

Policy Name:	ORGANIZATION AND AUTHORIZED PERSONNEL STRENGTH		
Policy #:	AD 1.2	Last Updated:	2022-03-03
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 1.3 Allocation of Personnel

1. PURPOSE

- 1.1 To ensure Surrey Police Service (SPS) has an organizational structure that is adequately staffed to provide effective policing services to the City of Surrey.
- 1.2 To identify SPS’s organizational structure.
- 1.3 To identify the mandates of each of SPS’s organizational components and functions.

2. SCOPE

- 2.1. This policy applies to all SPS Employees.

3. POLICY

- 3.1. The Surrey Police Board (Board) approves the overall budget for SPS, authorizes SPS’s financial resources, and employs all sworn and civilian Employee positions.
- 3.2. The Board, in consultation with the Chief Constable, establishes the authorized strength of SPS Employees.

3.3. This policy complies with BC Provincial Policing Standards (BCPPS) requiring SPS to create an Organizational Chart which is available to all personnel (see Appendix C: *Organizational Chart*).

3.4. This policy complies with BCPPS requiring SPS to publish the mandates of each organizational component and function that are necessary to effectively carry out policing services in the City of Surrey (see Appendix D: *Mandates*).

4. PROCEDURE

Organization

4.1. SPS's organizational structure is shown in the current Organizational Chart. The Chief Constable may change this structure when required for the efficient operation of SPS.

4.2. The Organizational Chart will be reviewed and updated yearly.

4.3. The Chief Constable is responsible for the overall operation and administration of SPS and reports to the Surrey Police Board.

4.4. SPS is divided into administrative, investigative and operational divisions which are the Support Services Bureau, Investigative Services Bureau and Community Policing Bureau.

4.5. A Deputy Chief Constable commands each of the bureaus and reports directly to the Chief Constable.

4.6. The organizational chain-of-command for all sections, units, and teams is shown in the Organizational Chart.

4.7. The Strategic Services Section shall maintain records of the Mandates of each organizational component and function.

4.8. The Employee Services Section shall maintain records of:

- i. Organizational Chart;
- ii. total authorized Personnel strength;
- iii. total actual Personnel strength; and
- iv. the number of Personnel, by rank and job title, assigned to each organizational component and function.

Amendments to Authorized Strength / Organizational Chart

4.9. A Member will submit a report to their Supervisor, through the chain of command to the Deputy Chief Constable, Support Services Bureau, when requesting:

- i. a revision of the SPS organizational structure;
- ii. a revision of the authorized strength of sworn Members and/or civilian staff;
- iii. temporary or permanent re-assignment of sworn Members and/or civilian staff positions; and
- iv. temporary or permanent re-allocation of office space or equipment.

4.10. The Member's Supervisor will review the application, and if the Supervisor approves, will direct the Member to provide a written report detailing the resources required and estimated cost of fulfilling the request.

4.11. The Member's Supervisor will forward the report with accompanying comments and recommendations to the applicable Section Officer, with copies to:

- i. Manager, Strategic Services Section; and
- ii. Manager, Financial Services.

4.12. The Section Officer or Manager may:

- i. reject the proposal, with a written response to the requesting Member; or
- ii. forward the request to the Deputy Chief Constable, Support Services Bureau.

4.13. The Deputy Chief Constable, Support Services Bureau may:

- i. reject the proposal, with a written response to the requesting Member; or
- ii. forward the proposal to the Manager, Strategic Services Section for further analysis; or
- iii. forward it to the Chief Constable for discussion by the Executive Leadership Team

4.14. If approved by the Executive Leadership Team, the Manager, Strategic Services Section will notify the Employee Services Section and Financial Services of any changes and make the appropriate amendments to the Organizational chart.

4.15. If the proposed changes require approval from the Board and/or the City of Surrey (e.g., an increased in the authorized strength) the Strategic Services Section will prepare a report to the Surrey Police Board and/or the City Council as appropriate.

APPENDIX A: DEFINITIONS

“Board” means the Surrey Police Board.

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

“Executive Leadership Team” means the Chief Constable and the Deputy Chief Constables.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Officer” means the rank of Inspector, Superintendent, Deputy Chief Constable, Chief Constable.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

APPENDIX B: REFERENCES

British Columbia Provincial Policing Standards – Addendum 1: *Interim Continuation of Policing Standards Established by the Former British Columbia Police Commission (BCPC), s. B1.1 Organizational Structure.*

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

APPENDIX C: ORGANIZATIONAL CHART

Withheld under s. 15(1) of the Freedom of Information and Protection of Privacy Act.

APPENDIX D: MANDATES

Withheld under s. 15(1) of the Freedom of Information and Protection of Privacy Act.