



<b>Policy Name:</b>	<b>INCIDENT REVIEW</b>		
<b>Policy #:</b>	AD 1.11	<b>Last Updated:</b>	2024-05-29
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	
<b>Version:</b>		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

*OP 2.1 Use of Force*

*OP 4.34.12 Critical Incidents*

*OP 4.36.5 Police Involved Collisions*

**1. PURPOSE**

- 1.1. This policy authorizes the Surrey Police Service (SPS) Chief Constable or designate to order an Incident Review of any incident, operational or administrative process, or significant event that may adversely affect SPS.
- 1.2. This purpose of this policy is to:
  - i. Identify causation of a significant adverse event;
  - ii. Identify adequacy of relevant training, policies, resources, and equipment; and,
  - iii. Identify and take steps to avoid similar adverse events in the future.

**2. SCOPE**

- 2.1. This policy applies to all SPS Employees.

**3. POLICY**

- 3.1. The Chief Constable is responsible for determining whether an Incident Review will be conducted.
- 3.2. An Incident Review is designed to:
  - i. Identify causation of an adverse event;

- ii. Identify possible areas for training;
- iii. Ensure compliance with applicable legislation and BC *Provincial Policing Standards* (BCPPS);
- iv. Ensure the adequacy and relevancy of applicable policies;
- v. Ensure the adequacy of relevant resources and equipment;
- vi. Identify and take steps to avoid similar adverse events in the future;
- vii. Reduce the negative impact an incident may have had on Employees and SPS; and,
- viii. Promote a culture of resilience and support.

3.3. SPS will implement an integrated approach to the management of and responses to an incident.

#### 4. PROCEDURE

4.1. The Chief Constable will appoint a person responsible for conducting the Incident Review.

4.2. The person responsible for conducting the Incident Review investigation may consult internal and external key stakeholders including, but not limited to:

- i. Senior Managers;
- ii. Human Resources and Employee Services Section personnel;
- iii. Legal Services;
- iv. Affected persons; and,
- v. Related subject matter experts.

4.3. The person assigned to conduct the Incident Review will submit a report to the Chief Constable. The report will contain, at minimum, the following:

- i. Purpose – Reason the review was ordered;
- ii. Description – An overview of the event;
- iii. Analysis – Causes and contributing factors; and,
- iv. Recommendations.

4.4. The report is to be submitted to the Chief Constable within ten (10) working days from the date the review is completed.

4.5. The person conducting the Incident Review will not interfere with any criminal or *Police Act* investigations, and the Incident Review will only be conducted once those investigations have been concluded.

4.6. This policy does not replace reviews that are conducted under OP 2.1 *Use of Force* policy (e.g., accidental discharge of firearm) or OP 4.36.5 *Police Involved Collisions* policy.

## **APPENDIX A: DEFINITIONS**

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“Incident Review” means the investigative review and reporting to the Chief Constable of any incident, operational or administrative process, or significant event that may adversely affect SPS.

“SPS” means Surrey Police Service.

## **APPENDIX B: REFERENCES**

*Police Act, R.S.B.C. 1996, c. 367*

*British Columbia Provincial Policing Standards*