

Effective: April 16th, 2009	Revised: October 22, 2009
Repealed:	

5.2.4 INTERNAL AFFAIRS COMMITTEE TERMS OF REFERENCE

Mandate:

The Internal Affairs Committee monitors, gives advice and makes recommendations on behalf of the Commission with respect to the practices, policies and procedures the Edmonton Police Service has in place in order to ensure that all complaints or expressions of concern made against the Edmonton Police Service or its members are dealt with effectively and in a fair and timely manner.

1. Duties and Responsibilities of the Internal Affairs Committee:

Without limiting the generality of the foregoing, the Internal Affairs Committee shall:

- a. oversee and review the manner in which complaints or expressions of concern are categorized and reported by the Edmonton Police Service;
- b. ensure that the Edmonton Police Service has in place a process which provides for all complaints to be properly investigated and dealt with in a fair, equitable and timely manner and that this process is transparent for all parties to the complaint;
- c. ensure that the investigative and disciplinary processes put in place by the Edmonton Police Service are fully and properly implemented by the Professional Standards Branch or such other Branches or areas within the Service that may be charged with the responsibility of dealing with complaints;
- d. monitor the complaints process and, to the extent it deems appropriate and/or necessary, conduct regular audits of complaint files and any other files or matters received within Professional Standards Branch which are categorized by the Branch as being something other than a complaint file;
- e. monitor the progress of any investigation or informal resolution process initiated or implemented by or on behalf of the Professional Standards Branch and identify opportunities to improve how complaints are handled by or on behalf of Professional Standards Branch including, but not limited to identifying potential alternative dispute resolution processes and their possible uses;
- f. review the reasons for any delays in the investigative process and the manner in which complaints are resolved;
- g. recommend or report on audit outcomes and its review of the complaints investigation and disciplinary processes and make recommendations to the Commission as it deems necessary and/or advisable;

Deleted: The Edmonton Police Commission is responsible for ensuring that the Edmonton Police Service has adequate policies, procedures, and guidelines in place to provide for efficient and effective policing and to ensure that complaints made against the Edmonton Police Service or its members are dealt with efficiently, effectively and in accordance with the provisions of the *Police Act* (sections 28.1, 31(1) and 41(3)(e)), the *Police Service Regulation* (section 24) and any other requirements of Commission policy.¶

The Edmonton Police Commission's Internal Affairs Committee was created by the Commission for the purpose of supporting the Commission in delivering on these responsibilities and is responsible to the Commission. ¶

Procedures

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- h. monitor public perceptions as they relate to the complaint investigation and disciplinary processes and identify measures which may help to enhance public knowledge and understanding of these processes;
- i. review and make recommendations to the Commission with respect to relevant legislative changes affecting the complaints investigation and disciplinary processes as they relate to the Edmonton Police Commission and/or the Edmonton Police Service.

2. Composition of the Internal Affairs Committee:

- a. The Internal Affairs Committee shall designate, at its first meeting of the year, one of the appointed members, other than a Councillor or employee of the City, to be Chair of the Committee for that calendar year.
- b. The Executive Director and staff of the Commission shall provide management support to the Internal Affairs Committee.

3. Meetings of the Internal Affairs Committee

- a. Meetings will be held as scheduled by the Commission, at the call of the Chair, or on written request by a majority of the appointed members of the Committee.

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Effective: April 16th, 2009	Revised: October 22, 2009
Repealed:	January 12, 2012

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- d. monitor the complaints process and, to the extent it deems appropriate and/or necessary, conduct regular audits of complaint files and any other files or matters received within Professional Standards Branch which are categorized by the Branch as being something other than a complaint file;
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