



## ADMINISTRATION POLICY:

### Criminal Investigations and Reporting

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Policy number:	<b>GN-027 (A)</b>
ALT report:	<b>N/A</b>
Approved by:	<b>Director of the Law Department</b>
Effective date:	<b>2006 / 07 / 31</b>
Next revision due:	<b>2010 / 07 / 31</b>
Department/BU:	<b>Corporate Administration / Law (Corporate Security Division)</b>

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#### BACKGROUND

The Corporate Security Division of the Corporation of The City of Calgary ("The City") is responsible for the overall coordination of security in the Corporation and provides advice to management relating to the protection of personnel, property and information. It provides a centralized contact area for security issues and coordinates the development of security policies and procedures. It provides an independent resource within the Corporation to assess security requirements, perform investigations, surveys, risk analysis and appraisals to safeguard the corporate assets.

The Corporate Security Division is responsible for establishing, coordinating investigating and verifying corporate requirements and specifications for overall security protection of personnel, property and information.

For the purposes of administration, the Corporate Security Division is a Division of the Law Department and reports to the City Solicitor.

The Corporate Security Division functions as an advisor to the Executive Office, reporting direct on investigations. The Division provides management and autonomous bodies with a skilled investigative resource.

**Note:** "Autonomous Bodies" may also include a Board, Society or Authority employee where The City Corporate Security Division has jurisdiction. "Civic Policy and regulations" may also include Board, Society or Authority where The City Corporate Security Division has jurisdiction.

## **PURPOSE**

The purpose of this policy is to outline responsibilities for investigations and procedures for reporting suspected criminal activity or breaches of security or policies.

## **DEFINITIONS**

None.

## **POLICY**

### **1.0. Scope/Exceptions**

#### **1.1. Scope**

This policy applies to all City of Calgary employees.

#### **1.2. Exceptions**

None.

### **2.0. Consequences of Non-Compliance**

#### **2.1. None identified.**

### **3.0. Corporate Security Division**

**3.1.** Develops and ensures adherence to corporate policies and reporting procedures relative to the investigative function in the Corporation.

**3.2.** Provides an independent investigative resource for the Corporation.

**3.3.** Investigates known or suspected criminal activity, breaches of security or corporate policies, including breaches of the acceptable use policy and other related computer security matters.

**3.4.** Corporate Security, on being informed of or on detecting a known crime involving civic assets, ensures that the matter is reported to Calgary Police Services.

### **4.0. Investigations**

**4.1.** The Corporate Security Division receives information and reports from many sources with regard to situations within its mandate. The purpose of any investigation is to prove or disprove any allegation.

- 4.1.1. All incidents reported to or observed by business units that require investigation must be fully documented and reported promptly to the Corporate Security Division.
- 4.1.2. All information gathered by members of the Corporate Security Division during an investigation is treated in strict confidence.
- 4.1.3. All written reports prepared by Corporate Security Division, are classed confidential and are not to be released beyond the specified addressees without the written consent of Corporate Security.
- 4.1.4. Discretion should be exercised in ensuring that a complainant is notified of the investigation outcome.

## **5.0. Procedures for Reporting Crime or Suspected Criminal Activity**

- 5.1.** Employee knowledge of criminal activity must be reported through organization channels to business units. An employee may, under the circumstances of the case, report directly to the Corporate Security Division.
  - 5.1.1. Business units must immediately notify the Corporate Security Division of all known or suspected criminal activity involving civic assets or property.
  - 5.1.2. The Corporate Security Division, on being informed of, or detecting a known crime, ensures that the matter is reported to Calgary Police Service. Where there is evidence that the criminal act involves a civic employee and breaches of civic policy, the Corporate Security Division will direct an initial investigation to establish the nature and extent of the breach.
  - 5.1.3. Any suspected criminal activity will be the subject of an investigation by the Corporate Security Division, to establish whether it has a firm foundation warranting a police investigation.
  - 5.1.4. Business units should report known criminal acts directly to the Calgary Police Service when the circumstances demand their immediate services. The Corporate Security Division must then be notified promptly of this action.
  - 5.1.5. After a known crime or suspected criminal activity has been reported to the Calgary Police Service, the Corporate Security Division provides full assistance, or at the request of the police, may continue the investigation and report to them on evidence obtained.

5.1.6. Once a Calgary Police Service investigation has been initiated, the investigation remains under police jurisdiction.

5.1.7. The Corporate Security Division investigates and reports to the Business Unit on possible security weaknesses which contribute to the commission of the crime.

## **6.0. Prosecutions**

- 6.1. Once a Calgary Police Service investigation has been initiated, the investigation remains under police jurisdiction.
- 6.2. At the conclusion of the investigation, Calgary Police Service decides whether there will be a prosecution or advises on the responsibility for laying information.
- 6.3. Should the Calgary Police Service require that The City of Calgary lay an information (charge) then this should be referred to the Corporate Security Division for review with the Law Department to determine if a charge should be laid.
- 6.4. If, in the opinion of the Calgary Police Service, the evidence is not strong enough or does not warrant prosecution, this is documented in the investigation report giving full details.

## **SUPPORTING REFERENCES AND RESOURCES**

Please note that some of the items listed below may not be publicly available.

### **References to related corporate-wide procedures, forms and resources**

- [Corporate Security](#) intranet website

### **References to related [Council policies](#), bylaws and [administration policies](#)**

- Whistle Blower Policy (Council Policy CC026)

## **REVISION HISTORY**

Review Date	Description
2006 07 31	New Policy
1993 03 31	Chapter 7: Security (in the hard-copy-based editions of the Administration Manual)