



AUDITS PRP-FN-002

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Policy Statement

The *Adequacy and Effectiveness of Police Services*, O. Reg 3/99, stipulates that the Board and Chief of Police are responsible for implementing a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the *Act* and its regulations.

It is the Board's intent to protect the integrity of the police service through audits by ensuring controls are established and maintained and that resources, including personnel, equipment and public funds are utilized in the most efficient, effective and economical manner, and that programs and systems achieve their intended goals.

The requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to implement and comply with these requirements in the administration and operation of the Peel Regional Police.

1. Policy

It is the policy of the Peel Police Services Board that the Chief of Police will:

1. Establish an internal quality assurance process to ensure that operational, management, training and financial controls are established and maintained to ensure compliance with Service procedures, Board policies and to ensure that they remain consistent with case law, inquest findings, inquiry findings, legislation and Ministry of Community Safety and Correctional Services' guidelines;
2. Ensure that all practices related to quality assurance or audit functions are in accordance with statutory requirements and generally accepted principles and standards for the professional practice of internal auditing;
3. Ensure that members of the Service engaged in audit processes have the knowledge, skills and abilities and accreditations, as may be required, to perform this function; and
4. Ensure that audits are conducted by members of the Service who do not have control of the persons, facilities or procedures being inspected.

It is also the policy of the Peel Police Services Board Board that:

5. The Board may request external auditors to conduct audits that typically address systemic organizational issues or issues of an emergent nature that are of significant public interest.
6. The Board may, in consultation with the Chief, request external audits to be conducted on matters of concern to the Board.
7. The Board may include, in its annual operating budget request, sufficient funds to procure external auditing services.
8. The Chief of Police will determine the composition of the Service's Audit Team. In making that determination, the Chief of Police will consider the nature of the audit, the area to be audited, and whether the audit shall benefit from specific skills Regional audit staff may possess.
9. At the discretion of the Board or Chief, and to ensure a perceived level of independence, external resources, including the Region of Peel, may be sought to audit or assist in audit processes of the police service.
10. The result of a co-operative audit undertaken by the Service's Audit Team and Regional Audit will be reported to the Board. The results of any such audit may be reported to the Regional Council's Audit Committee.

2. Reporting

1. On an annual basis, the Chief of Police will prepare, using appropriate risk-based methodology, a quality assurance internal work plan which will identify and prioritize audits to be conducted that will provide assurance to the Board that police operations are operating effectively. The plan will identify inherent risks, resource requirements and the overall objectives for each audit and work plan. The internal workplan will be reported to the Board at a public or a confidential meeting as deemed appropriate.
2. On an annual basis, the Chief of Police will provide a report to the Board on compliance with the Provincial Adequacy Standards Regulation. This report will be placed on the Board's public agenda.
3. The Chief of Police will report to the Board the results of any external audit conducted by the Ministry of Community Safety & Correctional Services on compliance with the Canadian Police Information Centre (CPIC) policies and procedures.
4. On an annual basis, the Chief of Police will report to the Board on the results of the audit of the property and evidence control function, in accordance with policy *LE-20 Collection, Preservation and Control of Evidence and Property*.

5. The Chief of Police will report to the Board any audit results that should be brought to the Board's immediate attention, including those that have resulted in an "exceptional" circumstance, or a circumstance which may be detrimental to the police service; and/or resulted in significant issues of potential liability to the Board and the police service.

5. Authority/Legislative Reference

Ontario Regulation 03/99; Section 35
Municipal Act, Section 296
Board Minute #268/00
Board Minute #67/01
Board Minute #29/10
Replaces: Staff Inspections Policy –II-HH-1
Board Minute #63/13
Board Minute #11/16
Board Minute # 85/17

6. Linkage to Appropriate Police Service Procedure/Directive/Board Policies

LE-020 Collection, Preservation and Control of Evidence and Property
I-A-106 (O) Internal Audit Process