



May 19, 2011

MEMORANDUM

TO: Chair and Members of the Commission

FROM: Commissioner Gary Scur,
Chair, Internal Affairs Committee

SUBJECT: Edmonton Police Service Professional Standards Branch Conflict Protocol

At its March 24, 2011 meeting the Internal Affairs Committee discussed the Edmonton Police Service Professional Standards Branch Conflict Protocol. As a result of the discussion, it was agreed that the Committee would recommend to the Commission that it approve of the Conflict Protocol by way of the following motion:

That the Commission approve the Edmonton Police Service Professional Standards Branch Conflict Protocol as being consistent with the practices and policies of The Edmonton Police Commission.

A handwritten signature in black ink, appearing to be 'G. Scur', written over a horizontal line.

Gary Scur, Chair
Internal Affairs Committee

Attachment (1)



PROFESSIONAL STANDARDS BRANCH POLICIES AND PROCEDURES MANUAL

Section 2.1.10

CONFLICT OF INTEREST	
Policy	PSB has established appropriate safeguards to manage internal conflicts of interest. These safeguards, as below, must be adhered to in order to ensure the integrity of the investigative process.
Date Last Revised	November 2010
References/ Information	<i>Screened Member:</i> Any individual who is affected by or who is a witness, potential witness or a Subject Officer.
Attachments	PSB Staff Member Acknowledgement
Person(s) Responsible	PSB Intake Manager PSB Staff
Procedures	<p>Occasionally PSB receives complaints that involve employees working in PSB either as Subject Officers or as a witness to a complaint. When this occurs, the EPS has two alternatives. It can arrange to have the matter investigated outside of PSB, or it can direct that the matter be investigated by PSB in the normal course.</p> <p>If the matter is to be investigated by PSB, without adequate safeguards, conflicts of interest will arise and the integrity of the investigative process will be undermined. Both of these consequences will give rise to appeals and/or reviews and may compromise the quality of and confidence in the work being carried out by PSB in investigating both public and internal complaints.</p> <p>Upon receipt of a Letter of Complaint, the Intake Manager will review the matter to determine whether it affects (or in any way involves) individuals assigned to PSB, whether sworn or non-sworn. If so, the Intake Manager will bring the matter to the attention of the Inspector i/c PSB.</p> <p>Screened members are not to have any involvement in the</p>



PROFESSIONAL STANDARDS BRANCH POLICIES AND PROCEDURES MANUAL

investigation other than participation as a Subject or Witness Officer, as the case may be.

The screened member is not permitted to discuss the matter or any information related to the matter with anyone in PSB, and vice versa. PSB staff will not show the screened member any documents relating to the matter. The matter in question is only to be discussed within the limited group that is responsible for the investigation of the matter.

The hard copy of the file is to be physically segregated from PSB's regular filing system and accessible only to those individuals who are working on the matter or who require access for other specifically identified and approved reasons.

The screened member is not permitted to access PSB's electronic records in connection to the file. Where possible, screened members will not be granted access/permissions to the electronic records maintained on IAPro.

The measures taken by PSB in dealing with potential 'conflicts' will be stated in a written policy and communicated to all members, both sworn and non-sworn, and supported by an admonition that violation of the policy may result in disciplinary action and/or sanctions.

All PSB staff will be required to acknowledge in writing that they are aware of the PSB's written policy regarding conflict of interest matters and that they agree to adhere to all elements of the policy. The agreement to adhere to all elements of the policy will be placed on the employee's personnel file and will remain in place even after the employee's departure/transfer from PSB.

Screened members and investigative staff may be served with file-specific reminders of this policy at the time they are notified of a complaint and/or assigned to investigate a complaint that involves a potential conflict of interest.

These safeguards apply to everyone assigned to PSB up to and including the Inspector i/c PSB.