



AC19

PERSONAL RELATIONSHIPS

AC19

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POLICY

1. Employees shall not enter into a personal relationship with another employee where there may be a conflict of interest. Examples include recruiting staff and applicants, field trainers and their trainees, mentors and their subordinates, and a supervisor over an immediate subordinate.
2. Employees shall disclose any personal relationship as defined by this policy that may impact their security clearance. Examples include a relationship with a known or suspected criminal, or family involvement in criminal activity.
3. The Delta Police Department (“Department”) will assess disclosed personal relationships that give rise to an actual, potential or perceived conflict of interest, on a case by case basis.
4. A personal relationship between employees which gives rise to an actual or potential conflict of interest, as defined by this policy, will result in one or both parties being transferred and/or reassigned.

REASON FOR POLICY

5. To provide guidelines to employees regarding their responsibility to disclose to the Department any personal relationship that may give rise to an actual, potential or perceived conflict of interest with their employment by the Delta Police Board (“Board”), and the Board’s response thereto.

DEFINITIONS

6. For the purpose of this policy, the following definitions will apply:

Conflict of Interest – a conflict between an employee’s personal or business interests and his or her responsibilities or duties as an employee



of the Department, and includes actual or perceived conflicts and those situations that have potential to be actual or perceived conflicts. A conflict of interest may give rise to a reasonable concern that the employee may take action or fail to take action, or make a decision or fail to make a decision, based in whole or in part on the employee's personal relationship rather than on the employee's professional duties and responsibilities.

Employee – any employee of the Delta Police Board, including sworn and civilian, and including exempt, temporary, auxiliary, permanent full-time, permanent part-time employees, volunteers and contractors.

Supervisor – an employee who is responsible for evaluating, assigning work, directing, instructing or approving reports of another employee, or required to investigate the other employee.

Personal Relationship – a relationship between employees including, but not limited to, a family relationship (i.e. spouse/sibling/parent), a romantic relationship, and a financial or business interest.

RELATED POLICIES

AC11 – Conflict of Interest

PROCEDURES

7. If an employee commences a personal relationship which may lead to a conflict of interest as defined by this policy, he/she will disclose in confidence the relationship to the Inspector of Human Resources and Administration or the Staff Sergeant of Human Resources and Administration. If the personal relationship is found to create a conflict of interest, the appropriate action as defined by this policy will be taken.
8. The appointment or placement of an individual to a position of authority over someone with whom he/she is having a personal relationship is prohibited.
9. An employee who has a personal relationship with another employee, but is not a direct supervisor, will not participate in any disciplinary or



evaluation procedure involving the employee or process any complaints on behalf of the employee.

Action

10. Employees involved in personal relationships will not be placed and may not remain in a partnership or an assignment where they will work directly with each other except in the following situations:
 - a) call out;
 - b) additional staffing needs required over a minimal period of time; and
 - c) unique or special circumstances.

Exception to Policy

11. Where disclosure is made of a personal relationship which impacts, or has potential to impact, the security of the Department, police information, investigations or other employees, the Department reserves the right to repeat background clearance procedures. Failure to pass background may result in termination of employment.
12. Employees may make written application to the Chief Constable seeking exemption from any part of this policy if the actual or potential conflict of interest can be eliminated or adequately minimized.
13. Employees seconded to integrated units or another agency where a personal relationship may impact their employment (for example, where a partner is currently working in the unit) are to advise Inspector Human Resources of the conflict before accepting the secondment or posting.
14. Further direction to employees regarding conflict of interest in private affairs (commercial or financial interests, outside employment, preferential treatment) can be found in related Policy **AC11 – Conflict of Interest**.