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| Policy Name: | CONFERENCES | | |
| Policy #: | AD 7.2 | Last Updated: | 2023-04-27 |
| Issued By: | SUPPORT SERVICES BUREAU | Approved By: | SURREY POLICE BOARD |
| | | Review Frequency: | AS REQUIRED |

RELATED POLICIES

AD 7.4 Learning Management System

1. PURPOSE

- 1.1. To support career and personal development opportunities for Surrey Police Service (SPS) Employees by providing opportunities to attend and/or host conferences.
- 1.2. To ensure that approval for SPS Employees to attend conferences is equitably distributed to qualified applicants through a fair and transparent process that includes an assessment through a lens of equity, diversity, and inclusion for all applications.

2. SCOPE

- 2.1. This policy applies to all Employees.

3. POLICY

- 3.1. SPS has established a fund to provide Employees the opportunity to attend or host conferences that provide a benefit to the Member or Civilian Employee, and SPS.
- 3.2. SPS recognizes that attending conferences will provide Employees the opportunity to:
 - i. learn from subject matter experts and improve on existing skills;

- ii. gain exposure to new concepts and best practices;
- iii. make valuable contacts and expand networks; and
- iv. gain knowledge of valuable innovations and strategies that would benefit SPS.

3.3. SPS supports the concept of specialized teams and sections hosting conferences to further learning and the exchange of best practices information.

3.4. The Leadership Development Unit (LDU) will facilitate the approval process for Employees to attend conferences.

3.5. Permission for an Employee or Team / Unit / Section to host a conference must be approved by the Chief Constable or delegate.

4. PROCEDURE

Attending a Conference

4.1. LDU will periodically communicate to Employees about Conference offerings on the Canadian Police Knowledge Network (CPKN) platform or via internal SPS emails. Employees interested in attending a Conference should review the Conference details and submit a request via CPKN or as directed.

4.2. Employees who wish to participate in a Conference posted on the CPKN platform must submit their requests, by the deadline date listed, by selecting a Conference from the “Conference Catalogue”.

4.3. Employees may select up to two (2) Conferences to attend per year and fill all relevant information pertaining to the Conference, including a rationale.

4.4. Employee Supervisors will be notified electronically of their Employee’s Conference requests and must indicate their support or decline the request by the deadline date listed.

4.5. LDU will review all Conference requests and Supervisor comments and the LDU Inspector will present Conference Requests to the Training Advisory Committee (TAC). The TAC is the final decision-maker regarding Conference prioritization and number of approved seats available. LDU staff will update an Employee on the status of their Conference request(s) via the CPKN portal.

Hosting a Conference

4.6. Employees from a Unit or Section who want to host a Conference must form a Conference Committee. This Committee must include a Supervisor, a chairperson, a treasurer and a recording secretary. Other positions can be added as necessary. Minutes will be kept of all Conference Committee meetings.

4.7. The Conference Committee must consult the Staff Sergeant, Leadership Development Unit regarding the proposed conference dates to avoid conflict with other planned conferences or courses.

4.8. Permission to host a conference must be obtained at least six (6) months in advance from the Chief Constable or delegate. The Conference Committee must submit a report which contains the following information, via the chain of command, to ELT:

- i. intent of the conference;
- ii. format of the conference;
- iii. partner agencies, if any, and their specific responsibilities;
- iv. social programs/activities, including spousal programs;
- v. a proposed budget including:
 - a. anticipated attendance numbers;
 - b. registration cost;
 - c. estimated costs for venue, catering, a/v, security, speakers' expenses, socials, gifts/door prizes and all other event costs; and
 - d. the balance of any approved carry-forward funds derived from previous conferences held for the Section.
- vi. plans for obtaining donations/sponsors, ensuring that Departmental policy regarding donations and sponsorships is followed;
- vii. plans for the use of a surplus or funding of a deficit. It is recognized that specific information regarding future training may not be available at this time, but the intended use of the funds must be listed;
- viii. any other information unique to the conference; and
- ix. estimate of the number of SPS Employees involved and anticipated on-duty hours used to prepare for the conference.

4.9. Upon receiving approval from ELT, the Conference Committee must notify the Communications Services Manager and the Financial Services Manager.

4.10. The Conference Committee must ensure that:

- i. the treasurer acts as the liaison with the Financial Services Section (FSS);
- ii. all finances are handled by FSS;
- iii. the use of an outside bank account is prohibited;
- iv. all donors/sponsors, if applicable, must be informed what the surplus funds, if any, will be used for;
- v. if SPS is sharing host duties with another agency, there must be a signed agreement in place, outlining the obligations of each host agency;

- vi. the conference content and speakers are identified;
- vii. liability insurance is obtained, if the event is not already covered by the Risk Management Policy of the City of Surrey;
- viii. the Conference Committee works collaboratively to ensure tasks are completed;
- ix. sufficient Employees are available during the conference to act as hosts and complete tasks as necessary;
- x. all receipts and invoices are submitted to FSS within 30 days of the completion of the event;
- xi. the treasurer, in consultation with FSS, reconciles the event finances;
- xii. a concluding report, including the financial reconciliation, is submitted within 90 days of the conclusion of the event to ELT; and
- xiii. the concluding report, once approved and signed by ELT, is forwarded to FSS for retention.

4.11. Responsibilities of the Financial Services Section:

- i. handle all finances and accounts;
- ii. assist the Conference Committee Treasurer with the reconciliation of the event expenses;
- iii. maintain records for the order number/project fund in which any surplus funds will be kept;
- iv. if eligible under the carry-forward provisions, ensure any surplus funds are carried forward to the next budget year; and
- v. retain and file the concluding report once it has been approved and signed by ELT.

APPENDIX A: DEFINITIONS

“Conference” means a symposium, seminar, or workshop or event where members of the policing community, often with other related professions, are invited for the purpose of discussing and sharing information on a general topic.

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

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

“Manager” means an exempt Civilian Supervisor.

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

“Officer” means a Member at 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