documentation of the foregoing is placed before the Commission at least four days in advance of the date the Police Service requires confirmation of that release by the Commission.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 11. - 11.4

SECTION: FINANCIAL PAGE NO.: 1.12

APPROVED: 02/05/01 REVIEWED:

11. Annually, the Commission, in consultation with the Chief of Police, prepares a yearly plan specifying the level of police services and programs to be provided to meet the needs of the people of Calgary.
 - 11.1 The Chief presents to the Commission for approval, a policing plan and proposed budget detailing police services, programs and capital expenditures designed to best meet community needs.
 - 11.2 In consultation with the Chief, the Commission determines if community conditions and general community welfare warrant the addition, elimination, reduction, continuation or expansion of specific programs or the level of police service.
 - 11.3 The budget amount for Police Service Court Fine Revenue must take into account the previous year's experience.
 - 11.4 The Commission submits the Police Service budget, as APPROVED:, to Council in accordance with the City of Calgary's specified timetable.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 12. – 12.4

SECTION: FINANCIAL PAGE NO.: 1.13

APPROVED: 02/05/01 REVIEWED:

12 The Chief presents Quarterly Reports on the CPS budget to the Commission and the Commission distributes the Quarterly Reports to Council.

12.1 The Chief reports anticipated variances in the annual budget to the Commission as soon as is practicable.

amended & approved 01/12/04

12.2 Operating funds APPROVED: by the Commission in the annual operating or capital budget that are unexpended at year-end (in excess of \$200,000), cannot be spent on operational activities or capital projects that have not been APPROVED: by the Commission.

12.3 The Chief may reallocate funds between account categories where necessary to achieve annual objectives or to reflect adjustments to annual objectives based on community requirements.

amended & approved 01/12/04

12.3.1 Quarterly, the Chief reports to the Commission, reallocations of funds that exceed \$200,000.

amended & approved 01/12/04

12.4 The Chief must advise the Commission of all new leases exceeding \$200,000 over the life of the lease, before these items are presented to Council or a Committee of Council.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 13. – 13.2.4

SECTION: FINANCIAL PAGE NO.: 1.14

APPROVED: 02/05/01 REVIEWED:

13. When contracting for services or materials, the Chief must, wherever practicable, arrange purchases through the City of Calgary Fleet and Supply Management Service Business Unit.

13.1 When contracting for services or materials outside the City of Calgary's Fleet and Supply Management Service Business Unit, the Chief must:

13.1.1 Obtain competitive bids by formal advertised contract;

13.1.2 Advise the Commission of all sole source contracts including the reason for sole sourcing;

*renumbered,
amended &
approved
01/12/04*

13.1.3. Review ongoing contracts for re-tender every five years or less, and

*renumbered,
amended &
approved
01/12/04*

13.1.4 Advise the Commission of all contracts awarded for amounts greater than \$250,000 per contract.

*renumbered &
approved
01/12/04*

13.2 The following are designated signing authority levels for procurement and payment of professional services through the City of Calgary Fleet and Supply Management Services Business Unit:

*renumbered &
approved
01/12/04
08/06/26*

13.2.1 Up to \$25,000 - Area Commanders and Civilian Managers;

*renumbered &
approved
01/12/04
08/06/26*

13.2.2 Up to \$100,000 – Deputy Chiefs;

*renumbered &
approved
01/12/04
08/06/26*

13.2.3 Up to \$250,000 – Chief of Police; and

*renumbered &
approved
08/06/26*

13.2.4 Over \$250,000 – Commission approval through the Finance and Budget Committee.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 14. – 14.2

SECTION: FINANCIAL PAGE NO.: 1.15

APPROVED: 02/05/01 REVIEWED:

- 14. Employment expenses for the Chief of Police must adhere to the guidelines in the policies of the City of Calgary.
 - 14.1 Applications for expense reimbursement for the Chief of Police, in excess of \$1,000 per transaction, are submitted to the Chair for review and approval.
 - 14.2 Monthly summaries of all expenses for the Chief are submitted to the Chair for review and approval.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 15. - 15.9

SECTION: FINANCIAL PAGE NO.: 1.16

APPROVED: 02/05/01 REVIEWED:

15. Corporate and individual donations to the Calgary Police Service.
- 15.1 Proposals for private sector donations to policing activities must be presented to the Commission for consideration.
 - 15.2 No donation will be accepted which compromises or brings into question police impartiality.
 - 15.3 Donations must be used for programs for which provision has not been made in the yearly business plan of the Police Service.
 - 15.4 All donations should be directed to the Office of the Chief of Police and the Finance Section of the Office of the Chief issues a tax receipt for all charitable donations requiring such a receipt on behalf of the City of Calgary.
 - 15.5 The Office of the Chief must ensure that a written acknowledgement of the donation is directed to the attention of each donor.
 - amended
06/03/21* 15.6 Donations in excess of one thousand dollars (\$1,000) must be used to support only those programs that have been approved by the Commission.
 - amended
06/03/21* 15.7 Donations of cash or equivalent value in excess of one thousand dollars (\$1,000) that are not specifically designated by the donor for use in an approved program will be directed as approved by the Commission.
 - amended
06/03/21* 15.8 Donations of cash or equivalent value of one thousand dollars (\$1,000) or less that are not specifically designated for use in a Police Commission approved program may be accepted by the Police Service subject to the terms and conditions established by the Chief.
 - 15.9 Annually, at the first public Commission meeting subsequent to closing of the previous year's financial records, the Chief provides an accounting of each donation received in the previous year in the form of a report identifying:

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 15.9.1 – 15.10
SECTION: FINANCIAL PAGE NO.: 1.17
APPROVED: 02/05/01 REVIEWED:

- 15.9.1 The name of each donor who has consented to public disclosure of his or her name in relation to a donation;
 - 15.9.2 The amount of the donation or a description of the service provided and the estimated value if the donation is a donation-in-kind;
 - 15.9.3 The program to which the donation was designated or directed; and
 - 15.9.4 The date of the donation.
- 15.10 The names of donors who have not consented to public disclosure of their names in relation to their donation are reported confidentially to the Commission, in the same format as noted in 15.9.1. to 15.9.4. above.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 16. – 16.4

SECTION: FINANCIAL PAGE NO.: 1.18

APPROVED: 02/05/01 REVIEWED:

16. Calgary Police Service Benevolent Fund.

- 16.1 A person offering a gratuity or gift to the Police Service is directed to make the offer through the Chief of Police. If accepted, the gratuity or gift is deposited to the credit of the Calgary Police Service Benevolent Fund.
- 16.2 Applications for disbursements from the Benevolent Fund by the Calgary Police Association or the Calgary Police Senior Officers' Association must be forwarded to the Chief.
- 16.3 If the Chief disallows the disbursement of funds, the Association(s) may appeal to the Commission and the Commission's decision is final.
- 16.4 Annually, at the first public Commission meeting subsequent to the closing of the previous year's financial records, the Chief presents an annual financial statement of the Calgary Police Service Benevolent Fund.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 17. – 17.4

SECTION: FINANCIAL PAGE NO.: 1.19

APPROVED: 02/05/01 REVIEWED:

17. Rewards.

- 17.1 The Calgary Police Commission endorses the use of rewards in cases where all other avenues of investigation have been exhausted.
- 17.2 Reward funds must be generated from outside the Commission and the Police Service and are not provided by the Police Commission or the Police Service.
- 17.3 The Chief must submit to the Commission any proposal for the establishment of a reward fund. The proposal must include recommendations regarding the funding, posting and the amount of the reward. The Commission's decision is final.
- 17.4 The Chief must submit to the Commission any recommendations regarding disbursement of reward funds to claimants. The Commission, in consultation with the Chief, is the sole arbiter with regard to disbursement of rewards and the Commission's decision is final.

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PART:	1	POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE	POLICY NO.:	18. – 19.1
SECTION:		COMMUNICATION AND LIAISON	PAGE NO.:	1.20
APPROVED:	02/05/01		REVIEWED:	

18. The Chief (or designate) attends all regularly scheduled meetings of the Commission.
19. The Chief must take all reasonable steps to ensure the Commission is fully informed about all major issues that may be of concern to the community, as soon as is practicable.
 - 19.1 The Chief must direct that all official media releases are provided to the Commission, as soon as is practicable.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 20. – 20.3

SECTION: COMMUNICATION AND LIAISON PAGE NO.: 1.21

APPROVED: 02/05/01 REVIEWED:

20. Police Service Presentations to Council and Committees.

- 20.1 The Commission must be notified, as soon as is practicable, of any request to the Police Service to make a formal presentation to City Council, a Standing Committee of Council or other City department or agency.
- 20.2 Wherever practicable, a representative of the Commission and the Chief (or designate) is in attendance when a sworn member or civilian employee of the Calgary Police Service makes a formal presentation to Council or one of the Standing Policy Committees of Council.
- 20.3 The Chief must take all reasonable steps to ensure that the Commission representative is briefed prior to attending scheduled Police Service presentations to Council or one of the Standing Policy Committees of Council.

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SECTION:		COMMUNICATION AND LIAISON	PAGE NO.:	1.22
APPROVED:	02/05/01		REVIEWED:	

21. The Chief must direct that the Calgary Police Service work co-operatively with other police agencies and services.

21.1 In circumstances where Police Service members are able to provide a more immediate response to emergencies outside the boundaries of the City of Calgary, Service members endeavour to respond when appropriate, subject to the policies of the Calgary Police Service.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 22. – 23.3
SECTION: FIREARMS PAGE NO.: 1.23
APPROVED: 02/05/01 REVIEWED:

22. The Chief must direct that sworn members of the Police Service use only weapons, firearms and ammunition approved by the Chief of Police.
23. The Chief must direct that sworn members carry Service firearms only:
 - 23.1 When on duty;
 - 23.2 When travelling directly to and from an assigned work area for the purposes of starting or finishing a work assignment; and
 - 23.3 When travelling directly to and from an approved range.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 24. – 25.4

SECTION: FIREARMS PAGE NO.: 1.24

APPROVED: 02/05/01 REVIEWED:

24. The Chief may authorize a sworn member to carry a Service firearm when not on a work assignment.
25. The Chief must direct that sworn members discharge a firearm only in the following circumstances:
 - 25.1 A situation where a member believes on reasonable grounds that it is necessary for self-protection or protection of another person;
 - 25.2 An instance in which it must be used to destroy an injured or dangerous animal;
 - 25.3 Training or qualifications situations; and
 - 25.4 Situations where the Tactical or Crowd Control Units have been deployed and chemical agents, frangible rounds, and/or less lethal rounds are to be used as part of the tactical action plan.

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PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 26. – 27.1.3
SECTION: FIREARMS PAGE NO.: 1.25
APPROVED: 02/05/01 REVIEWED:

- 26. The Chief reports to the Commission each instance of firearm discharge as defined below:
 - 26.1 A police officer discharges a Service firearm other than for training or the destruction of an injured or dangerous animal;
 - 26.2 A police officer discharges a firearm in the execution of his or her duties; and
 - 26.3 Someone other than the sworn member discharges a police officer's Service firearm.
- 27. The Chief must direct that all firearms, weapons, ammunition and other specialized police equipment, withdrawn from service, are destroyed as soon as is practicable.
 - 27.1 The Chief of Police shall:
 - 27.1.1 Establish and maintain policy and procedures for the safe handling and discharge of conducted energy weapons by members of the service;
 - 27.1.2 Report at each full Commission meeting the total number of instances in which a conducted energy weapon is discharged by a member of the service, excluding deployment for supervised training purposes, and the effectiveness of the discharge(s); (excluding deployment for supervised training purposes), including comparisons on a monthly and yearly basis; and
 - 27.1.3 Report to the Commission, as soon as is practicable, the circumstances of each discharge of a conducted energy weapon by a member of the service that is connected with serious personal injury to either the member(s) or the subject(s).

*approved and added
05/10/18*

*approved and added
05/10/18
amended
07/01/24*

*approved and added
05/10/18*

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 28. – 28.3

SECTION: PURSUITS PAGE NO.: 1.26

APPROVED: 02/05/01 REVIEWED:

28. The Chief of Police:

28.1 May authorize sworn members of the Service to conduct vehicular pursuits consistent with public, officer and offender safety;

28.2 Must report to the Commission, any amendments to pursuit policy or procedures, as soon as is practicable;

*amended
05/01/18*

28.3 Must report to the Commission, the circumstances of each pursuit conducted by a sworn member in which significant property damage or personal injury is sustained, as soon as is practicable.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 29. – 30.2

SECTION: CARE OF PERSONS IN CUSTODY PAGE NO.: 1.27

APPROVED: 02/05/01 REVIEWED:

29. In the event of the death of, or serious injury to, a person in police custody, the Chief must immediately notify the Commission, and provide a detailed report of the circumstances of the death or serious injury to the Commission as soon as is practicable.
30. The Chief must establish and maintain procedures for the safe transport of persons in custody that direct:
 - 30.1 That arrested persons must not be transported with their hands and feet cuffed together behind their back; and
 - 30.2 That sworn members drive police vehicles with caution and consideration for the safety of the persons being transported.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART:	1	POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE	POLICY NO.:	31. – 31.2
SECTION:		CARE OF PERSONS IN CUSTODY	PAGE NO.:	1.28
APPROVED:	02/05/01		REVIEWED:	

- 31. The Chief must establish and maintain procedures for the safe release of intoxicated persons which direct that a police officer may release an intoxicated person only when the officer responsible for custody has reasonable and probable grounds to believe that:
 - 31.1 The person is unlikely to injure himself or herself or be a danger, nuisance, or disturbance to others by virtue of being released; or
 - 31.2 When a person capable of taking care of the person taken into custody undertakes to care for that person

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 32. – 32.2

SECTION: COMPLAINTS PAGE NO.: 1.29

APPROVED: 04/06/22 REVIEWED:

32. The Chief must address all complaints against the Police Service, its policies and its members according to the requirements of the *Police Act* and in a manner that reflects the following principles:
- 32.1 It is beneficial for all parties involved to have the complaint addressed and resolved as soon as is practicable; and
 - 32.2 Where appropriate, informal resolution and mediation are to be encouraged as the preferred methods of addressing all complaints, whether public or service related.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 33. – 33.2

SECTION: COMPLAINTS PAGE NO.: 1.30

APPROVED: 04/06/22 REVIEWED:

- amended
07/02/27* 33. The Chief shall report the allegations and dispositions of all complaints against police officers, whether public or service-related, to the Commission on a monthly basis, and a copy of written complaints from police officers shall be provided to the Commission
- amended
05/02/22 and
amended
07/02/27* 33.1 The Chief shall direct that all Police Service information necessary for a thorough review of a complaint is made available to the Commission or the Public Complaint Director as soon as is practicable.
- amended
05/02/22 and
amended
07/02/27* 33.2 The Chief shall direct that a copy of all written complaints submitted by police officers is provided to the Commission or the Public Complaint Director upon receipt.
- Approved and
added
07/02/12
Amended
07/03/27
Deleted
08/01/22* 33.3

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 34. - 36

SECTION: REPORTING PAGE NO.: 1.31

APPROVED: 02/05/01 REVIEWED:

*Amended
08/03/18*

34. At the first public meeting of each calendar year, the Executive Director, in consultation with the Chief (or designate), presents to the Commission, a schedule of Regular Reports to be received from the Service during the calendar year. (The meeting agenda format is detailed in **Appendix 4.**)
35. The Chief of Police (or designate) presents other reports to the Commission as requested or required.
36. Once submitted to the Commission office, reports may be placed on a meeting agenda, referred to a Commission committee, circulated to Commission members for information and/or released to the public as directed by the Commission.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 1 POLICIES FOR THE GOVERNANCE & GENERAL SUPERVISION OF THE CALGARY POLICE SERVICE POLICY NO.: 37. – 37.3.7

SECTION: REPORTING PAGE NO.: 1.32

APPROVED: 02/05/01 REVIEWED:

37. The Chief of Police (or designate) reports to the Commission for information, discussion and/or action. All Police Service reports must clearly specify the level of confidentiality of the information contained in accordance with the requirements of the Alberta *Freedom of Information and Protection of Privacy Act*.
- 37.1 **Information** – When the purpose of the report is to inform the Commission about an issue or upcoming event but no input or decision is required, the report is for information. Information may be given in written form prior to or verbally during a meeting, or by circulation.
- 37.2 **Discussion** – When the report is intended to generate feedback from the Commission on a particular strategic issue, initiative, idea or plan but no decision is required, the report is for discussion. Written background material must be included to ensure meaningful consideration and effective use of time.
- 37.3 **Action** – When the Chief requires a decision from the Commission, the report is for action. Background information and clearly stated recommendations must be included in pre-circulated materials to allow Commission members to consider the recommendations and their impact prior to the meeting. On reports for action, the Commission may:
- 37.3.1 Postpone action to a specific time to allow for further study;
 - 37.3.2 Receive or file the report without committing to specific action;
 - 37.3.3 Approve or adopt the report;
 - 37.3.4 Make recommendations for follow up;
 - 37.3.5 Reject the report, in part or entirely;
 - 37.3.6 Return the report to the Police Service with specific instructions for further work, including a specific date for further reporting;
 - 37.3.7 Refer the report to a Commission member, staff member or a committee of the Commission for study, clarification or further recommendations

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 1. – 1.9
SECTION: COMMISSION ROLES AND RESPONSIBILITIES PAGE NO.: 2.1
APPROVED: 02/05/01 REVIEWED:

Policies, adopted by the Commission, to govern its members, relationships, staff and activities and guidelines used by members and staff of the Calgary Police Commission in carrying out the Commission's responsibilities and obligations under the Police Act, the Freedom of Information and Protection of Privacy Act and Calgary Police Commission Bylaw (25M97).

1. Under the *Police Act*, the Commission oversees the Police Service, including the following responsibilities:
 - 1.1 Allocating the funds provided by Council;
 - 1.2 Establishing policies providing for efficient and effective policing;
 - 1.3 Issuing instructions, as necessary, to the Chief of Police in respect of the policies referred to in 1.2.;
 - 1.4 Ensuring that the Police Service employs sufficient persons for the purposes of carrying out the functions of the Police Service;
 - 1.5 In consultation with Police Service management, establishing the priorities in policing and participating in strategic planning for police service in Calgary;
 - 1.6 Appointing the Chief of Police, subject to the ratification of City Council;
 - 1.7 Carrying out an independent audit of all public complaints with respect to police services, policies or police officers of the Calgary Police Service;
 - 1.8 Considering appeals of the Chief's decision in complaints against the Police Service or Police Service policy; and
 - 1.9 Reviewing complaints against the Chief of Police.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 2. – 4.
SECTION: COMMISSION ROLES AND RESPONSIBILITIES PAGE NO.: 2.2
APPROVED: 02/05/01 REVIEWED:

deleted
05/01/18

- 2.
3. General policies of the Commission of a continuing or on-going nature may, where practicable and permitted by law, be published as policy statements of the Commission.
4. The Commission elects a Chair and one or more Vice Chairs, each year, as soon as is practicable following appointments.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 5. – 5.4
SECTION: COMMISSION ROLES AND RESPONSIBILITIES PAGE NO.: 2.3
APPROVED: 02/05/01 REVIEWED:

5. The Commission may establish standing or ad hoc Committees as required.
 - 5.1 The Commission determines Committee membership;
 - 5.2 The Commission may delegate tasks and projects to Committees;
 - 5.3 All Committees make recommendations to the Commission; and
 - 5.4 The Chair of the Commission may designate Committee Chairs to speak to the media regarding deliberations of the Committee.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 6. – 6.4
SECTION: COMMISSION ROLES AND RESPONSIBILITIES PAGE NO.: 2.4
APPROVED: 02/05/01 REVIEWED:

6. As a statutory body, the Commission must be and be seen to be:
 - 6.1 Independent of Police Service administration and management, political affiliation and interest groups;
 - 6.2 Accessible to both the public and the Police Service;
 - 6.3 Publicly accountable for the governance of the Police Service; and
 - 6.4 Responsive to the community.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 7. – 7.3
SECTION: COMMISSION ROLES AND RESPONSIBILITIES PAGE NO.: 2.5
APPROVED: 02/05/01 REVIEWED:

7. The Commission acts as:
 - 7.1 An initiator of policies that reflect community need and enhance both the effectiveness of the police and the welfare of the community.
 - 7.2 A liaison body that considers both the community and police viewpoints and needs. The Commission is an important communication link to enhance the understanding and working relationships among the Service, the public it serves and their elected representatives in Council.
 - 7.3 The monitor of the Police Service to ensure efficient and effective policing and compliance with legislation and policies.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 8. – 10.

SECTION: GUIDELINES FOR THE CONDUCT OF COMMISSION MEMBERS PAGE NO.: 2.6

APPROVED: 02/05/01

REVIEWED:

8. Members of the Commission must exercise their official duties and functions and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity and impartiality of the Commission are conserved and enhanced.
9. It is recognized that elected officials who are appointed to serve on the Commission may, in making decisions or taking actions as a member of the Commission, take into account the broader interests of their constituents, stakeholders and the municipal corporation as a whole.
10. Commission members must adhere to the guidelines in the policy of the City of Calgary governing expenses and personal and corporate gifts.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 11. – 11.8
SECTION: GUIDELINES FOR THE CONDUCT OF COMMISSION MEMBERS PAGE NO.: 2.7
APPROVED: 02/05/01 REVIEWED:

11. Conflict of interest means a conflict between a member's personal and/or business interests and the member's responsibility as a Police Commissioner.
- 11.1 Commissioners must declare all potential or perceived conflicts of interest and the Commission then determines whether the member will be excluded from voting or discussion on the matter.
- 11.2 All declarations of conflict of interest are entered into the minutes.
- 11.3 A conflict may exist whether or not a financial advantage has been, or may be, conferred on the member.
- 11.4 A member of the Commission has a conflict of interest when the member exercises an official authority, or performs an official duty or function in the execution of the member's office while knowing that in doing so there is the opportunity to further the member's own interest.
- 11.5 A member of the Commission has an apparent conflict of interest where there is a perception, which a reasonably well-informed person could properly have, that a member's ability to exercise official power or perform an official duty must have been affected by the member's private interest.
- 11.6 Members of the Commission representing clients or aligned with other interests must ensure any conflict of interest as defined above is fully disclosed and the members exclude themselves from all activities relative to matters that fall within the definition.
- 11.7 Members concerned that another member may have a conflict of interest must bring the matter to the attention of the Chair as soon as is practicable.
- 11.8 Conflicts brought to the attention of the Chair must be resolved in a manner that conserves and enhances public confidence and trust in the integrity, objectivity and impartiality of the Commission

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 12. – 13.5
SECTION: COMMISSION STAFF PAGE NO.: 2.8
APPROVED: 02/05/01 REVIEWED:

12. The Chair is the Commission liaison for all matters regarding Commission staff.
13. The Commission appoints an Executive Director who reports to the Chair on day-to-day matters and is responsible for:
 - 13.1 Provision of administrative support and advice on matters of governance, policy and procedures to the Commission;
 - 13.2 Ensuring the preparation and circulation of agenda materials for each meeting;
 - 13.3 Ensuring that an accurate record is kept of all Commission proceedings and correspondence;
 - 13.4 Acting as the Commission's Coordinator for the purposes of the *Alberta Freedom of Information and Protection of Privacy Act*, and
 - 13.5 Overseeing the management of the Commission office and staff.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 14. – 14.3
SECTION: COMMISSION STAFF PAGE NO.: 2.9
APPROVED: 02/05/01 REVIEWED:

14. The Commission appoints a Public Complaint Director who reports to the Executive Director on day-to-day matters and is responsible to:
 - 14.1 Conduct independent, thorough reviews of all public complaints against the Police Service, its policies and member officers, for fairness, thoroughness and appropriateness of the investigation in the context of the complaint, and compliance with the requirements of the *Police Act*, and the *Police Service Regulation*, Commission policy and Service policy and procedures and to report his or her findings and recommendations to the Commission as appropriate;
 - 14.2 Conduct research and prepare reports regarding complaint related or other issues for the Commission as required; and
 - 14.3 Present an annual statistical report on public complaints against the Police Service and its members.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 15. – 20.
SECTION: COMMISSION STAFF PAGE NO.: 2.10
APPROVED: 02/05/01 REVIEWED:

*amended
05/01/18*

15. The Executive Director and Public Complaint Director are not members of the Commission, and do not have voting status
16. The Commission may employ other office staff as required.
17. The Commission may retain other professional advice or services as necessary.
18. Commission staff must adhere to the guidelines in the policy of the City of Calgary governing expenses and personal and corporate gifts.
19. Employees must keep all matters before the Commission in strict confidence, limiting discussion to members of the Commission and those members of the Service and City of Calgary Administration required for the performance of their duties.
20. Employees must disclose any pecuniary interest or conflict of interest as defined in any matter before or likely to come before the Commission to the Executive Director who brings the matter to the attention of the Chair as soon as is practicable.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 21. – 23.3
SECTION: COMMISSION ORIENTATION PAGE NO.: 2.11
APPROVED: 02/05/01 REVIEWED:

21. It is imperative that all Commission members receive orientation regarding their roles and responsibilities as Police Commissioners. Commission staff arrange for swearing in and an orientation session, as soon as is practicable after appointments.
22. Upon appointment, the Executive Director contacts appointees and circulates a package of background information including: a letter of welcome requesting contact and interests information; an outline of the orientation procedure; Commission Members' Handbook; and a schedule of significant Commission events in the coming term.
23. Orientation outline:
 - 23.1 Legislation and policy governing the role and mandate of the Commission including: the *Police Act* and *Police Service Regulation*, Police Commission Bylaw 25M97, the Police Commission Policy and Procedure Manual and the *Freedom of Information and Protection of Privacy Act*.
 - 23.2 Commission practices including: Meeting procedures and schedules; office procedures; roles and responsibilities of Commission staff; Commission budget and member expenses; attendance at events; structure and function of Commission committees; and communication among the Commission, Commission office, Commission members and: the public; the media; City Council and City Administration; the Police Service; and external agencies and stakeholders.
 - 23.3 Orientation continues over several months. Commission staff arrange for further orientation as required and Police Service observational tours and information sessions at Commissioner's convenience.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 24. – 25.
SECTION: MEETINGS PAGE NO.: 2.12
APPROVED: 02/05/01 REVIEWED:

24. Calgary Police Commission Bylaw 25M97 requires that the Commission, subject to section 28(2) of the *Police Act*, where practicable, follows the City's Procedure Bylaw (53M94) for the conduct of Commission meetings.

*amended
06/04/25*

25. A quorum of the Commission is a majority of its members. In the event that the Commission has an even number of members, a quorum of the Commission will be one half (1/2) of its members. A meeting of the Commission, where notice has been given, and at which a quorum is present, is competent to exercise all or any of the authorities, powers and discretion vested in or exercisable by the Commission generally.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 26. – 26.2
SECTION: MEETINGS PAGE NO.: 2.13
APPROVED: 02/05/01 REVIEWED:

- 26. All members of the Commission have a responsibility to attend meetings, participate in discussions and exercise their voting rights.
 - 26.1 Should a member be unable to attend a meeting he or she is expected to advise the Commission office.
 - 26.2 Under Bylaw 25M97, Council may revoke the appointment of a Commission member who is absent from three (3) consecutive meetings without reasonable cause.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 27. – 27.3
SECTION: MEETINGS PAGE NO.: 2.14
APPROVED: 04/10/19 REVIEWED:

- amended*
08/01/22 27. The Chair chairs Commission meetings and is entitled to vote on every motion.
- 27.1 In the absence of the Chair, a Vice Chair, or any member of the Commission other than a member of Council or municipal employee, chairs the meeting.
- added*
05/07/19 27.2 Where the Chair of the Commission is not assigned to a standing or ad hoc Committee, the Chair is considered an ex-officio member of that Committee, with the right to make motions and to vote.
- added*
05/07/19 27.3 Where the Chair of the Commission is not assigned to a standing or ad hoc Committee, and therefore has no obligation to attend and participate in that Committee's meeting(s), the Chair of the Commission will not be counted in determining whether quorum is present at that Committee's meeting(s).

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 28. – 29.5
SECTION: MEETINGS PAGE NO.: 2.15
APPROVED: 02/05/01 REVIEWED:

28. Where practicable, the Executive Director must be advised of any matter to be brought before the meeting by a Commission member, at least five (5) days prior to the meeting.
29. The Commission's schedule of regular meetings must be established annually, at the last meeting of the calendar year.
- 29.1 The Chair or a Vice Chair may, at any time, convene a special meeting of the Commission
- 29.2 Special meetings of the Commission may be held at any time without formal notice if all the members are present or if those absent have waived notice and consented to the meeting being held in their absence.
- 29.3 The Commission may, by a two-thirds (2/3) vote of members present at a regular meeting, direct that the date, time or location of a subsequent meeting be changed.
- 29.4 The Commission may cancel any meeting, if the circumstances require.
- 29.5 The annual meeting schedule is available on the Commission website (www.calgary.ca/policecommission), through the Commission office and upon request.

*amended
02/05/22*

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 30. – 30.4
SECTION: MEETINGS PAGE NO.: 2.16
APPROVED: 02/05/01 REVIEWED:

- amended
07/02/27* 30. Notice of regular meetings is given at least four (4) days prior to the meeting, accompanied by the proposed agenda and any supporting materials.
- 30.1 Agenda materials are distributed to: Commission members, the Chief of Police, Deputy Chiefs and the Executive Director.
- amended
07/02/27* 30.2 The public is notified of the time and place of public meetings by advertisement in the local newspapers at least 5 days prior to the meeting and by posting a notice outside the Commission door.
- amended
07/02/27* 30.3 A copy of the public meeting agenda is posted on the Commission website and notices of the public meeting and copies of the agenda are sent to the members of Council at least five (5) days prior to the public meeting.
- amended
05/02/22 and
amended
07/02/27* 30.4 Approved minutes of public meetings are posted on the Commission website (www.calgary.ca/policecommission) and distributed upon request.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 31. – 31.2
SECTION: MEETINGS PAGE NO.: 2.17
APPROVED: 06/07/18 REVIEWED:

- amended
06/07/18* 31. At the beginning of each public Commission meeting, the Chair will advise the members of the audience that they will be given an opportunity to address the Commission. Audience members will be asked to raise their hand, should they wish to speak to an item on the agenda, and then wait to be called upon by the Chair. Unless otherwise stated, a five minute time limit will be placed on all public presentations to the commission.
- amended
06/07/18* 31.1 Members of the public who wish to request that an item be added to the public meeting agenda are expected to notify the Commission office no later than one week (7 days) before the scheduled Commission meeting, and to provide written information, if possible, in support of the matter.
- amended
06/07/18* 31.2 Should a member of the public request, during a public Commission meeting, to have an item added to the agenda, the Commission may, by a two-thirds (2/3) majority vote, agree to add that item to the agenda and hear from that member of the public unless the item is deemed by the chair to be in the nature of a complaint about officer conduct..

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 32. – 32.5
SECTION: MEETINGS PAGE NO.: 2.18
APPROVED: 02/05/01 REVIEWED:

32. Under the *Freedom of Information and Protection of Privacy Regulation*, Commission meetings may be held in the absence of the public if the subject matter being considered concerns:
- 32.1 Security of the Commission's property;
 - 32.2 Personal information of an individual, including an employee of the Commission or Police Service;
 - 32.3 Labour relations or employee negotiations;
 - 32.4 A law enforcement matter (as defined under the *Freedom of Information and Protection of Privacy Act*), litigation or potential litigation, including appeals to the Commission or matters before administrative tribunals affecting the Commission; or
 - 32.5 The consideration of a request for access to information under the *Freedom of Information and Protection of Privacy Act*.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 33. – 40.
SECTION: RECORDS MANAGEMENT AND ACCESS TO INFORMATION PAGE NO.: 2.19
APPROVED: 02/05/01 REVIEWED:

33. The Calgary Police Commission supports the principle of reasonable public access to records in its custody or control that facilitates public participation in the development and maintenance of a safe city.
34. The Commission, as a statutory body under the *Police Act*, is designated as the Head of the Commission under section 89 of the *Freedom of Information and Protection of Privacy (FOIPP) Act* for the purposes of the *Act*.
35. The Executive Director of the Commission is designated as the Freedom of Information and Protection of Privacy (FOIPP) Coordinator for the Commission.
36. The Commission delegates its responsibilities under the *FOIPP Act* in accordance with the Delegation Table (**Appendix 1**), subject to the Commission's right to override the noted delegation and make decisions under the *FOIPP Act* that are normally delegated.
37. Commission staff make every reasonable effort to assist applicants and to respond to each applicant openly, accurately and completely.
38. Commission records, management policies and procedures comply with the provisions of the *FOIPP Act* that specify the manner in which personal information can be collected, used and disclosed.
39. As required under the *FOIPP Act*, the Commission's Directory of Records (**Appendix 2**) and the Commission Policy and Procedure Manual are available, at the Commission office and on the Commission's website (www.calgary.ca/policecommission), for inspection or copying by the public.
40. In accordance with section 3(e)(ii) of the *FOIPP Act*, Commission records are filed, retained and destroyed as set out in the Commission's Classification System and Retention Schedule

amended
05/02/22

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 41. – 42.
SECTION: RECORDS MANAGEMENT AND ACCESS TO INFORMATION PAGE NO.: 2.20
APPROVED: 02/05/01 REVIEWED:

41. Commission staff record minutes of Commission meetings without note or comment. Upon Commission approval of the minutes as recorded, notes of Commission staff are destroyed. Notes kept to prepare the official minutes of the Commission are considered transitory records.
42. Transitory records are defined as recorded information that is not required to meet legal obligations or to sustain administrative or operational functions of the Calgary Police Commission. Police Commission transitory records may include (but are not limited to): notes taken to prepare official records or minutes; duplicates, drafts and working materials; personal messages and announcements; e-mail which does not solely document a decision or transaction of the Commission; and voice-mail messages.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 43. – 43.2

SECTION: RECORDS MANAGEMENT AND ACCESS TO INFORMATION PAGE NO.: 2.21

APPROVED: 02/05/01

REVIEWED:

- 43. Under the *FOIPP Act*, material considered in a public meeting of the Commission is available without making a request under the *Act*. This includes: agendas, minutes and reports made to the Commission by the Calgary Police Service.
 - 43.1 Requests for information not routinely available at public meetings are subject to the Commission Fee Schedule. **(Appendix 3)**
 - 43.2 Disclosure of records of public meetings that contain personal information is subject to the provisions of the *FOIPP Act*.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 44. – 44.8
SECTION: RECORDS MANAGEMENT AND ACCESS TO INFORMATION PAGE NO.: 2.22
APPROVED: 02/05/01 REVIEWED:

44. Requests for Disclosure of Commission Records under the *Freedom of Information and Protection of Privacy Act*.
- 44.1 Applications for disclosure of Calgary Police Commission records that are not considered in public meetings are processed according to the provisions of the *FOIPP Act*.
- 44.2 Exceptions to disclosure are made in accordance with the provisions of the *FOIPP Act*.
- 44.3 The Commission FOIPP Coordinator determines whether a request can be processed informally or as a request under the *FOIPP Act*.
- 44.4 Informal requests are for records that are available without a request under the *FOIPP Act*. Fees for processing information requests are as given in the Commission Fee Schedule. **(Appendix 3)**
- 44.5 Fees for requests under the *FOIPP Act* and for informal requests must be paid before the information will be provided. Fees are assessed in accordance with the Commission Fee Schedule. **(Appendix 3)**
- 44.6 If the request is determined to be under the *FOIPP Act*, the Commission FOIPP Coordinator determines if the request is for personal or general information.
- 44.7 Requests for personal information are provided free of charge unless copying costs exceed \$10.00. Costs in excess of \$10.00 are assessed in accordance with the Commission Fee Schedule. **(Appendix 3)**
- 44.8 An administration fee as set out in the Commission Fee Schedule **(Appendix 3)** must accompany requests for general information. Processing of a request does not commence until this fee has been paid.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 44.9 – 44.11
SECTION: RECORDS MANAGEMENT AND ACCESS TO INFORMATION PAGE NO.: 2.23
APPROVED: 02/05/01 REVIEWED:

- 44.9 Upon receipt of the initial fee, the Commission FOIP Coordinator provides the applicant with an estimate of the total fees to process the request. Processing of the request ceases until the applicant: agrees to pay the fees as estimated; gives reasons why the fees should be waived; or asks for a review under Part 4 of the *FOIPP Act*.
- 44.10 If the applicant chooses to cancel or abandon the request, the initial fee is non-refundable.
- 44.11 The balance of any fees owing are payable when the information is delivered to the applicant.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 45. – 45.2
SECTION: RECORDS MANAGEMENT AND ACCESS TO INFORMATION PAGE NO.: 2.24
APPROVED: 02/05/01 REVIEWED:

45. Disclosure of Police Service Reports made to the Police Commission.
- 45.1 Notwithstanding that reports made by the Police Service to the Commission are in the custody of the Commission, the Calgary Police Service is considered to be the originator of Police Service reports.
- 45.2 Under the *FOIPP Act*, requests for disclosure of reports made to the Commission by the Police Service will be transferred to the Calgary Police Service Freedom of Information and Protection of Privacy Section for processing.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 46. – 47.
SECTION: PUBLIC COMPLAINTS PAGE NO.: 2.25
APPROVED: 02/05/01 REVIEWED:

46. Appeals to the Commission on decisions of the Chief of Police, arising from public complaints about Police Service policy or police service, are processed as set out in the *Police Act*.

*amended
07/02/27*

47. Pursuant to section 43(2) of the Act, all complaints with respect to the chief of police must be referred to the chair of the commission.

47.1 All complaints with respect to the chief of police shall be in writing and signed by the complainant where practicable

47.2 Complaints with respect to the chief of police are processed as set out in section 46 of the Police Act.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 48. - 48.7
SECTION: PUBLIC COMPLAINTS PAGE NO.: 2.26
APPROVED: 02/05/01 REVIEWED:

48. Requests for disclosure on appeals to the Calgary Police Commission under section 43 of the *Police Act* or complaints against the Chief of Police under section 46 of the *Police Act*.
- 48.1 The appellant, in writing, must make application for disclosure to the Commission.
- 48.2 An application for disclosure should identify, to the extent possible, the record that is sought by the appellant.
- 48.3 On receipt of an application for disclosure, the Commission notifies the Police Service to advise which records may be the subject of disclosure.
- 48.4 The Police Service is asked to identify those documents in the Police Commission file to which objection is taken concerning the application for disclosure. Objections must be received by the Commission within ten (10) days of the Police Service receiving notice from the Commission regarding the disclosure.
- 48.5 Police Service objections to disclosure from the Commission file must specify the grounds of exceptions relied on. The Commission considers the exception described in the *Freedom of Information and Protection of Privacy Act*.
- 48.6 After consideration of any exceptions requested by the Police Service, the Commission determines the appropriate level and content of disclosure to be made.
- 48.7 If requested, the Commission provides the Police Service with particulars of any disclosure prior to the Commission's review of an appeal under section 43 of the *Police Act*.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 48.8. – 48.10
SECTION: PUBLIC COMPLAINTS PAGE NO.: 2.27
APPROVED: 02/05/01 REVIEWED:

- 48.8 There is no disclosure of Police Commission file documents until such time as any criminal proceeding related to a Commission proceeding is completed. The Commission relies on the Police Service involved to advise of outstanding criminal proceedings on receipt by the Police Service of an invitation to state objections.
- 48.9 The contents of the disclosure cannot be used for any purpose whatsoever other than in a proceeding before the Police Commission.
- 48.10 The applicant has fourteen (14) days after receipt of the disclosure package to provide any additional detail that the applicant wants the Commission to consider with respect to the proceeding in issue.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 49. – 50.1
SECTION: COMMUNICATION PAGE NO.: 2.28
APPROVED: 02/05/01 REVIEWED:

*amended
05/07/19*

49. The Chair of the Commission or the Chair's designate is the official spokesperson for the Commission and represents the Commission in all matters before: City Council; Standing Policy Committees of City Council; Federal Minister of Justice and/or Attorney General of Canada; Provincial Minister of Justice and Solicitor General; the Alberta Law Enforcement Review Board; and other external agencies or stakeholders as required.
50. All correspondence addressed to the Chair or the Commission, that is not a public complaint under the *Police Act*, is processed by the Executive Director in consultation with the Chair.
- 50.1 All correspondence sent or received directly by the Chair or Commission members is forwarded to the Commission for response and filing.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 51. – 53.
SECTION: COMMUNICATION PAGE NO.: 2.29
APPROVED: 02/05/01 REVIEWED:

51. Commission media releases and information to media outlets are distributed directly from the Commission office.
52. Formal communication between the Police Service and the Commission is conducted through the Executive Director and/or the Chair and the Office of the Chief.
53. Formal communication between the Commission and the Council and Administration of the City of Calgary, is conducted through the Executive Director and/or Chair.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 54. – 54.8
SECTION: FINANCIAL PAGE NO.: 2.30
APPROVED: 02/05/01 REVIEWED:

54. The Executive Director of the Police Commission is responsible to:

*amended
06/02/21*

54.1 Prepare an annual Commission budget with the relevant standing committee for the Commission's consideration. Once approved, the Commission's budget is incorporated into the Police Service annual budget and the Commission must approve any subsequent amendments;

*amended
06/02/21*

54.2 Oversee and monitor the annual Commission budget and present quarterly budget status reports to the Commission through the relevant standing committee subsequent to the close of each quarter;

*amended
08/09/16*

54.3 Approve Commission expenditures up to \$2,500 per transaction, including legal accounts;

*amended
08/09/16*

54.4 Review and provide recommendations regarding approval of expenditures over \$2,500 to the Chair of the Police Commission;

54.5 Approve expenditures that are accounted for in the Commission budget or as directed by the Chair or designate;

*amended
00/12/12*

54.6 Advise the Chair as soon as is practicable, of expenses that are out of the ordinary by virtue of amount, frequency or purpose;

54.7 Review accounts for legal services and approve for payment as appropriate under 54.3. and 54.4. above; and

*amended
06/02/21*

54.8 Provide quarterly reports of legal accounts to the Commission through the relevant standing committee.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 55. – 57.3
SECTION: FINANCIAL PAGE NO.: 2.31
APPROVED: 02/05/01 REVIEWED:

55. The Commission's accounts are open to inspection by auditors appointed by the City.
56. The Chair, Vice Chair and the Executive Director have signing authority for the Commission.
- amended
05/03/22
amended
08/09/16*
- 56.1 The Executive Director may approve expenditures, required for the operation of the Commission office or to carry out the business of the Commission, to an amount not exceeding \$2,500.00 per transaction. The Chair and a Vice Chair have the authority to approve all expenditures subject to subsection 56.2.
- amended
05/03/22*
- 56.2 The Executive Director may only approve expenditures which are accounted for in the Commission budget or as directed by the Commission or the Chair. The Chair and a Vice Chair may only approve expenditures which are accounted for in the Commission budget or non-budgeted expenditures as approved by the full Commission.
57. Contracts awarded by the Commission require prior approval of the Commission.
- 57.1 Legal and other professional services are only provided at the request of the Commission.
- 57.2 The Commission reviews and approves only that part of the account related to legal or other professional services provided directly to or on behalf of the Commission, or for which the Commission is responsible for payment.
- 57.3 All legal and other professional services accounts subject to the review and approval of the Police Commission or payment by the Commission must be itemized and contain, at a minimum, the following information concerning the services provided: the date the service was provided, the nature of the service, the time spent on the service, the identity of the provider of the service and the hourly rate of the service provider.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 58.
SECTION: FINANCIAL PAGE NO.: 2.32
APPROVED: 04/10/19 Amended April 22, 2008 REVIEWED:

- 58. Members of the Calgary Police Commission are eligible to be reimbursed for all reasonable expenses incurred in the course of carrying out their duties as Police Commissioners.
- 58.1 Commissioner members are eligible to receive monthly reimbursement of \$150.00 for out of pocket, incidental expenses such as: printing and fax costs, cell phone and telephone charges.
- 58.2 Other reasonable expenses (independent of those described in 58.1) incurred in the course of Commission business, are reimbursed upon the submission of receipts and explanatory expense statements.

CALGARY POLICE COMMISSION

POLICY AND PROCEDURES

PART: 2 POLICY AND PROCEDURES OF THE CALGARY POLICE COMMISSION POLICY NO.: 59. – 59.5
SECTION: FINANCIAL PAGE NO.: 2.33
APPROVED: 05/07/09 REVIEWED:

- approved and added 05/07/09* 59. In recognition of the contribution made to the Calgary Police Commission by its volunteer members, the commission offers an honorarium for member attendance at duly constituted meetings of the commission and its standing committees.
- approved and added 05/07/09* 59.2 Duly constituted means a commission or standing committee meeting at which there is a quorum and for which minutes are recorded.
- approved and added 05/07/09 amended 08/03/18 approved and added 05/07/09* 59.3 At the discretion of the commission chair, the chair may receive \$400.00 for presiding at the meeting. Other Commission members may receive \$225.00.
- approved and added 05/07/09* 59.4 Any commission member attending a meeting of a commission standing committee will receive \$150.00.
- approved and added 05/07/09* 59.5 Commencing January, 2006 members will have the option to accept the honoraria.

Appendix 1
Calgary Police Commission
Freedom of Information and Protection of Privacy Act - Delegation Table

Description (Appendix 1 - Policies and Procedures)	Section Number	Retained by Head	Delegated to FOIPP Coordinator	Conditions on Delegation	Other Delegated Authority
Right of Access					
Authority to grant continuing requests	8 (2)	No	Yes	Prior advice to CPC	
Duty to assist applicants	9 (1)	No	Yes	None	AA, CM
Duty to create records	9 (2)	No	Yes	None	AA, CM
Authority to decide on content of response	11	No	Yes	Subsequent advice to CPC	
Authority to decide how access will be given	12	No	Yes	None	
Authority to extend time limit	13	No	Yes	None	
Authority to request Commissioner's permission for extension of more than 30 days	13	No	Yes	None	
Authority to transfer a request	14	No	Yes	Subsequent advice to CPC	
Exceptions - Release and Refusal Decisions					
Business Interests of a third party	15	No	Yes	Subsequent advice to CPC	
Personal privacy	16	No	Yes	Subsequent advice to CPC	
Protection of individual or public health and safety	17	No	Yes	Subsequent advice to CPC	
Confidential Evaluations	18	No	Yes	Subsequent advice to CPC	
Law Enforcement	19	No	Yes	Subsequent advice to CPC	
Intergovernmental Relations	20	No	Yes	Subsequent advice to CPC	
Local public body confidences	22	No	Yes	Subsequent advice to CPC	

Appendix 1
Calgary Police Commission
Freedom of Information and Protection of Privacy Act - Delegation Table

Description (Appendix 1 - Policies and Procedures)	Section Number	Retained by Head	Delegated to FOIPP Coordinator	Conditions on Delegation	Other Delegated Authority
Advice from officials	23	No	Yes	Subsequent advice to CPC	
Testing procedures, tests and audits	25	No	Yes	Subsequent advice to CPC	
Privileged information	26(1) & (2)	No	Yes	Subsequent advice to CPC	
Information that is or will be available to the public	28	No	Yes	Subsequent advice to CPC	AA, CM
<i>Third party intervention</i>					
Third party notice	29	No	Yes	Subsequent advice to CPC	
Notice of decision	30	No	Yes	Subsequent advice to CPC	
Other notice	16 & 31	No	Yes	Subsequent advice to CPC	
Approval of disclosure in public interest	31	No	Yes	Prior advice to CPC	
Collection, Protection and Retention of Personal Information					
Ensuring proper collection	33(3)	No	Yes	None	AA, CM
Ensuring protection of personal information	36	No	Yes	None	AA, CM
<i>Reviews and Complaints</i>					
Authority to ask the Information and Privacy Commissioner (IPC) for advice	52	No	Yes	Subsequent advice to CPC	
Authority to request IPC to disregard repetitious or frivolous and vexatious requests	53	No	Yes	Prior advice to CPC	
Make representations to the IPC	66(3) 66(5) 66(6)	No	Yes	Prior advice to CPC	

Appendix 1
Calgary Police Commission
Freedom of Information and Protection of Privacy Act - Delegation Table

Description (Appendix 1 - Policies and Procedures)	Section Number	Retained by Head	Delegated to FOIPP Coordinator	Conditions on Delegation	Other Delegated Authority
Assert burden of proof	67	No	Yes	Prior advice to CPC	
Duty to comply with IPC's orders	68	No	Yes	Subsequent advice to CPC	
General Provisions					
Duty to provide directory of personal information banks	82(6) 82(8)	No	Yes	None	AA, CM
Specify categories of records available without a formal request	83	No	Yes	None	
Make manuals available	84	No	Yes	None	AA, CM
Fees					
Authority to assess and collect fees	87	No	Yes	None	
Authority to waive fees	87(4)	No	Yes	Subsequent advice to CPC	

APPENDIX 2

Calgary Police Commission

Freedom of Information and Protection of Privacy Act – Personal Information Bank

MANDATE OF THE POLICE COMMISSION

The Calgary Police Commission is a nine-member board appointed by City Council. There are seven citizen members and two Aldermen or municipal employees on the Commission. Under the authority of the Alberta *Police Act*, the Commission must oversee the Calgary Police Service. The Commission's responsibilities include: establishing Police Service policy, reviewing public complaints against the Police Service and its members, reviewing and recommending for approval to City Council, the annual Police Service budget and policing plan, and giving instructions as necessary to the Chief of Police.

DESCRIPTION OF RECORDS

The following is a listing of the types of records summarized by subject matter:

- Commission Minutes
- Agenda Books
- Reports
- Public Complaints (does not include investigation files)
- Office Administration Files
- Public Correspondence

MANUALS

The manuals used by the Commission in carrying out its mandate are as follows:

Calgary Police Commission Policy and Procedure Manual

City of Calgary Bylaw 53M94 - Procedure Bylaw

APPENDIX 2

Calgary Police Commission
Freedom of Information and Protection of Privacy Act – Personal Information Bank

NAME	<i>Correspondence and Requests for Service</i>
LOCATION	Calgary Police Commission
INFORMATION MAINTAINED	Name, address, phone number of correspondent, correspondence or record of contact (if not written)
USE	To respond to requests for service or information
USERS	Calgary Police Commission, Calgary Police Service
LEGAL AUTHORITY FOR COLLECTION	Police Act; Police Service Regulation; Municipal Government Act; Police Commission Bylaw # 25M97
NAME	<i>Public Appeals</i>
LOCATION	Calgary Police Commission
INFORMATION MAINTAINED	Name, address, phone number of complainant; the written request for an appeal.
USE	To provide an independent review of complaints against Police service or policy.
USERS	Calgary Police Commission, Calgary Police Service
LEGAL AUTHORITY FOR COLLECTION	Police Act; Police Service Regulation; Municipal Government Act; Police Commission Bylaw #25M97
NAME	<i>Public Complaints</i>
LOCATION	Calgary Police Commission
INFORMATION MAINTAINED	Name, address, phone number of complainant; the complaint
USE	Audit of the citizen complaint process as required under the Police Act.
USERS	Calgary Police Commission, Calgary Police Service
LEGAL AUTHORITY FOR COLLECTION	Police Act; Police Service Regulation; Municipal Government Act; Police Commission Bylaw #25M97
NAME	<i>Police Chief Employment Records</i>
LOCATION	Calgary Police Commission
INFORMATION MAINTAINED	Hiring information; employment contract and details; performance evaluations
USE	Hiring and employment of the Police Chief
USERS	Calgary Police Commission
LEGAL AUTHORITY FOR COLLECTION	Police Act; Police Service Regulation; Municipal Government Act; Police Commission Bylaw #25M97
NAME	<i>Deputy Chief Employment Records</i>
LOCATION	Calgary Police Commission
INFORMATION MAINTAINED	Employment details
USE	Employment of Deputy Chiefs
USERS	Calgary Police Commission
LEGAL AUTHORITY FOR COLLECTION	Police Act; Police Service Regulation; Municipal Government Act; Police Commission Bylaw #25M97

APPENDIX 2

Calgary Police Commission
Freedom of Information and Protection of Privacy Act – Personal Information Bank

NAME	<i>Employment Records - Commission Staff</i>
LOCATION	Calgary Police Commission
INFORMATION MAINTAINED	Hiring information; employment contract and details; performance evaluations
USE	Employment of Commission Staff
USERS	Calgary Police Commission, City of Calgary Human Resources Department
LEGAL AUTHORITY FOR COLLECTION	Employment Standards Code

APPENDIX 3

Calgary Police Commission *Freedom of Information and Protection of Privacy Act – Fee Schedule*

The Fee Schedule for the Calgary Police Commission is as given in Schedule 2 of the *Freedom of Information and Protection of Privacy Regulation*.

1. Initial Fee (non-continuing request).	\$25.00
2. Initial Fee (continuing request)	\$50.00
3. For locating and retrieving a record.	\$6.75 per 1/4 hour
4. To produce a record from an electronic record. Computer processing, programming and related charges.	Actual amount incurred by the Commission.
5. For preparing and handling a record for disclosure.	\$6.75 per 1/4 hour
6. For supervising the examination of a record by an applicant.	\$6.75 per 1/4 hour
7. For shipping a record or a copy.	Actual amount incurred by the Commission.
8. For copying a record: Photocopies, hard copy laser print and computer printouts; Computer disks.	\$0.25 per page \$10.00 per disk
9. Any other media.	As given in Schedule 2 of the <i>Freedom of Information and Protection of Privacy Regulation</i>

APPENDIX 4

Calgary Police Commission Meeting Agenda Format

1. Presentation or announcement of awards.
2. Enquiry whether any member of the public wishes to speak to an item on the agenda.
3. Special reports as directed by the Commission.
4. Annual Reports including: Budget Performance and Status Report; Statistical Report of Person & Property Crimes; Donations Report; and the Police Benevolent Trust Fund Account.
5. Quarterly Reports including Quarterly Report and Quarterly Statistical Report.
6. Report of the Chief of Police.
7. Other Business

APPENDIX 5

Calgary Police Commission

HISTORY OF POLICY APPROVAL

Part One Calgary Police Commission Policies for the Governance and General Supervision of the Calgary Police Service

Personnel

- 3.3 (added 07/02/27) (Approved 07/03/27)
- 7.1. (deleted 01-12-04) (Approved 01-12-04)

Financial

- 10.2 (amended 05/03/22) (Approved 05/03/22)
- 12. (amended 01-12-04) (Approved 01/12/04)
- 12.2. (amended 01/12/04) (Approved 01/12/04)
- 12.3.1. (amended 01/12/04) (Approved 01/12/04)
- 12.4. (amended 01/12/04) (Approved 01/12/04)
- 13.1.3. (renumbered from 13.3. & amended 01/12/04) (Approved 01/12/04)
- 13.1.4. (renumbered from 13.2. & amended 01/12/04) (Approved 01/12/04)
- 13.2. (renumbered from 13.4. & amended 01/12/04) (Approved 01/12/04)
- 13.2.1. (renumbered from 13.4.1. & amended 01/12/04 & 08/06/26) (Approved 01/12/04)
- 13.2.2. (renumbered from 13.4.2. & amended 01/12/04 & 08/06/26) (Approved 01/12/04)
- 13.2.3. (renumbered from 13.4.3. & amended 01/12/04 & 08/06/26) (Approved 01/12/04)
- 13.2.4. (renumbered from 13.4.4. & amended 01/12/04 & 08/06/26) (Approved 01/12/04)
- 13.2.5 (renumbered 08/06/26) (Approved 08/06/26)
- 13.4.5. (deleted 01/12/04) (Approved 01/12/04)
- 15.6 (amended 06/04/25) (Approved 06/04/25)
- 15.7 (amended 06/04/25) (Approved 06/04/25)
- 15.8 (amended 06/04/25) (Approved 06/04/25)
- 15.6 (amended 06/03/21) (Approved 06/04/25)
- 15.7 (amended 06/03/21) (Approved 06/04/25)
- 15.8 (amended 06/03/21) (Approved 06/04/25)
- 58.1 (amended 04/10/19) (Approved 04/10/19)

Complaints

- 32 (amended 04/06/25) (Approved 04/06/25)
- 32.1 (amended 04/06/25) (Approved 04/06/25)
- 32.2 (amended 04/06/25) (Approved 04/06/25)
- 33 (amended 07/02/27) (Approved 07/09/18)
- 33.1 (amended 07/02/27) (Approved 07/09/18)
- 33.2 (amended 07/02/27) (Approved 07/09/18)
- 33.3 (amended 07/02/27) (Approved 07/09/18)
- 33.3 (deleted 08/01/22) (Approved 08/01/22)

Firearms

- 24.1. (deleted 01/12/04) (Approved 01/12/04)
- 27.1. (deleted 01/12/04) (Approved 01/12/04)
- 27.1 (added 05/10/18) (Approved 05/10/18)
- 27.1.1 (added 05/10/18) (Approved 05/10/18)
- 27.1.2 (added 05/10/18) (Approved 05/10/18)
- 27.1.3 (added 05/10/18) (Approved 05/10/18)

APPENDIX 5

Calgary Police Commission

HISTORY OF POLICY APPROVAL

Pursuits

28.3. (amended 05/01/18))

(Approved 05/01/18)

Reporting

34 (amended 05/01/18)

(Approved 08/03/18)

Part Two Policies and Procedures of the Calgary Police Commission

Commission Roles

2 (deleted 05/01/18)

(Approved 05/17/18)

Commission Staff

15 (amended 05/01/18)

(Approved 05/01/18)

Meetings

25 (amended 06/04/25)

(Approved 06/03/25)

27 (amended 08/01/22)

(Approved 08/01/22)

27.2 (added 05/07/19)

(Approved 05/07/19)

27.3 (added 05/07/19)

(Approved 05/07/19)

29.5 (amended 02/05/22)

(Approved 02/05/22)

30 (amended 07/02/27)

(Approved 07/03/27)

30.2 (amended 07/02/27)

(Approved 07/03/27)

30.3 (amended 07/02/27)

(Approved 07/03/27)

30.4 (amended 07/02/27)

(Approved 07/03/27)

31-31.2 (amended 06/07/18)

(Approved 06/07/18)

Records Management

39 (amended 05/02/22)

(Approved 05/02/22)

Public Complaints

47 (amended 07/02/27)

(Approved 07/09/18)

Communication

49 (amended 05/07/19)

(Approved 05/07/19)

Financial

54.1. (amended 06/02/21)

(Approved 06/02/21)

54.2. (amended 06/02/21)

(Approved 06/02/21)

54.3 (amended 08/09/16)

(Approved 08/19/16)

54.4 (amended 08/09/16)

(Approved 08/09/16)

54.6. (amended 00/12/12)

(Approved 00/12/12)

54.8. (amended 06/02/21)

(Approved 06/02/21)

56.1 (added 05/03/22)(amended 08/09/16)

(Approved 05/03/22 and 08/09/16)

56.2 (added 05/03/22)

Approved 05/03/22

59 (added 05/07/09)

(Approved 05/07/09)

59.2 (added 05/07/09)

(Approved 05/07/09)

59.3 (added 05/07/09)(amended 08/03/18)

(Approved 05/07/09) (Approved 08/03/18)

APPENDIX 5

Calgary Police Commission HISTORY OF POLICY APPROVAL

59.4	<i>(added 05/07/09)</i>	<i>(Approved 05/07/09)</i>
59.5	<i>(added 05/07/09)</i>	<i>(Approved 05/07/09)</i>