

NOTICE OF THE REGULAR MEETING OF THE OAK BAY POLICE BOARD TO BE HELD IN COUNCIL CHAMBERS, OAK BAY MUNICIPAL HALL, 2167 OAK BAY AVENUE, OAK BAY, BC, ON TUESDAY MARCH 14, 2017 AT 5:00 PM

AGENDA



CALL TO ORDER:

APPROVAL OF AGENDA

ADOPTION OF MINUTES:

1. Regular Meeting
[Minutes - February 28, 2017](#)

DEPARTMENT REPORTS:

COMMUNICATIONS:

2. BC Association of Police Boards 2017 Resolutions
[Corresp. 1 - BCAPB Resolution](#)
[Attach. 1 - 2017-1 Resolution Management of Email Records Related to PB Business](#)
3. Governance Integrated Units Meeting - Discussion Only

CHIEF'S ORDERS: POLICY CHANGES

4. OG 050 - Opioid Overdose Response
[Memo. 1 - Chief Constable Brinton, February 14, 2017](#)
[Attach. 1 - OG 050 Opioid Overdose Response](#)

NEW BUSINESS:

ADJOURNMENT:

That the open portion of the Police Board meeting be adjourned and that a closed session be convened to discuss personnel issues, which may be dealt with in private under the Police Act.

MINUTES of the open portion of the regular meeting of the OAK BAY POLICE BOARD held in Council Chambers of Oak Bay Municipal Hall, 2167 Oak Bay Ave, Oak Bay, BC, on Tuesday, February 28, 2017 at 5:00 p.m.

PRESENT:	Board Members:	Nils Jensen, Chair Mary Kelly Blair Littler Sandra Waddington
	Chief Constable CAO & Police Board Secretary Executive Assistant/Recording Secretary	Andy Brinton Helen Koning Laura Lang
ABSENT:	Board Member Deputy Chief Constable	Brian Rendell Kent Thom

Chair called the meeting to order at 5:02 p.m.

APPROVAL OF AGENDA:

Agenda approved.

ADOPTION OF MINUTES:

RESOLVED that minutes of the open portion of the regular meeting of the Oak Bay Police Board, held on Tuesday, January 24, 2017, be adopted.

DEPARTMENT REPORTS:

Overtime (January, 2017)

Chief Constable's Monthly Report (February 7, 2017)

2013-2017 Strategic Plan Update – Year-End, 2016

Report was put together by Deputy Chief Thom, who was unable to attend the meeting. Today is his last day with the Department.

There are a few areas within the plan that the Department was unable to meet due to the vacancy in the Community Services Section. For the most part, the priority goals have been met. For 2017, certain goals have been identified to be carried forward.

MOVED and seconded: That all of the Department Reports be received.

CARRIED

COMMUNICATIONS:

5. Verbal Update from BC Association of Police Boards (BCAPB) – Sandra Waddington

The BCAPB has decided that voting on resolutions at the AGM will be done by one representative from each Board.

The Saanich Police Board member who was the Vice President of the BCAPB has finished her term on the Police Board, so the BCAPB will be electing a new Vice-President for next year. Once the provincial election is over, there will be calls for input from the Boards through the Association on the policing plan, new legislation, etc.

There is still a vacancy on the Canadian Association of Police Governance (CAPG) Board, one of the Board members has quit for the second time. The BCAPB will be looking at a different funding method for the CAPG Board.

Plans for the conference are moving ahead, but there has not been a lot released regarding agenda, events, etc. It is being held at the Hotel Vancouver.

6. Verbal Report: Integrated Police Units Governance–Joint CRD Police Board, Sandra Waddington

The date for this meeting has been changed to May 18 at the Windsor Park Pavilion. It will be the same basic agenda and Sandra will circulate more information including the proposed agenda soon. There is a hope to get one or two from each municipal board, go over the terms of reference at the meeting and if there is a strong feeling of wanting to continue, a committee would be formed.

The non-municipal people will also be invited to provide their input. RCMP detachments are governed very differently, without police boards, with each area reporting to either Councils directly or to a Public Safety Representative from Council. Because of that structural difference, there may not be any interest in participation.

7. BC Association of Police Boards – Appointment of Executive Board
Tabled from January 24, 2017 meeting

MOVED and seconded: That Sandra Waddington remain as the Oak Bay representative on the BC Association of Police Board (BCAPB) Executive until her appointment expires, December 31, 2017, when another board member can be appointed.

CARRIED

MOVED and seconded: That travel expenses for BCAPB Executive meetings be approved for the remainder of Sandra Waddington's term.

CARRIED

8. BC Association of Police Boards – 2017 AGM & Conference, April 6-8
Resolution required approving travel expenses

The Chair will be unable to attend. Laura will submit registration and book accommodations.

MOVED and seconded: That travel expenses be approved for four (4) board members to attend the BCAPB AGM & Conference, April 6-8, 2017.

CARRIED

9. Canadian Association of Police Governance (CAPG) Conference
Resolution required approving travel expenses

Rooms will be blocked off for three members to attend. Confirmation of attendees to be determined at a later date.

MOVED and seconded: That travel expenses for three (3) members be approved for the CAPG Conference being held in Montreal, July 13-16, 2017.

CARRIED

10. Canadian Association of Police Governance (CAPG) – 2017 Call for Resolutions

Nothing pending at this time. Deadline is April 1, 2017.

MOVED and seconded: That the correspondence regarding the 2017 Call for Resolutions from the CAPG be received.

CARRIED

11. Road Safety Initiative – E-Ticketing Pilot

The e-ticketing will be a provincial pilot project taking place and the CRD Integrated Road Safety Unit is participating in the pilot. ICBC will be funding the card swipe machines and ticket printers, with the eventual goal of being able to print off vehicle accident reports as well. There are currently a large number of tickets that are cancelled or voided due to errors. The automatic ticket printers will eliminate this. Ticket fine revenue to the municipalities will not be impacted. At some point the hope is to have the function rolled out to all of the departments.

MOVED and seconded: That the correspondence from the RCMP regarding this initiative be received.

CARRIED

12. 2018-2022 Strategic Plan Development

The first few months of the proposed development schedule may be difficult with the vacancy in the Deputy Chief position, however meeting the end of the year target should be achievable. Sandra Waddington will take the lead on the development of this for the board.

MOVED and seconded: That the development schedule of the 2018-2022 Strategic Plan Development be approved.

CARRIED

13. Real Time Intelligence Centre (RTIC) Pilot

The Real Time Intelligence Centre of BC (RTIC-BC) currently provides this service in the lower mainland and now plans to provide service to lower Vancouver Island agencies. There is not expected to be an increase in personnel resources on the island, but will continue to work from

their base on the mainland and still provide the service to the island. Area agencies are proceeding with caution, due to the costs. Police agencies within lower Vancouver Island are partaking in a pilot project until January, 2018, for which the Province of BC has provided the funding. Information sharing in real time is vital for all police agencies and would be a difficult thing to justify opting out of. The Area Chiefs will be monitoring to ensure that there is a benefit to local police agencies and will provide a report in time for preparation of the 2018 policing budgets. Chief Brinton to provide ongoing updates.

MOVED and seconded: That the memorandum from Chief Brinton regarding the RTIC Pilot be received.

CARRIED

14. BC Provincial Policing Standards – *BCPPS 5.2 Major Case Management* and *BCPPS 5.3 Inter-Agency Cooperation and Coordination*

Most of the changes within 5.2-Major Case Management pertain more to specialized units, however Chief Brinton will be reviewing to address the new standards as they apply to Oak Bay.

BCPPS 5.3 is more relevant to police operations within Oak Bay and will be reviewing for any required changes to policy.

MOVED and seconded: That the correspondence from the Ministry of Public Safety and Solicitor General regarding the BC Provincial Policing Standards (BCPPS) be received.

CARRIED

NEW BUSINESS:

No new business.

ADJOURNMENT:

RESOLVED that the open portion of the meeting be adjourned and that a closed session be convened to discuss personnel and contractual issues, which may be dealt with in private under the *Police Act*.

The open portion of the meeting adjourned at 5:40 p.m.

Certified Correct:

Secretary, Oak Bay Police Board

Chair, Oak Bay Police Board

From: Perri, Stacey PSSG:EX [mailto:Stacey.Perri@gov.bc.ca]
Sent: February-23-17 1:46 PM
Subject: BCAPB 2017 Resolutions

Sending on behalf of Bill Reid

To: BCAPB Membership

An important part of each Annual General Meeting (AGM) of the British Columbia Association of Police Boards (BCAPB) is the consideration of Resolutions forwarded by member boards.

The following resolution is being forwarded to you with a request that this information be circulated to your board members in preparation for discussion during your board's next regular meeting:

1. Submitted by the Victoria Esquimalt Police Board: Management of Email Records Related to Police Board Business

It would be very much appreciated if you could also consider providing your board's authorized representative the authority to vote on this resolution during the April 8, 2017 AGM.

If you have any questions or require further information, I can be reached via email bill@callbill.ca. Thank you for your consideration.

Sincerely,

Bill Reid
President, BCAPB

Attachment

Issue: Management of Email Records Related to Police Board Business

WHEREAS for reasons of expediency, municipal police boards in British Columbia are regularly communicating on email for board work purposes;

AND WHEREAS, municipal police boards in British Columbia were recently canvassed to determine how each board has been dealing with the use of email and the managing of email records;

AND WHEREAS, information received from police boards (attached) makes it clear that police boards have been independently addressing issues raised by email communication and further that boards are dealing with email communication differently;

AND WHEREAS, the Office of the Information and Privacy Commissioner (see attached) has confirmed that the use of personal email accounts does not relieve public bodies (including police boards) of their duty to comprehensively search for requested records and to produce them in order to comply with the *Freedom of Information and Protection of Privacy Act* (FIPPA);

AND WHEREAS, the Office of the Information and Privacy Commissioner points out that the use of personal email accounts may make it more difficult for a police board to search for records and further that board members may be unwilling to produce records from their personal account or to allow access to their accounts for that purpose;

AND WHEREAS, the Office of the Information and Privacy Commissioner suggests that to address the above noted risk, police boards should create policy on the use of personal email accounts for police board work purposes. The Office further suggests that a preferred solution is for police boards to require the use of a board controlled email system to be used for board work purposes and if that is truly not practicable, the policy should be that employees must copy their board work email account on any board work related email they send from a personal account. The Office further suggests that such policy should be part of each board member's conditions of engagement;

AND WHEREAS, the Office of the Information and Privacy Commissioner points out that FIPPA requires that police boards take reasonable security measures to guard against unauthorized access, collection, use, disclosure or disposal of personal information and points out that a personal email account, which may be web-based, is much less likely to comply with this legislative requirement than a police board's email system;

AND WHEREAS, the Office of the Information and Privacy Commissioner is of the opinion that any police board that allows the use of personal email accounts to send or receive personal (private) information is risking non-compliance with FIPPA;

THEREFORE BE IT RESOLVED THAT the British Columbia Association of Police Boards (BCAPB) request the Ministry of Public Safety and Solicitor General prepare, in consultation with BCAPB, protocols for municipal police boards in British Columbia to follow when using email and email accounts (personal or otherwise) for board work purposes.

The Victoria Esquimalt Board has been reviewing material prepared by the Office of the Information and Privacy Commissioner for BC with respect to the use of personal email accounts for public business. Our Board is wondering what other boards do:			
December 2016	(1) do they ensure that board members have email accounts that are dedicated to police board business?	(2) If yes, do they ensure that board members have separate computers that are dedicated to police board business?	
Responses:			
Abbotsford	In late 2013 we discussed and in early 2014 we implemented email addresses for all police board members that were dedicated to APD/APB business. Police Board members did not use the email addresses and continued to use their personal/work email addresses for APD/APB related work.	At the same time as #1, we offered all police board members laptops for the APD/APB business. One police board member requested a laptop. That police Board member has since resigned from the Board due to other commitments.	
Central Saanich	We communicate with our board members through the e-mail address that they provide. Other than our Chair, they are all personal addresses.		
Delta	Delta has assigned dedicated email accounts for police board business but some members use their own personal email accounts	We have not purchased separate computers for each member dedicated to police board business. Each member was given an ipad to use instead of hard copy if preferred	
Nelson	Board members use their own email addresses. There is not one provided by the Department.	Board members are given an iPad to use personally and for police board business. The main reason for the iPads was to go paperless. The City recently went to an app called Agenda Notes which they also use for Council meetings. The app allows agendas to be posted and reviewed on screen so there are no emails with the agendas, etc.	
New Westminster	Our Board uses both personal and business e-mail addresses.	Board Members are supplied with Tablets dedicated to Police Board business.	We send a secure link which requires log-in to retrieve the police board material.
Oak Bay	Board members have dedicated e-mail addresses using the Municipal website and Agenda Notes	We are now using ipads purchased through the Police Board budget	
Port Moody	PM created Police Board email accounts in 2016. Part of this analysis was to ensure that we have a dedicated account for the purposes of FOI requests.	I am not sure what this means as we set up the accounts on our own smart phones and pc's. These are currently set up with gmail, but are migrating to Office 365 for enhanced security reasons.	
Saanich	No	No	
SCBCTAPB	At the moment, Board members use their own email addresses and their own devices.		Our Board's Governance Committee is currently piloting the use of a Transit Police issued device (Surface Tablet) as well as a Transit Police webmail account to conduct their Board business. No decisions have been made yet.
St'at'imx	Our Board members have dedicated Board email addresses through the St'at'imx Police but we also cc their personal or work email addresses to send them information as well.	We don't use separate computers for just Board business we use personal and work computers also for Board business	
Vancouver	Board members use their own personal email	Board members use their own electronic equipment	The Board office itself has dedicated email and computers for business use
Victoria	Our board currently uses their personal email for board business, they do not have dedicated email accounts for board business.	Board members use their personal computers for board business	
West Vancouver	Yes	Board Members are issued Apple tablets to use for emails, receiving documents and agenda packages.	



OFFICE OF THE
INFORMATION & PRIVACY
COMMISSIONER
Ensemble d'information

Protecting privacy. Promoting transparency.

USE OF PERSONAL EMAIL ACCOUNTS FOR PUBLIC BUSINESS

INTRODUCTION

This document explains the implications under the *Freedom of Information and Protection of Privacy Act* ("FIPPA") for use of personal email accounts for work purposes by employees of public bodies. It conveys two key messages. First, FIPPA applies to the use of personal email accounts for work purposes. Second, public bodies should not, for FIPPA purposes, allow the use of personal email accounts for work.

APPLICATION OF FIPPA TO PERSONAL EMAIL ACCOUNTS

FIPPA applies to all records in the custody or under the control of a public body. Email are records under FIPPA.¹ Records are in the custody of a public body if it has "charge and control" of the records, "including some legal responsibility for their safekeeping, care, protection or preservation."² While the public body would have custody of email residing on its server, it would not have custody for personal email residing elsewhere. The issue in such cases would be whether personal email is under the control of a public body.

The Supreme Court of Canada has said that where a record is not in the physical possession of a government institution, it will still be under its control if these two questions are answered in the affirmative:

The use of personal email accounts for work purposes can give the perception that public body employees are seeking to evade the freedom of information process.

¹ See s. 3(1) of FIPPA.

² See para. 23 of Order 02-30, [2002] B.C.I.P.C.D. No. 30 and p. 9 of Order No. 308-1999, [1999] B.C.I.P.C.D. No. 21.

- (1) Do the contents of the document relate to a departmental matter?
- (2) Could the government institution reasonably expect to obtain a copy of the document upon request?³

The facts of each case will determine whether personal email are under the control of a public body. As a general rule, any email that an employee sends or receives as part of her or his employment duties will be a record under the public body's control, even if a personal account is used.

ADEQUATE SEARCH (S. 6(1) OF FIPPA)

FIPPA requires public bodies to make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely. This includes a duty to perform an adequate search for records that respond to an access request.

A public body must be able to prove that its search efforts have been thorough and comprehensive and that it has explored all reasonable avenues to locate records.⁴ The Information and Privacy Commissioner has the authority to compel the production of records in the custody or under the control of a person⁵, including those in personal email accounts.

The use of personal email accounts does not relieve public bodies of their duty to comprehensively search for requested records and to produce them. While nothing in FIPPA directly prohibits public body employees from using personal email accounts, doing so may make it more difficult for their employer to search for records. Employees may be unwilling to produce records from their personal account or to allow access to their accounts for that purpose.

The use of personal email accounts by employees does not remove or reduce the duty of a public body to search for records and produce those that are responsive to an access request.

To address this risk, public bodies should create policy on the use of personal email accounts for work purposes. A preferred solution is for public bodies to require the use of its email system for work purposes. If that is truly not practicable, the policy should be that employees must copy their work email account on any work-related email they send from a personal account.⁶ This policy should be part of each employee's conditions of employment.

³ See *Canada (Information Commissioner) v. Canada (Minister of National Defence)*, 2011 SCC 25.

⁴ See, for example, Order F07-12, [2007] B.C.I.P.C.D. No. 17, Order 00-32, [2000] B.C.I.P.C.D. No. 35 and Order 00-26, [2000] B.C.I.P.C.D. No. 29.

⁵ See s. 44(1)(b) of FIPPA.

⁶ This policy should also apply where there is a ban on use of personal email accounts for work purposes, to deal with cases where an employee failed to comply with the policy and possesses personal email that might be responsive to an access to information request.

REASONABLE SECURITY MEASURES (S. 30 OF FIPPA)

Another risk relates to security of personal information. FIPPA requires public bodies to take reasonable security measures to guard against unauthorized access, collection, use, disclosure or disposal of personal information. A personal email account, which is often web-based, is much less likely to comply with this requirement than a public body's email system. First, the terms of service for personal accounts may allow third-party access to content in a way that is in contravention of FIPPA. Second, security features for webmail services may not be adequate for FIPPA purposes. Any public body that allows use of personal email accounts to send or receive personal information is therefore risking non-compliance with FIPPA.

Storage and Access must be in Canada (s. 30.1 of FIPPA)

Although there are exceptions, including consent by affected individuals,⁷ FIPPA requires public bodies to store and access personal information only in Canada. Public bodies have to assume that webmail resides on servers outside Canada, at least some of the time. This presents a serious risk of non-compliance for public bodies that allow use of personal email that contains personal information.

Disclosure Outside of Canada (s. 33.1 of FIPPA)

FIPPA prohibits the disclosure of personal information outside of Canada unless authorised by s. 33.1. The use of a webmail service that has servers outside of Canada will almost certainly result in public bodies disclosing personal information outside of Canada. Unless s. 33.1 authorizes the disclosure, use of webmail to send or receive personal information would violate FIPPA.

RESPONSIBLE INFORMATION MANAGEMENT

The citizens of British Columbia expect accountability from public bodies in their actions as well as their information practices. One important way for public bodies to demonstrate this accountability is to create an accurate record of actions in a manner that preserves records of enduring value. When employees of public bodies conduct business through their personal email accounts, accountability is easily lost.

⁷ See s. 11(2)(b) of the Freedom of Information and Protection of Privacy Regulation. The rules for obtaining consent mean that public bodies will rarely be authorized to use personal email accounts.

CONCLUSION

FIPPA applies to work-related email sent to or received from the personal email accounts of public body employees. This document shows how use of personal email accounts for work purposes presents several challenges for public bodies under FIPPA. As indicated above, for FIPPA purposes, public bodies should not allow use of personal email accounts to conduct public business. They should ensure that clear policy is in place in this area and that all employees agree to comply with the policy.

If you have any questions about this document, please contact us at:

Office of the Information and Privacy Commissioner for BC
Tel: (250) 387-5629 (in Vancouver call (604) 660-2421)
Elsewhere in BC call 1-800-663-7867
Email: info@oipc.bc.ca



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: February 14, 2017
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: OG 050 Opioid Overdose Response - Naloxone

New Policy:

OG 050 Opioid Overdose Response - Naloxone

Background:

Canada has seen a significant increase in deaths from opioid overdoses. While fentanyl has garnered the most attention in the media, there has been the presence of other dangerous opioid drugs in the province. These opioids pose a threat to first responders due to concentrated levels and general potency.

This department along with the other police agencies in the province has introduced Naloxone as a means of temporary care should there be accidental exposure. Policy has been developed to provide guidance around this matter.

Key Points:

- This policy is based on sample policy and other material coordinated through the Ministry of Public Safety & Solicitor General's office.
- There is an educational aspect with a definition and discussion of opioid drugs and their affects.

- Safe handling procedures for opioids and all unknown substances has been established.
- The deployment of Naloxone as a first aid measure is addressed including required training, storage, and reporting.
- While Naloxone is provided for the wellbeing of the OBPD employees, there are provisions for its administration to the public.
- The position of the IIO has been incorporated in the policy with an attached copy of their policy on reporting of incidents of serious harm or death where a police officer has provided immediate medical care.
- This policy has been reviewed by the Oak Bay Police Association and is supported.

Andy Brinton
Chief Constable
Oak Bay Police Department

OPIOID OVERDOSE RESPONSE NALOXONE (NARCAN)

OG 050	Effective Date: Review Date: By: Cst Mike Klein-Beekman Last Update: 2016-12-21
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1.0 POLICY

- 1.1 The seizure and handling of drugs for evidentiary or destruction purposes puts OBPD employees at an increased risk of opioid exposure. All employees should be mindful that any unknown seized powdered substance may contain opioids.
- 1.2 Naloxone (brand name Narcan©) may be administered to temporarily reverse the effects of an opioid overdose. OBPD stocks naloxone intranasal spray kits as an additional tool in support of public and employee safety.

2.0 REASON FOR POLICY

- 2.1 To highlight the risks and to establish safe procedures for the handling of opioids.
- 2.2 To provide direction should there be exposure to opioids.

3.0 BACKGROUND

- 3.1 Opioid overdose from prescription and illicit drugs is an important public health issue.
- 3.2 Opioid drugs such as morphine, heroin, methadone, oxycodone, and fentanyl cause harm in overdose because they bind to opiate receptors in the brain that control breathing and cause the patient to stop breathing. Within minutes of stopping breathing the patient experiences severe hypoxia which shortly causes brain damage, followed by cardiac arrest. Naloxone binds to these same receptors in the brain, displacing the opiate from the receptor and allowing the patient to breathe.
- 3.3 Further details on opioid drugs and naloxone can be found in the attached Fentanyl Fact Sheet (Appendix A) and the Justice Institute of BC fentanyl safety website www.fentanylsafety.com

4.0 DEFINITIONS

- 4.1 "Opioid" – A medication that reduces the intensity of pain signals reaching the brain and affects those brain areas controlling emotion. Opioids can produce drowsiness, mental confusion, nausea... and, depending upon the amount of

drug taken, can depress respiration, leading to death.

- 4.2 “Naloxone” – A pure opiate antagonist that “prevents or reverses the effects of opioids, including respiratory depression, sedation and hypotension”¹. Naloxone may be administered by intramuscular/subcutaneous injection, intravenously, or by intranasal spray.

5.0 PROCEDURES

5.1 Exhibit Handling

- a) In situations where known or suspected opioids are seized and/or processed, two members, one with ready access to naloxone intranasal spray (“spray”), must be present.
- b) Should samples of powdered exhibits be taken for evidentiary purposes, this will be conducted in the bike storage room only in a prescribed area. The handling member must wear a Tyvek type suit, a half Mask Air Purifying Respirator, goggles or safety glasses, and gloves.
- c) Consideration should be given to requesting the assistance of Saanich Police FIS in the taking of samples as that unit has enhanced training and the proper equipment to deal with dangerous substances.

5.2 Training and Authorization

- a) Any OBPD employee who has taken the Naloxone Intranasal Spray training may administer the spray.
- b) Paragraph (a) notwithstanding, in emergent situations and in the absence of trained employees, any employee may administer the naloxone spray.
- c) Any trained sworn member may carry the spray.
- d) Trained civilian employees may be authorized by their supervisor to carry the spray.

5.3 Naloxone Administration

- a) The primary purpose of OBPD’s use of intranasal naloxone is the resuscitation of OBPD employees in the event of accidental contact with an opioid which results in an overdose.
- b) Paragraph (a) notwithstanding, in emergent situations where an opioid overdose is suspected by the member, and where Emergency Health Services (“EHS”) or the Oak Bay Fire Department (OBFD) attendance is not imminent, naloxone carried by an OBPD member should be administered to a member of the public if the member believes, based on

the totality of the circumstances, that it is safe to do so. A member is not compelled to administer naloxone if they believe doing so would cause harm to the recipient, a member of the public or to the member themselves.

- c) If an OBPD employee administers the spray, EHS and/or OBFD must attend to assume care of the spray recipient. The OBPD member must remain on-scene until relieved by EHS and/or OBFD.
- d) Naloxone spray is not intended for self-administration however an OBPD employee may self-administer the spray if they believe they are about to lose consciousness due to opioid exposure, and the arrival of another individual who can administer the spray is not imminent.
- e) Refer to the training attachment (Appendix B) hand out: Naloxone Intranasal Spray for opioid overdose symptomatology and detailed instructions regarding the administration of the spray

5.4 Post-Administration Reporting

- a) If the spray was administered to an OBPD employee, a completed WorkSafeBC form "Application for Compensation and Report of Injury or Occupational Disease" must be completed and submitted to the Deputy Chief and appropriate notice must be given to WorksafeBC.
- b) If the spray is administered to any person other than an OBPD employee, the "Intranasal Naloxone Post Administration Report" (Appendix C), located in the Intranet must be completed and added to the relevant operational file with a copy to the Deputy Chief.
- c) If the recipient of OBPD administered naloxone dies, the Deputy Chief must be notified immediately. The Chief Constable will be contacted if the Deputy Chief is on leave or out of the area on duty.
- d) The Independent Investigations Office (IIO) Internal Policy 5015, dated December 2, 2016 refers to Medical Incident Notification considerations. (Appendix D).

6.0 ROLES AND RESPONSIBILITIES

- 6.1 Inventory Control is the responsibility of the Administrative Assistant.
Inventory Control will:
 - a) Track the OBPD inventory of spray
 - b) Ensure that the spray is stored within the temperature range of 15 to 25 degrees Celsius as indicated on the spray storage container

- c) Monitor the inventory of spray for expiry dates and usage
- d) Order replacement spray as needed, due to use, disposal, and drug expiry or approved changes to amount of spray in inventory.

6.2 Employees equipped with the spray will:

- a) Sign the Naloxone spray out from the "Less Lethal Force Cabinet" at the start of their shift. The spray must remain on the employee's person and not left in their vehicle.
- b) Advise their supervisor, as soon as practicable, of the administration of the spray.
- c) At the end of shift:
 - (i) Return the spray to the "less Lethal Force Cabinet"
 - (i) Advise Inventory Control person of any spray noted to be within 60 days of the expiry date, or as soon as practicable of the use or disposal of any spray
- d) Paragraph (a) notwithstanding, a member of a specialty unit may sign out a spray kit for an extended period of time without having to return the kit to the 'Less Lethal Force Cabinet" on a daily basis. It is incumbent on that member to store the spray appropriately (see 6.1.b), monitor the expiry date and condition of the spray and advise the Inventory Control person accordingly.

6.3 The supervisor is responsible for advising the Deputy Chief, as soon as practicable, if the spray is administered to an employee.