

LAC LA BICHE COUNTY POLICY

TITLE: COMMUNITY PEACE OFFICER	POLICY NO: CM-26-001
RESOLUTION: 13.514	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, PROTECTIVE SERVICES	NEXT REVIEW DATE: DECEMBER 10, 2015
SPECIAL NOTES/CROSS REFERENCE: Lac La Biche County Community Peace Officer Operational Procedures Manual	AMENDMENT DATE: DECEMBER 10, 2013

POLICY STATEMENT

Lac La Biche County recognizes the need to provide a safe public environment for its ratepayers and/or residents, and to protect Lac La Biche County’s infrastructure, including but not limited to roadways, parks, campgrounds and other municipal controlled property or structures from undue liability.

Lac La Biche County Community Peace Officers will provide professional and effective service by ensuring proper flow of information to the public, educating the public, and when necessary enforce County bylaws, and Provincial Laws and Regulations.

Lac La Biche County shall follow the directives as stated within the Peace Officer Act, the Peace Officer Regulation and Alberta Solicitor General’s Public Security Peace Officer Program Policy and Procedures Manual as amended from time to time.

Council has established the following priorities for the Lac La Biche County Community Peace Officer Program:

1. Community Standards, Safety, Bylaw Enforcement, and Public Education
2. Protection of Road Infrastructure
3. Road Safety
4. Parks and Campgrounds
5. Public Consumption of Liquor and Public Intoxication
6. Off Highway Vehicles
7. Assist Other Agencies
8. Investigating Complaints

The Community Peace Officers shall follow “Lac La Biche County’s Community Peace Officer Operational Manual” as amended by the Chief Administrative Officer of Lac La Biche County or his/her designates.

Community Peace Officers shall work with all other County departments to ensure the Bylaws and Policies as sanctioned by Lac La Biche County are abided by.

Lac La Biche County is committed to using innovative and equitable approaches to accomplish the goals of this Policy, and will consider the incorporation of new information and practices as they become available through research and monitoring efforts undertaken locally, regionally, provincially, and/or nationally.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

“Original Signed”
Chief Administrative Officer

January 24, 2014

“Original Signed”
Mayor

February 3, 2014

Schedule "A"



LAC LA BICHE COUNTY COMMUNITY PEACE OFFICER OPERATIONAL PROCEDURES MANUAL



December
2013

Supplemental to Policy # CM-26-001
Protective Services

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1.0 MISSION STATEMENT

The Protective Services Peace Officer Unit of Lac La Biche County is committed to serving the residents of Lac La Biche County by providing professional and effective service. The Community Peace Officer(s) are committed to the protection of the citizens of Lac La Biche County, and all County interests, including road infrastructure, parks, campgrounds, liability concerns and all other County owned properties.

1.1 Mission Statement Objectives

This unit adopts the following objectives (priorities) in fulfilling its Mission Statement:

- i. Community Standards, Safety, Bylaw Enforcement, and Public Education:** The Community Peace Officer(s) shall promote the community conduct standard and ensure community safety control within Lac La Biche County by proactively enforcing the community standards and community safety bylaws. In addition, the Community Peace Officer(s) shall become engaged with the Lac La Biche County Planning and Development Department in the application and enforcement of the Development Bylaws, the Land Use Bylaw, and other relevant legislation. The Community Peace Officer(s) shall also be involved in general public education initiatives related to community safety and standards. A Community Peace Officer will be embedded in Lac La Biche County schools for the education of students in community safety procedures and standards.
- ii. Protection of Road Infrastructure:** The Community Peace Officer(s) shall protect the road infrastructure by enforcing the provisions of the Traffic Safety Act and all applicable bylaws on municipal roads, lanes and alleys. The Community Peace Officer(s) shall also provide public education on weights and dimension regulations.
- iii. Road Safety:** The Community Peace Officer(s) shall provide a level of traffic safety on Lac La Biche County roads by enforcing traffic laws and regulations. This enforcement shall be primarily in urban areas, in municipally controlled roads, lanes and alleys. The Community Peace Officer(s) shall be involved in traffic safety programs and public education initiatives.
- iv. Parks, Campgrounds:** The Community Peace Officer(s) shall assist other County staff in maintaining peace and public order in Lac La Biche County

parks, campgrounds, and other municipal properties. This includes enforcing applicable bylaws and other legislation as required, and to assist County staff when requested. The Community Peace Officer(s) shall proactively address general concerns before they become problematic.

- v. **Public Consumption of Liquor and Public Intoxication:** The Community Peace Officer(s) in conjunction with the Royal Canadian Mounted Police (RCMP) shall provide a level of enforcement for liquor and public intoxication control within Lac La Biche County by proactively enforcing the *Gaming and Liquor Act and Regulations*. The Community Peace Officer(s) shall also be involved in public education initiatives regarding *Gaming and Liquor Act* offences.
- vi. **Off-highway Vehicles:** The Community Peace Officer(s) shall provide a level of safety to local off- highway vehicle operation, by providing enforcement of Lac La Biche County bylaws and other applicable provincial regulations. The Community Peace Office(s) shall also be involved in public education initiatives related to off- highway vehicle usage within Lac La Biche County.
- vii. **Assist Other Agencies:** The Community Peace Officer(s) shall assist other law enforcement agencies in the region, where and when possible, with consideration given to the time and resources available, with investigations, issues, and other concerns that may arise. The Community Peace Officer(s) shall also maintain an effective liaison with these agencies. As noted in Policy 8.1, the Community Peace Officer(s) shall establish formal and informal partnerships with other agencies, as required, to respond to issues of mutual concern.
- viii. **Investigating Complaints:** When Community Peace Officer(s) receive complaints of alleged breaches of legislation within their appointments, they shall investigate these breaches as thoroughly as time and resources allow and, where possible, advise the complainant of the outcome of the investigation.

1.2 Application of Policy

- i. This procedural manual applies to the members of the Protective Services Unit, in particular, the Lac La Biche County Community Peace Officer(s). This procedural manual enables the Policies set forth in Policy CM-26-001.
- ii. In the case of any discrepancies between this procedural manual and other policies adopted for Lac La Biche County, the order of precedence shall be:

- a. Lac La Biche County Personnel Policies;
 - b. Health and Safety Manual/Policies;
 - c. Community Peace Officer(s) Standard Operating Procedures/Policies;
 - d. Other Departmental Policies.
- iii. The *Peace Officer Act*, the Regulations therein, and the *Public Security Peace Officer Policy and Procedures Manual* shall be the legislative governing documents in the duties of the Community Peace Officer(s), as well as all other County sanctioned policies and bylaws.

2 TIME SCHEDULE

- i. A time schedule of hours of service shall be prepared by the Manager of Protective Services prior to the commencement of the schedule.
- ii. The schedule shall be subject to approval by the General Manager, Development & Community Services, or designate (Manager of Protective Services) and is subject to change upon their request.
- iii. Where it is deemed necessary for the purposes of coverage or commitment, the schedule may be changed. Changes shall be noted by the General Manager of Development & Community Services or designate (Manager of Protective Services).
- iv. A copy of the time schedule shall be submitted to the General Manager, Development & Community Services and/or designate (Manager of Protective Services) and the RCMP detachment, if required.
- v. Copies of the schedule(s) shall be maintained based on the approved Lac La Biche County Functional Classification and Retention Schedule (FCRS) taking into account requirements in the *Public Security Peace Officer Program, Policy and Procedure Manual* and *the Peace Officer Act*.
- vi. Shifts are based on a 40-hour work week (averaged over the month).
- vii. The shifts shall be based on a shift work basis and shall be 10 hours in duration.
- viii. All time in which the Community Peace Officer(s) is actively involved in the performance of their duties, as per their job description, shall be considered to be on-duty time.

2.1 Overtime

- i. The Community Peace Officer(s) shall sign an Overtime Agreement in accordance with Lac La Biche County Human Resource Management Policy.
- ii. All time off shall have prior approval by the General Manager, Development & Community Services or designate (Manager of Protective Services) and

shall be in accordance with Lac La Biche County Human Resource Management Policy.

- iii. The Community Peace Officer(s) shall be on-call for the purposes of providing alarm response to all County facilities and other emergent situations.

3.0 PATROL ZONES

- i. The Community Peace Officer(s) will be assigned specific patrol zones based on the daily schedule. These zone areas will be adhered to unless directed to another area by the Manager of Protective Services, or by the General Manager, Development & Community Services, or as needed based on emergency and/or complaint issues.
- ii. These patrol zones will encompass the electoral zone boundaries in place in Lac La Biche County. Refer to Appendix “C”
- iii. These patrol zones will allow for maximum coverage of the County as they will be patrolled every day, based on the rotation of the schedule.
- iv. Patrol zones will see the use of foot patrols, cruiser patrols, water patrols, ATV patrols, snow machine patrols, air patrols, and any other patrol type approved from time to time by the Chief Administrative Officer and Lac La Biche County Council. Proper training and applicable personal protective equipment is required for all patrol types.
- v. Personnel-location devices and audio/video devices are required to be worn in all cases when on patrol.

4.0 JURISDICTION

- i. Community Peace Officer(s) shall enforce only those laws listed in their Provincial Appointments.
- ii. In no event shall a Community Peace Officer(s) act in an official capacity outside of their appointed jurisdiction or their appointed authority unless:
 - a. the Community Peace Officer(s) is investigating a matter which originated in their jurisdiction;
 - b. the Community Peace Officer(s) is attending court as a witness, or performing docket duty;
 - c. the Community Peace Officer(s) has been requested by an RCMP Member, or other Peace Officer, to assist, provided the request is within the Community Peace Officer(s) Appointments.

- d. the Community Peace Officer(s) encounters a person in need of assistance while the Community Peace Officer(s) is on a routine patrol from one assigned area to another. The Community Peace Officer(s) may provide assistance until such time as the agency responsible arrives.
- iii. Calls received from person(s) outside of a Community Peace Officer(s)'s appointed jurisdiction shall be handled as follows:
 - a. advise the caller that they have called the wrong agency
 - b. supply the caller with the telephone number for the appropriate agency
- iv. Community Peace Officer(s) encountering any Criminal Code violations shall follow the procedure outlined in the Criminal Code Offence Procedure, unless otherwise directed by the RCMP.
- v. When a call is received in relation to a Criminal Offence, ask the caller to contact the RCMP. In no event is a Community Peace Officer(s) to enter into or tamper with a possible crime scene, unless to render emergency assistance to the public, another Peace Officer, or as directed by the RCMP.

4.1 Expanded Jurisdictions Requests

- i. A Community Peace Officer(s)' jurisdiction under a normal course of duty is restricted to Lac La Biche County as per the Authorization to Employ and the Peace Officer Appointment as issued by the Alberta Solicitor General and Public Security.
- ii. As per the Alberta Solicitor General and the *Public Security Peace Officer Program Policy and Procedures Manual*, a Community Peace Officer(s) may act outside of their normal jurisdiction for the purposes of Safety Issues, Emergency Vehicle Response, Courthouse Issues, and to Facilitate Joint Forces Operations, under the following circumstances:
 - a. A Safety Issue is witnessed where public safety is clearly at risk.
 - b. A written invitation from a Police agency or Provincial Enforcement agency with unrestricted jurisdictional authority in Alberta is received, where the enforcement is part of a specific enforcement initiative of a short duration on Primary and/or Secondary digit highways.
 - c. Anywhere in Alberta with the written invitation of the Police Service of Jurisdiction, Alberta Peace Officer agency or the resident Community Peace Officer(s) agency.

- d. A Community Peace Officer(s)'s expanded jurisdiction only applies to Primary and Secondary digit highways under the following circumstances: a Joint Forces Operation in which the Peace Officer(s) has been invited to take part as per Section 3.2 of the *Public Security Peace Officer Program Policy and Procedures Manual*, and Emergency Response when done in accordance with section 24.13.1 of the *Public Security Peace Officer Program Policy and Procedures Manual*.
- iii. All copies of invitations addressed to Lac La Biche County Community Peace Officer(s) shall be maintained as a record of Lac La Biche County based on the approved Functional Classification and Retention Schedule (FCRS).
- iv. Jurisdictions that do not form part of the home jurisdiction may not be patrolled by a Community Peace Officer(s) as part of their normal duties.

5.0 PERSONAL APPEARANCE

- i. The Community Peace Officer(s) shall wear a complete uniform while on duty, unless otherwise approved by Lac La Biche County.
- ii. The uniform shall consist of:
 - a. Dark gray shirt
 - b. Dark blue/black or grey body armour
 - c. Duty belt c/w handcuffs, baton and OC spray
 - d. Black/dark navy pants with gray stripe
 - e. Black/dark navy patrol jacket
 - f. Lime green safety jacket with "PEACE OFFICER" across back
 - g. Hat – ball cap, Stetson, or a cold weather protection
 - h. Tie and/or turtleneck embroidered with "Peace Officer" – matching colour of pants
- iii. The Community Peace Officer(s) shall not wear any part of the uniform when off duty.
- iv. The Community Peace Officer(s) are required to keep their uniform kit in good, clean condition and are required to correct damaged articles as soon as practicable.

- v. The tie and/or turtleneck shall be worn during public seminars, speeches, meetings and during court appearances.
- vi. The Community Peace Officer(s) shall maintain a high level of personal hygiene when on duty.
- vii. The Community Peace Officer(s) shall keep their hair neatly trimmed; this applies to the moustache and beard, if worn.
- viii. The uniform belt and accessories shall be kept polished. The same applies to the boots or shoes.
- viiii. The Community Peace Officer(s) shall carry the Identification Card issued by the Public Security Division while on duty.
- x The Community Peace Officer(s) shall be issued two badges (a hat and wallet badge) and a name tag.
 - a. The wallet badge shall be carried in the wallet issued to the Community Peace Officer(s).
 - b. The hat badge shall only be worn while the Community Peace Officer(s) is on duty.
 - c. The name tag shall be worn on outer clothing during on-duty time so as to be visible to the public.
 - d. When a Community Peace Officer(s) leaves employment with the County, he/she shall turn in both badges and name tag to his/her supervisor. The County may choose to present the badge and name tag back to the Community Peace Officer(s) as a token after having it encapsulated in plastic, or forming part of a plaque (see the applicable Alberta Association of Community Peace Officer(s) bylaw for more guidelines.)
 - e. If a badge is lost or stolen, the Community Peace Officer(s) shall report it to his/her supervisor and to the RCMP. The RCMP shall then enter the loss on the Canadian Police Information Centre database. The badge can be re-issued to Community Peace Officer(s) once the incident has been investigated.

5.1 Equipment and Accoutrements

- i. The Community Peace Officer(s) shall carry only equipment issued to them and approved by Lac La Biche County.

- ii. No Community Peace Officer(s) shall carry or have in his or her possession any item of equipment that is not departmental issue while on duty.
- iii. No Community Peace Officer(s) shall wear any article or uniform that is not departmental issue while on duty.
- iv. No Community Peace Officer(s) shall carry any equipment issued by the department while off-duty.

6.0 EQUIPMENT AND CARE

- i. All Community Peace Officer(s) shall maintain equipment issued to them in good order, and shall be inspected at the start and end of every shift to ensure all equipment is in good working order.
- ii. All equipment shall be handled in a responsible manner.
- iii. Damage to any item of equipment or faulty equipment shall be reported to the General Manager, Development & Community Services or designate (Manager of Protective Services).
- iv. Negligence in the use or handling of any equipment issued shall be the responsibility of the user to repair.

6.1 Care and Operation of Patrol Vehicles

- i. At the start and end of every shift, the Community Peace Officer(s) shall make a visual inspection of the patrol vehicle for any damage, low tire inflation or other potential problems. Findings shall be noted in a vehicle log book.
- ii. Emergency equipment shall be tested before operating the vehicle.
- iii. Fluid levels shall be checked when fuelling up the vehicle.
- iv. While on patrol, unless otherwise required in the execution of duties, the Community Peace Officer(s) shall not exceed the posted speed limit and shall obey all rules of the road.
- v. When responding to an emergency call, the emergency warning lights and siren shall be used.
- vi. The Community Peace Officer(s) shall operate the patrol vehicle in a responsible manner at all times, particularly when responding to an emergency call.
- vii. Upon stopping a violator, the emergency warning lights shall be left activated until such time as the violator vehicle has re-entered the flow of traffic.

- viii. The Community Peace Officer(s) shall position the patrol vehicle during a violator stop in such a way that provides protection for himself/herself and the violator.
- viii. The use of the patrol vehicle shall be restricted to patrol duty, County sanctioned business, or other duties approved by the General Manager, Development & Community Services or designate (Manager of Protective Services.) For example; attendance at courses, conferences, meetings, etc.
- x. The patrol vehicle shall be kept in a neat, orderly and clean condition.
- xi. Patrol vehicles shall be kept in a state of “operational readiness” at all times.
- xii. Seatbelts shall be worn by all Community Peace Officer(s) when on patrol.
- xiii. Vehicle marking shall be in accordance with Section 19.4 (c) of the *Public Security Peace Officer Program Policy and Procedures Manual*.

6.2 Patrol Vehicle Replacement

- i. It is recognized that the Community Peace Officer(s) require patrol vehicles that are dependable and well-maintained, in order to meet the demands of their work, and ensure their safety while conducting their duties.
- ii. Lac La Biche County desires that vehicles and equipment be kept in good condition and replaced as required on a rotating basis.
- iii. Patrol vehicles shall be considered for routine replacement on a case by case basis.
- iv. Capital reserves shall be maintained for the replacement of vehicles and a minimum reserve shall be maintained so that sufficient funds are available for the replacement of one vehicle, plus a contingency for unforeseen costs.

7.0 ROUTINE PREVENTATIVE PATROL

- i. Patrol areas shall be traversed at varying times and no set pattern shall be followed.
- ii. The Community Peace Officer(s) shall patrol all areas and address any suspicious persons or activities.
- iii. Refer to Patrol Zones in Section 3.

8.0 OPERATIONAL PROCEDURES

- i. The Community Peace Officer(s) shall:

- a. Schedule a weekly briefing during their block of shifts with the General Manager, Development & Community Services or designate (Manager of Protective Services) to discuss and apprise them of any issues.
 - b. The Community Peace Officer(s) shall notify his or her availability to the Lac La Biche RCMP during shifts that start and/or finish after Lac La Biche County office hours.
 - c. The Protective Services Clerk shall be informed if the Community Peace Officer(s) shall be on patrol in the County limits, or available in the office.
 - d. The Community Peace Officer(s) shall maintain communications with the office throughout their shift via radio or cellphone, reporting to the Protective Services Clerk.
- ii. Before initiating a patrol shift, the Community Peace Officer(s) shall check equipment as per section 6.1 of this Procedure.
 - iii. When the Community Peace Officer is not available, the General Manager, Development & Community Services and/or designate (Manager of Protective Services) shall be immediately informed. Acceptable leaves shall be:
 - a. Courses or departmental training
 - b. Meetings or seminars
 - c. Other (vehicle maintenance, scheduled work-related appointments).
 - iv. During a work shift, the Community Peace Officer(s) shall abide by all Lac La Biche County policies.

8.1 Memorandums of Understanding

- i. Lac La Biche County may enter into agreements and Memorandums of Understanding with other municipalities and agencies in areas of mutual concern.
- ii. Any such agreement or M.O.U. shall form part of this procedure.
- iii. Copies of such agreements are to be provided to the Public Security Division as per Section 13.0 of the *Public Security Peace Officer Program Policy and Procedure Manual*.
- iv. The current agreements include:
 - a. Lac La Biche County and Lac La Biche RCMP as per Section 17 of the *Peace Officer (Ministerial) Regulations*

- b. Lac La Biche County and Alberta Transportation Dangerous Goods and Rail Safety Branch

8.2 Making Arrests

- i. The Community Peace Officer(s) shall avoid making an arrest if other reasonable options are available.
- ii. The Community Peace Officer(s) shall only arrest if he/she has legal authority to do so.
- iii. If the situation requires making an arrest, the arresting Community Peace Officer(s) shall:
 - a. Identify himself/herself as a Peace Officer
 - b. Take physical custody of the subject
 - c. Tell the subject he/she is under arrest
 - d. Tell the subject why he/she is being arrested
 - e. Advise the subject of their right to council. Their Charter Caution Rights shall be read from the Community Peace Officer(s)'s wallet card or notebook using the appropriate wording as per the *Canadian Charter of Rights and Freedoms*.
- iv. The Community Peace Officer(s) shall use discretion in the use of physical restraints.
- v. If restraints are required, the Community Peace Officer(s) shall apply them in accordance with his/her training.
- vi. Use only as much force as is required to bring about an arrest, as laid out in Justice and Solicitor General approved training.
- vii. Persons placed under arrest are the responsibility of the arresting Community Peace Officer(s). The arresting Community Peace Officer(s) shall keep the welfare of their prisoner in mind at all times.
- viii. Persons placed under arrest shall be turned over to the RCMP as soon as practicable.

8.3 Impaired Drivers & Other Criminal Code Offences

- i. The Lac La Biche County Community Peace Officer(s) shall not actively look for or investigate offences set out in the Criminal Code of Canada. If a Community Peace Officer(s) encounters an impaired driver or other Criminal Code Offence while engaged in their duties, the Peace Officer shall:
 - a. Immediately contact and advise the Police Service of Jurisdiction and request their attendance/assistance.
 - b. If making an arrest is applicable, the policy on Making Arrests (Policy 8.2) shall be followed. Any arrest made by a Community Peace Officer(s) for a criminal offence shall be a citizen's arrest under Section 494 of the Criminal Code of Canada.
 - c. If making an arrest is not applicable or the RCMP advise that they are unable to attend, the Community Peace Officer(s) may initiate a 24-hour suspension investigation for an impaired driving offence. For any other Criminal Code offence, the Community Peace Officer(s) shall release the Offender upon completion of the investigation that falls within the authority of the Peace Officer, and report the offence and information to the Police Service of Jurisdiction.
- ii. Accurate notes shall be kept on times and observations up to the point that the investigation is turned over to the RCMP.
- iii. The policy in relation to Vehicle Seizures shall be followed (Policy 8.9.)

8.4 Use of Force/Use of Oleoresin Capsicum (Pepper Spray)

- i. Use of force by Community Peace Officer(s)s shall meet the requirements of Section 25 of the Criminal Code.
- ii. Only Community Peace Officer(s) trained in the use of “pepper spray”—hereafter “OC spray”—and authorized by the Alberta Solicitor General to carry and utilize OC spray shall be permitted to possess and carry OC spray on their duty belts while employed by Lac La Biche County and only while on active duty.
- iii. Community Peace Officer(s) shall follow the Pressure Points and Control Tactics (PPCT) based on Justice and Solicitor General approved training as a guideline to determine response options to a situation. In no case shall this policy supersede legislative requirements.
- iv. In the event a Community Peace Officer(s) utilizes OC spray on a person (“attacker”, “assailant”, “combative” or “active resister” – as referred to in Alberta Justice Defense

Training and the Use of Force Model) while executing their duties, the Community Peace Officer(s) shall abide by the following guidelines:

- a. wait at least 10 seconds before approaching the subject who has been sprayed to allow the potency of the spray in the air to diminish to a tolerable level to avoid personal contamination;
 - b. encourage the subject who has been sprayed to relax and breathe normally; decontaminate the subject at the first reasonable opportunity by exposing the affected area to fresh air and flushing the contaminated area with cool water if available;
 - c. do not force decontamination on a subject who refuses decontamination;
 - d. provide immediate medical attention if the symptoms persist beyond reasonable limits as outlined in the training.
- v. Community Peace Officer(s) who, during the course of their duties, utilizes OC spray shall:
- a. Report the occurrence to their immediate supervisor as soon as practicable;
 - b. Complete a standard occurrence report outlining the circumstances surrounding the use of the OC spray outlining the details regarding place and time of decontamination if any;
 - c. Complete a written occurrence report for the Community Peace Officer(s) immediate Supervisor;
 - d. Report within 2 business days to the Solicitor General – Public Security Division each incident where OC spray, whether intentionally or accidentally, has been used, with the exception of a training exercise.

RESTRICTIONS:

- vii. Community Peace Officer(s) shall abide by RCMP policy regarding the use of OC spray within a detention area or vehicle security bay. To avoid cross contamination of bystanders, the use of OC spray within any detention area is restricted to situations of extreme violence or when other means of prisoner restraint cannot reasonably be achieved.

- viii. Community Peace Officer(s) shall not exceed two one-second bursts of pepper spray simultaneously against the same subject unless a physical threat against the Community Peace Officer(s) continues.

8.5 USE, STORAGE, SERVICE AND HANDLING OF SHOTGUN

NOTE: AT ALL TIMES, THE REGULATIONS PERTAINING TO PART III OF THE *CRIMINAL CODE OF CANADA (FIREARMS AND OTHER WEAPONS)* SHALL BE ADHERED TO.

I. USE OF A SHOTGUN

- a. The Community Peace Officer(s) shall only use a shotgun for the purposes of animal control (i.e. stray dogs or to end the life of a suffering or injured animal) in accordance with the *Animal Protection Act*, *Stray Animals Act* and the *Dangerous Dogs Act*.
- b. The Community Peace Officer(s) shall not, at any time, load the shotgun for the purposes of demonstration.
- c. The Community Peace Officer(s) shall not, at any time, use the shotgun to subdue individuals in situations requiring force. **THIS SHALL BE STRICTLY ENFORCED.** The Community Peace Officer(s) who violates this policy shall, dependent on the circumstances, be subject to discipline in accordance with the policies of the Solicitor General and/or Lac La Biche County. The pointing of a shotgun at any time by the Community Peace Officer(s), whether loaded or unloaded, toward any person may result in disciplinary action and/or criminal charges.
- d. The Community Peace Officer(s) shall not point a shotgun at any time at any person, whether loaded or unloaded.
- e. The shotgun shall not be used at any time to apprehend a fleeing individual or engage in any form of arrest through the use, or show, of deadly force.
- f. In the event that a Community Peace Officer(s) is in violation of Section I (c) through (e), a criminal investigation may be conducted by the Lac La Biche RCMP, if circumstances so dictate. Contravention of the policies aforementioned may constitute grounds for disciplinary action, and/or suspension, and/or cancellation of Appointment either by the Solicitor General and/or by Lac La Biche County.

- g. Shotgun ammunition shall only be used for the purposes identified in Section I (a) or for the purposes of training, or ensuring the shotgun is in good working order.

II. STORAGE OF A SHOTGUN AND AMMUNITION

- a. The Community Peace Officer(s) shall ensure that the shotgun is contained in a secure device manufactured to lock a firearm in a vehicle. The shotgun shall always remain unloaded in the patrol vehicle until such time as the Community Peace Officer(s) requires it, as per Section I (a). The Community Peace Officer(s) shall ensure that the shotgun and ammunition are not stored in an unlocked vehicle.
- b. When off-duty, the Community Peace Officer(s) shall store the shotgun and ammunition in an approved locked compartment—as defined in the *Firearms Act and Regulations*—at the Lac La Biche County Peace Officer(s) office. The shotgun shall not be stored in the patrol unit when off-duty.
- c. The shotgun and ammunition shall be stored out of sight of the general public in the patrol unit and locked by either electronic, mechanical, or manual means and secured.

III. SERVICE/HANDLING OF A SHOTGUN

- a. The Community Peace Officer(s) shall be fully responsible for the care, service, and handling of the shotgun in their care and shall strictly comply with Sections I and II of this Policy, as well as any provision in the Criminal Code of Canada or *Firearms Act and Regulations*.
- b. The Community Peace Officer(s) shall ensure the shotgun is in good working order at all times. This includes being responsible for cleaning and maintenance. In the event that maintenance of the shotgun requires specialized work, a qualified and certified armourer shall be contacted and the shotgun shall be delivered in person.
- d. No Community Peace Officer(s) shall alter or change the shotgun's internal or external mechanisms. This does not pertain to the grips of the shotgun; these the Community Peace Officer(s) may change as required.
- e. In addition to any disciplinary action, criminal charges may result from the loss, damage, or theft of a shotgun.
- f. Any shotgun issued to a Community Peace Officer(s) is the property of Lac La Biche County.

- g. While on duty, the Community Peace Officer(s) shall only use the shotgun issued by Lac La Biche County. Ammunition used shall be restricted to that which has been sanctioned and authorized. No unauthorized ammunition shall be discharged from the shotgun at any time.
- h. The Community Peace Officer(s) shall immediately report the loss, theft, or damage of the shotgun to firstly, the Lac La Biche RCMP, and secondly, Lac La Biche County's General Manager, Development & Community Services and/or designate (Manager of Protective Services).

IV. CERTIFICATION

- a. The Community Peace Officer(s) shall maintain a required level of training with a shotgun and shall be required to attain annual re-qualification with a qualified firearms instructor.

V. REPORTING TO THE ALBERTA SOLICITOR GENERAL

- a. Pursuant to requirements in the *Public Security Peace Officer Program Policy and Procedure Manual*, Lac La Biche County shall report forthwith to the Public Security Division of the Alberta Solicitor General every incident in which a Community Peace Officer(s) discharges a shotgun whether intentionally or by accident when on duty, with the exception of a firearm training exercise or in the destruction of a domestic or wild animal,
- b. Any violations of Policy related to a shotgun shall be reported forthwith to the public Security Division of the Alberta Solicitor General.
- c. The report shall be made on the Incident Reporting Form (J3535) as found in Appendix K of the *Public Security Peace Officer Program Policy and Procedure Manual*.

8.6 MOTOR TRANSPORTATION ENFORCEMENT

- i. Motor transport checks shall be conducted in a location that allows for the safety of all parties involved.
- ii. A tolerance level per axle group shall be determined by Lac La Biche County and adhered to by the Community Peace Officer(s). The Community Peace Officer(s) may use their discretion in writing a violation or warning ticket as he/she sees fit to those violators over the tolerance level but under 500 kg per axle group or 1,300 kg over maximum allowed weight.
- iii. Enforcement shall be conducted in accordance with the *Traffic Safety Act* or presiding Act(s).

- iv. Complete safety inspections requiring a Community Peace Officer(s) to go on, in or under the truck shall be conducted only when any two enforcement personnel are in attendance. The Community Peace Officer(s) shall also use wheel “chock blocks” when conducting the inspections. Vehicle inspections are not to be done during a roadside vehicle stop (reserved only for routine check-stops or cooperative checks with Alberta Transport Officers.)

8.7 SPEED ENFORCEMENT

- i. A reasonable level speeding tolerance may be allowed by the Community Peace Officer(s) during good road and weather conditions before the violator is charged. All levels of tolerance are individual to the Community Peace Officer(s) discretion. Vehicles travelling over the posted speed limit may be stopped and the driver may be issued a Warning Notice or a Violation Ticket at the discretion of the Community Peace Officer(s).
- ii. The radar unit being used shall be checked with the tuning fork(s) provided at the start of the radar operation and again before shutdown of the radar. The times the tuning fork tests were conducted shall be recorded in the Community Peace Officer(s) notebook.
- iii. Stationary Radar/Laser shall be set up in a location that allows the Community Peace Officer(s) plenty of time to pull violators over safely without endangering the Community Peace Officer(s) or the public. An ideal situation is set up so the violators can be pulled off the roadway without chasing after them with the patrol vehicle.
- iv. Violators shall be charged under the *Traffic Safety Act* in all cases and Provincial Tickets shall be used.

8.8 MOTOR VEHICLE PURSUITS

- i. A motor vehicle pursuit occurs when a Community Peace Officer(s), in the lawful execution of their duties, attempts to stop or identify the vehicle or driver, and the driver, being aware of the Peace Officer’s actions, fails to stop and initiates evasive action or ignores directions to stop to avoid apprehension.
- ii. A pursuit may involve high or low speeds, and vehicles other than cars/trucks such as off-road vehicles (snow machines, ATVs, etc.) A pursuit may involve locations other than a highway.
- iii. It is the policy of the Alberta Solicitor General and Minister of Public Safety that a Community Peace Officer(s) shall **NOT** engage in a pursuit.
- iv. Upon encountering an individual who has chosen not to stop their vehicle when directed by the Community Peace Officer(s), the Community Peace Officer(s) shall immediately

cease actively pursuing the vehicle, and all attempts to stop the driver. This shall include turning off all emergency equipment and reducing speed.

- v. The Community Peace Officer(s) shall contact the RCMP and advise them of the situation, including location, direction of travel, and the description of the vehicle.

8.9 SEIZURE OF MOTOR VEHICLES

- i. Motor vehicle seizure can be exercised under the *Province of Alberta Traffic Safety Act* (Section 170-178.)
- ii. It is suggested that Lac La Biche County Community Peace Officer(s) not impound motor vehicles when other reasonable means of handling the situation are available.
- iii. In situations where the vehicle shall be impounded, the following procedures shall be followed:
 - a. The investigating Community Peace Officer(s) shall complete a vehicle impound form.
 - b. The driver of the vehicle being towed shall be given their copy of the impound form, if the driver is on-site. The applicable copy shall be mailed to the registered owner where there is no driver present.
 - c. The driver of the tow truck shall be given their copy of the impound form
 - o The vehicle shall be towed to the closest secure vehicle storage location.
 - o In situations where a complaint has been received from a property owner, the investigating Community Peace Officer(s) shall first make a reasonable attempt to locate the owner of the vehicle involved before tagging and towing.
- iv. In situations where a violator is stopped and charged for driving without an operator's license, a suspended operator's license, or an insurance or registration infraction, or for driving while on a 24-hour driver's license suspension, driving while impaired, or if the driver is arrested, the vehicle involved may be impounded. In no event is the vehicle involved to be left unattended. The investigating Community Peace Officer(s) and the County may be liable should a theft or vandalism occur to the vehicle and/or contents.

8.10 SUSPENDED DRIVERS

- i. Community Peace Officer(s) encountering a suspended driver shall use the following procedure:

- a. If it is revealed the subject is suspended according to the *Traffic Safety Act*, the appropriate charge(s) shall be laid.
- b. If the subject is suspended as a result of a Criminal Code charge, notify RCMP and follow the procedure outlined in the Protocol Agreement.
- ii. In all cases involving suspended drivers, an Occurrence Report shall be completed.
- iii. In cases involving suspended drivers, unless circumstances dictate otherwise, the Community Peace Officer(s) shall seize the vehicle for 30 or 60 days, according to the provisions of the *Traffic Safety Act* or presiding Act(s).
- iv. Policy 8.8 (above) in relation to vehicle seizures shall be followed.

8.11 DOG ATTACKS

- i. Lac La Biche County views dog attacks to be serious incidents. Therefore, when a complaint of a possible dog attack is received by either a Community Peace Officer(s) or other County designate, they shall make every reasonable effort to notify the Manager of Protective Services who shall be kept apprised of the ongoing status of the investigation.
- ii. The scene of the attack shall be secured, if warranted, to protect physical evidence. The Community Peace Officer(s) may photograph and seize any evidence at the scene.
- iii. The Community Peace Officer(s) shall obtain statements from victims and witnesses.
- iv. If a dog is suspected of an attack, based upon reasonable and probable grounds, the Community Peace Officer(s) shall seize the dog. If the dog is on private property and kept outside, according to Section 542 of the *Municipal Government Act* (this being an extraordinary circumstance), the Community Peace Officer(s) may enter onto the property to affect the seizure. If the dog is kept inside, the Community Peace Officer(s) may enter the building after obtaining a search warrant.
- v. The Community Peace Officer(s) may take the dog to a veterinarian following the attack. The veterinarian shall examine:
 - a. The dog's teeth for victim's hair/flesh between teeth;
 - b. The dog's coat for victim's blood on coat;
 - c. The dog's stool for analysis of victim's hair or fibres;
 - d. The dog's bite pattern for compatibility with victim's injuries.

- vi. All samples or exhibits seized (hair, fibre, blood, stool, etc.) may be sent to the RCMP crime lab for analysis.
- vii. The goal of the investigation shall be to link the suspect animal to the victim, through the use of physical evidence.

8.12 COMMUNICABLE DISEASES

POLICY

- i. Community Peace Officer(s) of Lac La Biche County may in the course of their duties be exposed to communicable diseases, such as:
 - a. Blood borne diseases, such as Hepatitis B and C and Acquired Immune Deficiency Syndrome (AIDS)
 - b. Diseases spread through the respiratory system such as meningococcal disease and infectious tuberculosis.

It is policy of Lac La Biche County to implement health and safety programs to protect its staff from exposure to these hazards.

RESPONSIBILITY

- i. Lac La Biche County is responsible for:
 - a. Assessment and identification of potential risks of exposure to communicable diseases in the workplace;
 - b. Providing appropriate measures and procedures to minimize the risks;
 - c. Providing education and training regarding the risks, preventative procedures and potential health hazards to staff;
 - d. Providing appropriate protective clothing and equipment;
 - e. Providing immunization vaccinations for Hepatitis, Rabies and Tetanus at no cost to its workers;
 - f. Reimbursing workers for Hepatitis, Rabies, and Tetanus immunization costs, provided the vaccine was administered while the employee was an active Community Peace Officer(s) of Lac La Biche County.
- ii. Community Peace Officer(s) have the responsibility to:
 - a. Remain up-to-date with immunizations;

- b. Participate in TB screening programs;
- c. Participate in educational sessions on the prevention of transmission of communicable diseases;
- d. Use personal protective equipment and follow protective procedures as required;
- e. Report to the Safety Officer as soon as possible after an occupational exposure to an airborne pathogen and/or blood or body fluid;
- f. Follow the directions of the Safety Officer with regard to obtaining medical care and treatment as soon as possible following exposure;
- g. Ensure hospital admission records include their status as members of the Lac La Biche County Protective Services Unit.

PROCEDURES

I. IMMUNIZATION

- a) Every Lac La Biche County Community Peace Officer(s) shall complete an Immunization Form requesting or refusing Hepatitis, Rabies, and/or Tetanus vaccination prior to completion of their probationary period. (See Appendix “A”)
- b) Lac La Biche County shall make the necessary arrangements for the immunization program at no cost to the employee.
- c) If an employee leaves the department prior to completion of the series of vaccine shots, Lac La Biche County is not responsible to continue with the program.
- d) An employee may request a change in participation in the program by submitting a new Immunization Form.

II. NOTIFICATION

- a) If a Community Peace Officer(s) believes that he/she has been exposed to an airborne pathogen or blood and/or body fluid, the Community Peace Officer(s) shall, as soon as possible after the exposure, attend the nearest health care facility or hospital for examination and consultation.
- b) The Community Peace Officer(s) shall obtain immediate medical care and treatment following an occupational exposure as advised by a qualified medical practitioner, and shall follow through with appropriate medical care.

- c) The Community Peace Officer(s) shall ensure that the injury/exposure is properly documented.
- d) The Community Peace Officer(s) shall, within 48 hours of the exposure, complete an Incident Assessment Form (See Appendix 'B') and forward it to the General Manager, Development & Community Services and/or designate (Manager of Protective Services) for review.

III. CONFIDENTIALITY

- a) The confidentiality of both the employee and the source patient is extremely important. These concerns are particularly relevant to HIV due to the possible adverse consequences of any breach of confidentiality.
- b) Any advice given to the employee by the Medical Officer of Health shall respect their confidentiality. To this end, the Medical Officer of Health may give advice as to what measures need to be undertaken to ensure the employee is protected without releasing the exact diagnosis of the patient.
- c) Any medical assessment done for the employee shall remain confidential.

IV. WORKER PRECAUTIONS

- a) Hands shall be washed after any contact with a patient, even if gloves have been worn, using the following procedures: wet hands with warm water, apply enough soap to ensure all hand surfaces are lathered thoroughly, vigorously rub soap product over all the surfaces of hands and wrists including: palms, spaces between fingers, back of hands and wrists, fingers, fingertips, and thumbs for a minimum of 30 seconds. Rinse well under warm running water, dry hands with clean disposable paper towel and use towel to turn off faucets.
- b) In many emergency situations, there will be no hand washing facilities and it will not be possible for responders to wash immediately. In those cases, responders shall use waterless antiseptic hand cleanser and follow the manufacturer's instructions. Wash hands with soap and water as soon as possible.
- c) Disposable medical gloves shall be worn at all times whenever there is a risk of exposure to blood, other bodily fluids (vomit, etc.) or rashes (open sores, wounds). Gloves shall be changed between handling different people at the emergency scene if possible. When wearing gloves, responders shall avoid touching any personal items i.e. combs.
- d) After use, and before leaving the emergency scene, gloves shall be placed in the disposal bag on the rescue or EMS unit attending the scene. Hands shall be

washed in accordance with Subsection iv (a) as soon as possible after removing gloves.

- e) Eye shields and/or protective eyewear shall be worn when there is a risk the responder may be splashed with blood or body fluids.
- f) Contact shall be avoided with any sharp objects or instrument, including needles, unless wearing the appropriate type of protective glove.
- g) Proper resuscitation equipment shall be used when someone in an emergency situation requires resuscitation.
- h) Any clothing or protective gear spattered with blood or other body fluids shall be handled as little as possible and washed in a washing machine as soon as possible after the incident. Boots can be washed with a solution of 1:10 bleach and water.
- i) When cleaning emergency equipment, responders shall wear disposable gloves. Blood or other body fluid spills on equipment or vehicles shall be cleaned with cleaners or disinfectants intended for environmental use. Disposable towels can be used to wipe fluids off surfaces. An appropriate germicide or 1:10 solution of bleach and water can be used to decontaminate the area.

Appendix 'A'

IMMUNIZATION FORM

Please read the following options and indicate your choice by signing below.

Name: (Please Print) _____

OPTION # 1

As a responding Community Peace Officer(s) of Lac La Biche County and due to the potential exposure to a communicable disease that could affect my family and my livelihood, I hereby request Lac La Biche County to provide the Hepatitis, Rabies, and/or Tetanus vaccination that is available. I am aware of the potential side effects and am willing to that risk.

Date _____ Signature _____

OPTION # 2

As a responding Community Peace Officer(s) of Lac La Biche County, I am aware of the potential exposure to a communicable disease that could affect my family and my livelihood, and I do not wish the Hepatitis, Rabies, and/or Tetanus vaccination that is available to me.

Date _____ Signature _____

OPTION # 3

As a responding Community Peace Officer(s) of Lac La Biche County, I have previously received the Hepatitis, Rabies, and/or Tetanus vaccine and do not require it.

Date _____ Signature _____

Appendix 'B'

INCIDENT ASSESSMENT FORM

1. How did the exposure occur?

Time: _____

- Needle stick/punctured by sharp object
- Mucous membrane exposure by _____
type of body fluid
- Laceration of the skin by _____
type of body fluid
- Non-intact skin exposed to _____
type of body fluid
- Close contact with someone with a cough, possibly TB
- Close contact with someone suspected of having meningococcal disease
- Confined in an enclosed area (eg. vehicle, aircraft) with someone who was coughing
- Giving mouth-to-mouth resuscitation to someone
- Human, animal or insect bite
- Possible rodent defecation
- Shared drinking glasses and other utensils (describe in detail):

2. Has Community Peace Officer(s) received a full course of hepatitis B vaccine?

Yes No

When did she/he receive the last dose of hepatitis B vaccine? _____

Was serology testing done to determine if worker responded to the vaccine?

Yes No

When was the last testing for antibody? _____

3. What barrier precautions did the worker wear or use during the incident?

- goggles mask gloves apron or protective clothing
 mouthpiece others (describe in detail):

Are the barriers intact? (E.g. Were the gloves torn? Did any body fluids soak through the apron?)

If workers did not use barrier procedure, why not?

4. What body fluids was the worker exposed to?

- blood saliva wound drainage
 vomit urine feces

5. How long was the contact/exposure? (E.g. The worker was in the same aircraft or vehicle for (number of hours); the worker was soaked with (type of body fluid) for at least (length of time) before washing it off, etc.)

7. Is their exposure considered significant in the opinion of the Safety Officer?

- Yes No

8. Was the worker referred to Medical Officer of Health (MOH) for further action?

- Yes No

9. Response from MOH?

- Yes No

10. Time of completion: _____

11. Are there Emergency Response Workers (ESW) from other Emergency Response Organizations (ERO) involved?

Date _____ Signature _____

8.13 CONTROL OF INFORMATION

- i. This *Lac La Biche County Community Peace Officer Operational Procedures Manual* is confidential and shall be used only by Community Peace Officer(s) and Senior Management. Keeping the occupational prerogatives of the Community Peace Officer(s) confidential helps protect their safety and security.
- ii. Only Community Peace Officer(s), the Protective Services Clerk, the General Manager, Development & Community Services and/or designate (Manager of Protective Services) and/or the Chief Administrative Officer, shall have access to or look at any files or documents relating to an investigation.
- iii. All evidence shall be kept in a locked cabinet unless it is required in the administration of justice.
- iv. All investigation files shall be kept in a locked filing cabinet separate from the County's main filing system.
- v. Concluded investigation files shall be maintained based on the approved Lac La Biche County Functional Classification and Retention Schedule (FCRS). Concluded administration files also shall be kept in accordance with the FCRS.
- vi. All files and documents, which reveal any details of an investigation, that shall be destroyed or discarded, shall be shredded.
- vii. If an alleged offender approaches any County employee or Councillor, other than a Community Peace Officer(s), regarding an argument against any prosecution, he or she shall be instructed to appear in Provincial Court on the designated date for Judge's decision.
- viii. Dissemination of departmental information, other than in the administration of justice, is prohibited other than by FOIP. A person violating this policy may be subject to disciplinary action and/or a civil action.
- viiii. Information relating to the use of the online databases—i.e. Service Alberta Motor Vehicle Database (MOVES) and Canadian Police Information Centre (CPIC)—shall be kept in strict confidentiality as provided in each program's use agreements. Any person violating these policies may be subject to disciplinary action.
- x. As of April 1, 2013, CPIC access is provided by the Sheriff's Operations Communication Centre (SOCC). Before a Community Peace Officer(s) can gain access to CPIC information through SOCC, the following actions are required:

- All Community Peace Officer(s) who will have access to CPIC information must complete a new Certified Criminal Record Verification which includes fingerprint submissions using Fingerprint Form C-216C.
- The CPIC Policy, found on the Ministry of Justice and Solicitor General website, shall be implemented into current Lac La Biche County Community Peace Officer(s) policies and procedures regarding control of information.
- The CPIC Acknowledgement Form needs to be signed by the Community Peace Officer(s) and a witness. A copy shall be returned to the office of Justice and the Solicitor General for storage and the original kept in the Community Peace Officer(s)' personnel file.

8.14 ANIMAL CONTROL

OBJECTIVES

- i. The objective of Animal Control by the Community Peace Officer(s) is effective enforcement and administration of the County's Animal Control Bylaw. This objective shall be met using:
 - a. Effective community relations
 - b. Education
 - c. Law enforcement techniques,

These shall be implemented in the order of priority as presented.

GENERAL:

- i. An Animal Control Officer is the Community Peace Officer(s) or any other person appointed as a Bylaw Enforcement Officer by the Chief Administrative Officer.
- ii. The Animal Control Officer shall report to the General Manager, Development & Community Services and/or designate (Manager of Protective Services).
- iii. The Animal Control Officer is responsible for the enforcement and administration of the County Animal Control Bylaw.
- iv. The Animal Control Officer shall abide by all Lac La Biche County policies (where applicable), and follow any terms or conditions outlined in any pertinent contract.

PROCESS:

- i. When an Animal Control Officer observes an offence under the Animal Control Bylaw, he/she shall investigate the offence. The Animal Control Officer may impound the dog, pursuant to the bylaw; issue a warning (written or verbal); violation tag, or violation ticket; the dog owner may be charged; or a Community Peace Officer(s) assistance may be rendered.
- ii. The Animal Control Officer shall serve a warning or violation ticket on the owner of the dog either personally or in substitution. A violation ticket shall be served pursuant to the provisions of the provincial *Offences Procedures Act and Regulations*.
- iii. When an Animal Control Officer impounds a dog, unless other reasonable circumstances exist, it shall be taken to the Lac La Biche County dog pound. The Animal Control Officer shall make all reasonable attempts to notify the owner of the dog that it has been impounded. A Dog Impoundment Form shall be completed and submitted into the Pound Binder for records.

INVESTIGATIONS:

- i. When a dog attack has occurred, the Animal Control Officer shall investigate and follow upon the incident.
- ii. When responding to a dog attack complaint, the goal of the Animal Control Officer shall be to secure evidence pertaining to the allegation. The Animal Control Officer shall direct the investigation.
- iii. When the Animal Control Officer concludes an investigation based on a complaint, he/she shall advise the Complainant of the outcome of the investigation.
- iv. In investigating a complaint of barking dogs, the Animal Control Officer shall try to obtain evidence to show an ongoing problem of barking causing a disturbance to others.

KENNEL LICENSES:

- i. In general, the Animal Control Officer shall use the guidelines of the County Animal Control Bylaw.

DOG ADOPTIONS

- i. Unclaimed dogs may be adopted from the pound or Animal Shelter in accordance with the Lac La Biche County Animal Control Bylaw and the County Impound Policies. A dog is considered “unclaimed” after 72 hours, excluding weekends and holidays.

- ii. When a person adopts a dog, they assume all responsibility and costs associated in adopting that dog, including but not limited to purchasing a Lac La Biche County dog license. A dog license is required for all dogs over six (6) months of age.

8.15 COMMUNITY PEACE OFFICER(S) w/ DISABILITIES OR PREGNANCIES

- i. The Community Peace Officer(s) shall be subject to and directed by Lac La Biche County Human Resources policy and any applicable Provincial Legislation.

8.16 HAZARD CONTROL

- i. Lac La Biche County, as member of the Alberta Association of Community Peace Officer(s) (AACPO) hereby adopts the AACPO Recommended Hazard Control Methods (as amended from time to time.)
- ii. The AACPO Recommended Hazard Control Methods are as follows (where AACPO guidelines differ from department policy, department policy shall prevail):

The Duties of a Community Peace Officer(s) may vary greatly; therefore the manual shall address duties that are most commonly performed by Community Peace Officer(s).

The manual is divided into three sections:

- I. **Duties of a Community Peace Officer(s)** – This section shall identify the most common duties that a Community Peace Officer(s) may perform within Lac La Biche County.
 - II. **Hazards Associated with duties of a Community Peace Officer(s)** – This section shall identify the hazards common with duties listed in Section I.

 - III. **Hazard Control Methods** – This section shall assist in identifying some ways that we can minimize the risks to Community Peace Officer(s) listed in Section II.
-

SECTION I – DUTIES OF COMMUNITY PEACE OFFICER(S)

- a) Driving Patrol Vehicles (regular passenger vehicles, bikes, snowmobiles, ATVs)
 - b) Vehicle Patrols
 - c) Motor Vehicle Accident Investigations / Dangerous Goods Incidents
 - d) Weighing Large Trucks with Portable Scales
 - e) Conducting Check Stops, for Provincial or Bylaw Legislation Infractions
 - f) Conducting Public Vehicle Safety Inspections
 - g) Arresting Offenders & Transporting Prisoners
 - h) Animal Control
 - i) Speeding Investigations
-

SECTION II – HAZARDS ASSOCIATED WITH DUTIES OF COMMUNITY PEACE OFFICER(S)

- a) Driving Patrol Vehicles:
 - Injury or death from accidents or collisions with other vehicles
 - Driver fatigue
 - Striking pedestrians / animals
 - Icy or slippery road surfaces

- Loss of concentration while talking on cellular phones
- b) Traffic Stops, Emergency Responses
- Injury or death from accidents or collisions with other vehicles
 - Adrenaline or siren syndrome
 - Striking pedestrians / animals
 - Being struck by passing motorist
 - Uncooperative subject
 - Risk of injury or death from weapons inside violator's vehicle
- c) Motor Vehicle Accident Investigations & Dangerous Goods Incidents
- Injury or death from downed power lines, explosions, chemical spills, etc.
 - Being struck by passing motorists
 - Blood-borne & air-borne pathogens
 - Illness from cold and inclement weather
- d) Weighing Large Trucks with Portable Scales
- Injury to back while lifting heavy scales
 - Improper storage of scales in patrol vehicle resulting in injury
 - Being struck by passing motorist
 - Truck tire exploding while nearby
 - Dangerous chemical spilling on officer.
- d) Conducting Check Stops
- Being struck by passing motorist
 - Uncooperative subject
- e) Conducting Public Vehicle Safety Inspections
- Being struck by passing motorist
 - Being struck by vehicle being inspected
 - Dangerous chemical spilling on officer
- f) Arresting Offenders & Transporting Prisoners
- Subject is an assailant (resistant)
 - Injury while searching violator /contact with blood-borne pathogen
 - Risk of injury or death when suspect is in possession of a weapon
 - Risk of assault while prisoner in patrol vehicle

- g) Animal Control
 - Risk of injury or death due to bite or attack
 - Blood-borne pathogens
 - Being struck by passing motorist
 - h) RADAR Investigations
 - Being struck by passing motorist while conducting stationary radar
-

SECTION III – HAZARD CONTROL METHODS

To minimize the following occupational hazards, all Community Peace Officer(s) shall comply with the listed hazard control methods:

a) Driving Patrol Vehicles (regular vehicles, bikes, snowmobiles, ATVs)

Injury or death from accidents or collisions with other vehicles

- Ensure that the patrol vehicle utilized by the Community Peace Officer(s) is suitable for the duties required. For example: If the majority of driving be on hilly terrain or gravel roads then a Sport Utility Vehicle 4 X 4 may be required.
- The patrol vehicle shall be inspected from bumper to bumper, (or wheel to wheel for a bike) on a routine and frequent basis by a qualified mechanic. *Lac La Biche County vehicles shall be inspected every 10,000 kms.* Items of special interest include such things as: lighting, brakes, tires, emergency equipment, etc.
- Reflective striping/lettering can also assist in illuminating the patrol vehicle during low light conditions.
- Ensure that the Community Peace Officer(s) respects and obeys the current applicable rules of the road.
- If on a bicycle, snowmobile or ATV, a Community Peace Officer(s) shall wear a safety helmet and bright reflective clothing.

Driver Fatigue

- Do not operate a patrol vehicle if tired from lack of sleep, sickness, or taking prescription medication causing drowsiness.
- Community Peace Officer(s) will drive many kilometres each day; it is vital that they take several breaks to prevent fatigue. Simply pulling over onto a side road and stretching is often sufficient.

Striking Animals/Pedestrians

- Avoid driving on the shoulder of any highway, unless in an off-highway or all-terrain vehicle (ATV).
- To avoid backing over a pedestrian or objects, walk around your vehicle before getting in it.

Icy or Slippery Road Surfaces

- During the winter months, it is recommended that a Community Peace Officer(s) patrol vehicle be equipped with reliable winter tires for optimum traction.
- Patrol vehicles shall be equipped with ABS brakes.

Loss of concentration while talking on Cellular Phone

- Most Community Peace Officer(s) spend a lot of time on their cellular phones while inside a patrol vehicle.
- We recommend that patrol vehicles be equipped with hands free cellular phones or that Community Peace Officer(s) pull to the extreme edge of the road and stop while talking.

b) Traffic Stops, Emergency Responses

Injury or death from accidents or collisions with other vehicles

- When responding to an emergency situation, the Community Peace Officer(s) shall activate the patrol vehicle's emergency lighting and siren.
- Even though the Community Peace Officer(s) is authorized to exceed the posted speed limit and proceed through stop signs, he/she shall still travel at a safe speed and be prepared to stop at intersections.

Adrenaline or Siren Syndrome

- The Community Peace Officer(s) can become disoriented during pursuits or during emergency responses while their sirens and emergency lights are activated. It is very important that Community Peace Officer(s) try and block out any distractions caused by flashing lights and siren.

Striking Pedestrians / Animals

- Refer to Part (a) of Section III

Being Stuck by a Passing Motorist

- This section applies to the situation of a traffic stop, when the patrol vehicle is parked behind a violator's vehicle on the side of the road, or when the Community Peace Officer(s) is standing beside the violator's vehicle.
- A Community Peace Officer(s) shall wear either a traffic vest or bright and reflective patrol jacket when standing beside a violator's vehicle during a traffic stop. This practice shall make a Community Peace Officer(s) more visible to a passing motorist and the risk of being struck shall be minimized.
- When a patrol vehicle is parked behind a violator's vehicle on the side of a road during a traffic stop, the patrol vehicle's emergency lights, especially to the rear, shall be activated.
- Whenever possible, the Community Peace Officer(s) shall park their patrol vehicle in an offset portion of the road or its shoulder behind the violator's vehicle to create a safe corridor for the Community Peace Officer(s) approach.

Uncooperative Subject

- A Community Peace Officer(s) shall, from time to time, come into contact with a violator with a uncooperative attitude during a traffic stop.
- The Community Peace Officer(s) shall try to encourage the violator to remain in his or her vehicle during the traffic stop to prevent the violator from being struck by a passing motorist, and to minimize the possibility of the violator assaulting the Community Peace Officer(s).
- While dealing with the violator in a firm but fair manner, always keep at least two arms lengths from the violator to provide response time in the event the violator becomes an assailant.
- In the event that an assault occurs, make every effort to guide the arrest procedure to the ditch or as far from traffic as space allows.
- It is very important for Community Peace Officer(s) to have adequate communications in the event that immediate assistance is required. Minimum communications required are: a two-way radio linked to the nearest Police department and a cellular phone.
- Training in Arrest & Restraint Techniques is recommended.
- A Community Peace Officer(s) shall be equipped with and trained in the use of OC spray ("pepper spray") and the ASP (tactical) baton.
- A Community Peace Officer(s) shall have the means to communicate with a dispatcher or control center to advise:
 - When he/she is coming on or going off duty.
 - Details of any traffic stop or other situation where safety may be of concern while dealing with a violator or suspected violator.
 - If he/she is driving to a certain destination for an extensive period of time.

Relating to the three aforementioned situations, the dispatcher or control center shall have the ability to contact a predetermined person(s), or agency, in the event that the Community Peace Officer(s) fails to call, via radio or cellular phone, within a pre-established time frame.

Risk of injury or death from weapons inside the violator's vehicle

- A Community Peace Officer(s), during a routine traffic stop, may come into contact with criminals who possess illegal weapons and/or firearms. It is very important not to become complacent and to treat every traffic stop as high risk.
- Community Peace Officer(s) shall continually scan the interior of the violator's vehicle for weapons and always know where the violator's hands are. If the violator reaches into areas of suspicion, the officer will direct that person to keep his or her hands on the steering wheel or where they can be seen.
- When speaking with the violator at his or her vehicle, the Community Peace Officer will stand slightly back of the driver's door so that the violator must turn back and to look at him or her. The officer will never place any part of his or her body inside the window, or stand directly in front of the driver's door.
- In the event that a Community Peace Officer(s) stops a large semi-truck, he or she will direct the driver to exit the cab and report to the back of the trailer. The Community Peace Officer(s) will not climb up on the side steps of the cab. While the driver is walking to the rear of the unit, the Community Peace Officer(s) will check the passenger side of the truck to see if a passenger is walking to the back as well. If so, the officer will direct the passenger to wait inside the truck. While the driver is walking towards the back of the truck, the Community Peace Officer(s) will constantly scan that person's body for weapons, and watch his/her hands.
- In the event that a Community Peace Officer(s) stops a motorcycle, have the operator remain on the seat and *remove their helmet, and place it on the ground.*
- Community Peace Officer(s) shall be issued and trained in the use of OC Spray and the ASP (tactical) Baton.
- A Community Peace Officer(s) shall be issued a bullet proof vest.

c) Motor Vehicle Accidents & Dangerous Goods Incidents

Injury or death from fallen power lines, explosions, chemical spills, etc.

- Upon arriving at the scene of a Motor Vehicle Accident or Dangerous Goods incident, the Community Peace Officer(s) shall assess the entire scene for hazards before exiting the patrol vehicle.
- If Dangerous Goods are suspected, the Community Peace Officer(s) shall be equipped with and utilize binoculars to determine the product involved by reading the numbers on the vehicle's Dangerous Goods placards. The Community Peace Officer(s) will

then follow the recommendations listed in the latest edition of the Emergency Response Guidebook relating to Dangerous Goods Incidents.

- The Community Peace Officer(s) shall contact and dispatch the necessary emergency response personnel to the scene to control any hazards identified.

Being Struck by Passing Motorists

- An accident scene may on occasion be littered with debris and hazards to passing motorists. In addition, passing motorists tend to stare at the accident scene and take their eyes off of the roadway ahead of them.
- The Community Peace Officer(s) shall make every effort to render the accident scene safe by slowing, stopping or redirecting traffic. This can be accomplished by using pylons, road flares (if no flammable or explosive materials are suspected to be involved) emergency lights on the patrol vehicle, etc. These traffic control devices shall be kept in the patrol vehicle at all times.
- The Community Peace Officer(s) will wear either a traffic vest or reflective jacket, whether the Community Peace Officer(s) is conducting traffic control or other duties at the scene.

Blood-borne & Airborne Pathogens

- A Community Peace Officer(s) is at risk of disease or death while assisting medically or otherwise, at an accident or Dangerous Goods incident.
- Community Peace Officer(s) shall be equipped with and use rubber gloves and a facial barrier while dealing with an injured person or performing artificial respiration.
- In the event that a dangerous gas or chemical is suspected at a Dangerous Goods incident, a Community Peace Officer(s) shall stay upwind from the affected area, until the 'all clear' has been given by the Dangerous Goods response official.
- It is recommended that the Community Peace Officer(s) be immunized for protection from diseases or illnesses such as, but not limited to: Hepatitis, Tetanus, Influenza and Rabies.
- In the event that the Community Peace Officer(s) comes into unprotected contact with potential sources of disease such as blood, mucous or chemicals, he/she shall seek medical attention immediately.

Illnesses from Cold and Inclement Weather

- When a Community Peace Officer(s) is outside his or her patrol vehicle during cold or inclement weather, it is imperative that suitable clothing be worn to prevent illness.
- Community Peace Officer(s) shall be issued and wear a bright and reflective rain jacket while it is raining and a parka or similar winter jacket during cold weather.

- A toque or similar hat and gloves shall also be issued and worn by Community Peace Officer(s) when required.

d) Weighing Large Trucks with Portable Scales

Injury to back while lifting heavy scales

- Adopt safe lifting procedures while carrying portable scales. Always bend at the knees and not at the back to prevent back strain.

Improper Storage of Scales in Patrol Vehicle

- Store portable scales in a secure rack that will prevent the scales from becoming projectiles in the event of an accident or sudden stop.
- Store the scales at an appropriate height to prevent the Community Peace Officer(s) from bending at the waist and reaching down into a trunk to lift them.

Being Stuck by Passing Motorist

- Please refer to the hazard control methods above, in the Vehicle Pursuit, Traffic Stops and Emergency Response sections.

Truck Tire exploding while nearby

- After placing portable scales under tires, Community Peace Officer(s) will move at least 3 metres away from the tires being weighed, while the truck drives on top of the scales.
- Once the truck has stopped on the scales, the Community Peace Officer(s) can approach and obtain a reading.
- Before instructing the driver to mount the truck on the scales, the Community Peace Officer(s) will conduct a quick inspection of the tires about to be weighed for bulges or other danger signs. If a tire looks suspicious and could explode, do not weigh it with portable scales.

Dangerous Chemical Spills on an Officer

- Anytime a Community Peace Officer(s) weighs a truck hauling dangerous chemicals, he/she is at risk of being contaminated or otherwise injured by a chemical leak or sudden spray.
- The officer will continuously check for leaking valves or other signs of a possible leak.
- The officer will avoid standing near venting tubes as they can emit a dangerous vapors.

e) Conducting Check Stops

Being Struck by Passing Motorists

- Please refer to the hazard control methods above in the Vehicle Pursuits, Traffic Stops and Emergency Response sections.

Uncooperative Subject

- Please refer to the hazard control methods above in the Vehicle Pursuits, Traffic Stops and Emergency Response sections.

f) Conducting Public Vehicle Safety Inspections

Being Struck by Passing Motorists

- Please refer to the hazard control methods above in the Vehicle Pursuits, Traffic Stops and Emergency Response sections.

Being Stuck by Vehicle Being Inspected

- The Community Peace Officer(s) shall be provided with a device—“chock blocks”—that can be placed around tires to prevent the inspected truck from moving.
- The Community Peace Officer(s) shall use the aforementioned device each time he/she crawls underneath the truck to conduct an inspection.

Dangerous Chemical Spilling on Officer

- The Community Peace Officer(s) shall be equipped with and wear static resistant, polypropylene coveralls, safety goggles and gloves when performing inspections on vehicles that may be transporting dangerous goods/chemicals.
- Please refer to this procedure manual in the Weighing Large Trucks with Portable Scales Section.

g) Arresting Offenders & Transporting Prisoners

Subject is an Assailant (resistant)

- The Community Peace Officer(s) will always maintain a safe distance from a subject to create an escape route and to increase response time.
- In accordance with training, the Community Peace Officer(s) will protect him or herself and gain control of the subject.
- After encouraging or assisting the subject to lie on the ground, the Community Peace Officer(s) will place handcuffs on the subject with arms placed behind his/her back.

- After conducting a search of the subject for weapons and evidence, the Community Peace Officer(s) will carefully place the subject in the back seat of the patrol vehicle.
- The Community Peace Officer(s) will radio the nearest Police department and advise them that he/she is transporting an assailant to their location to be lodged in cells.
- It is important that Community Peace Officer(s) be trained in the use of and issued OC spray (“pepper spray”) and an ASP (tactical) baton. These items may assist in the apprehension of an uncooperative subject or assailant and prevent serious injury or death to the Community Peace Officer(s) or innocent citizens.

Injury while Searching/Exposure to Blood-borne Pathogens

- Some subjects carry sharp objects such as hypodermis needles and knives on their person, particularly in pockets.
- Ask the subject if he/she has any of these items in their pockets before searching.
- While searching areas that can contain these items, wear puncture proof gloves or use an item such as an ASP (tactical)Baton to gently rub over the area before inserting an unprotected hand.

Risk of Injury or Death when Suspect is in Possession of a Weapon

- A Community Peace Officer(s) is at risk of being injured or killed when a subject is holding a gun, knife or other dangerous weapon.
- It is very important for the Community Peace Officer(s) to keep a safe distance while dealing with such a person. (A two-arm’s length is recommended while in interview stance and 20 to 25 feet for agitated or hostile subjects.)

Risk of Assault while Prisoner is in the Patrol Vehicle

- The Community Peace Officer(s)’ patrol vehicle shall be equipped with a “silent partner” (screen dividing front seat from rear seat) to transport prisoners.
- Prisoners shall always be handcuffed behind their backs while being transported.

g) Animal Control

Risk of Injury or Death due to bite or attack

- The Community Peace Officer(s) will be issued adequate gloves that cannot be punctured by the teeth of attacking animal.
- The Community Peace Officer(s) will be issued all the equipment required to capture a stray animal. These items may include: catch pole, nets, cages, etc.
- In the event that a Community Peace Officer(s) comes into contact with a vicious animal where it appears as though it may attack, and if the Community Peace Officer(s) fears for his/her safety, the Community Peace Officer(s) shall retreat and

obtain further resources such as: tranquilizer rifle, (if authorized and trained in its use), assistance from others, etc.

Blood-borne Pathogens

- All Community Peace Officer(s) who perform animal control duties shall be afforded the opportunity to obtain immunization against diseases such as rabies.
- Community Peace Officer(s) will be equipped with adequate gloves that cannot be punctured by the teeth of an attacking animal

Being Struck by Passing Motorists

- As some animals may need to be captured on the side of the road or in the ditch, a Community Peace Officer(s) is at risk of being struck by a passing motorist.
- The Community Peace Officer(s) shall be issued and wear a traffic vest or other bright or reflective jacket that will increase his/her visibility to passing motorists.
- The patrol vehicle's emergency equipment, light bar and directional arrow, shall be activated.

h) RADAR Investigations

Being Struck by Passing Motorist

- If conducting static RADAR while parked in a patrol vehicle, the Community Peace Officer(s) shall park only on driveways or side roads, etc. It is not recommended that a patrol vehicle park on the shoulder of any highway to conduct static RADAR.
- If conducting laser or hand held RADAR operations, the Community Peace Officer(s) shall wear the same attire that he/she would wear during a traffic stop to minimize visibility concerns.

Risk of Injury from RADAR beam to body

- It is recommended that Community Peace Officer(s) use RADAR antennas that are mounted on the dash or hang from the window of the patrol vehicle, and are continuously aimed at the road surface.
- The use of hand-held RADAR devices is not recommended as they can be accidentally directed towards someone.
- Note: No studies have shown that hand-held RADAR devices can produce injury, unless aimed into the eyes of a person.

CONCLUSION

The Recommended Hazard Control Methods listed in this document are not intended to be the ultimate directive of the proper methods of performing the duties of Community Peace Officer(s).

The Hazard Control Methods shall be interpreted instead as being recommended methods of minimizing the risks associated with the Community Peace Officer(s) position.

The Community Peace Officer(s) performs a specialized and unique task, which can become very dangerous. The Alberta Association of Community Peace Officer(s) and its Officer Safety Task Force, desire that no Community Peace Officer(s) is ever placed into a situation where his/her safety is in jeopardy.

In the event that an employer directs a Community Peace Officer(s) to perform a specific hazardous duty not listed in this document, we strongly recommend that a Hazard Assessment be performed prior to that duty. It could be found that the Community Peace Officer(s) requires additional resources or manpower to perform that specific hazardous duty. The Community Peace Officer(s) may refuse to perform a duty if the situation is unsafe or uncomfortable, at their discretion.

8.17 EMERGENCY RESPONSE

- i. Only Community Peace Officer(s) that have completed the 40-hour Emergency Vehicle Operators Course and have Emergency Response Authority listed on their Peace Officer Appointment may respond to calls for service utilizing emergency equipment.
- ii. If the Community Peace Officer(s) is required to respond to an urgent or high priority incident, the Peace Officer may:
 - a. drive the patrol vehicle in excess of the speed limit
 - b. proceed past a stop sign without stopping
 - c. contravene any provision of the *Traffic Safety Act*, Regulations or Municipal Bylaws governing the use of highways.
- iii. The Community Peace Officer(s) may respond to calls for service utilizing emergency equipment under the following circumstances:
 - a. Motor vehicle collisions causing injury
 - b. Providing backup to Police or other Peace Officers where there is reasonable belief that the officer is in serious danger and the Peace Officer in question is or may be the closest assistance available.

- c. Attending a fire, rescue or medical emergency at the specific request of Fire or EMS Service.
- d. Any emergency situation, if requested by the RCMP to attend in an emergency response capacity.
- iv. Emergency Response shall not be conducted for:
 - a. Non-Injurious Motor Vehicle Collisions
 - b. Providing backup to Police or Peace Officers where there is a Police Officer of Jurisdiction closer and already responding to the situation, unless requested by the RCMP to attend.
 - c. Any other non-urgent situation.
- v. In all situations where there is a possibility of an emergency response the Community Peace Officer(s) shall continually assess the risk between providing services on-scene, and any increased risk to the Community Peace Officer(s) and the Public while responding in an emergency response capacity. At all times the Community Peace Officer(s) shall take into account:
 - a. The seriousness of the incident;
 - b. The road and weather conditions;
 - c. The volume of vehicle and pedestrian traffic;
 - d. The area (urban vs. rural);
 - e. The distance to travel.
- vi. The Community Peace Officer(s) shall complete an Occurrence Report for the situation and it shall include the reason for the emergency response, the route travelled during the response and departure and arrivals times.
- vii. Any collisions resulting from an emergency response by a Community Peace Officer(s) shall be reported to the Director of Law Enforcement.
- viii. If permitted by the Solicitor General, a Peace Officer may assume additional roles of minimum required training for Community Peace Officer(s) such as:
 - a. A Solicitor General approved 40-hour Emergency Vehicle Operator Course.
 - b. For firefighting, the Firefighter Training Series S-300 course through the Fire Emergency Training Centre (ETC).

- c. For disasters, any Disaster Service-related course approved by the Solicitor General.
 - d. For wild land fires, the NFPA 1051 Wild land Firefighter course through Fire ETC or Wildfire Orientation through Alberta Environment and Sustainable Resources Development.
- viii. Only Community Peace Officer(s) that have completed the required training, and have the proper authority listed on their Community Peace Officer appointment may assume the additional role of Firefighter and/or Disaster Service Responder.

8.18 IN-CAR VIDEO CAMERA

- i. All Lac La Biche County patrol units shall be outfitted with a digital in-car camera unit to ensure the security and safety of both the Community Peace Officer(s) and the general public.
- ii. The camera shall be mounted in the patrol unit in such a position as to ensure maximum recordable vantage point—as much coverage of the scene as possible.
- iii. Video and voice function shall be utilized at all times when the recording unit is activated.
- iv. The Community Peace Officer(s) shall ensure the wireless microphone is charged at all times.
- v. The recording unit shall be utilized in ALL hazardous situations. This shall include, but is not limited to, ALL traffic stops, the service of legal documents, arrests, or any other situation the Community Peace Officer(s) deems hazardous.
- vi. When transporting a prisoner, the camera may be turned to face the person in the secure cage of the patrol unit and the recording unit shall continue to record until the prisoner is secured at the RCMP Detachment.
- vii. The Community Peace Officer(s) shall ensure there is enough space on the recording media to guarantee that all events are recorded. If not, the Community Peace Officer(s) shall download the media onto his/her laptop before proceeding.
- viii. Videos shall be downloaded from the Community Peace Officer(s) laptop onto a CD or DVD on a weekly basis, stored in a secure location, and maintained based on the approved Lac La Biche County Functional Classification and Retention Schedule (FCRS).
- viiii. When a public complaint originates from a situation that was recorded, the recording shall be burnt onto a CD or DVD and turned over to the General Manager, Development & Community Services and/or designate (Manager of Protective Services) to assist in the review of the complaint.

- x. At no time is an accused eligible to view the video roadside. This is for the safety of both the Community Peace Officer(s) and the Accused. If the Accused wishes to view the recorded offence, he/she may make an appointment with the General Manager, Development & Community Services and/or designate (Manager of Protective Services) or the Chief Administrative Officer and view it at Lac La Biche County during regular business hours.
- xi. When a recording of an offence is required for Court purposes, 2 copies shall be burnt. One copy shall be for the Crown Prosecutor's Information Package, and one copy for the accused as part of the Disclosure Package.
- xii. When a copy of a recorded event is requested by the RCMP, a formal letter from the Officer in Charge (NCO I/C) or designate shall accompany the request stating the date, time of the event, and the name of the RCMP member involved, and forwarded to the General Manager, Development & Community Services and/or designate (Manager of Protective Services) or the Chief Administrative Officer for processing.

9.0 RIDE ALONG PROGRAM

- i. Any member of the public who wants to volunteer to work with a Community Peace Officer(s) is eligible to participate in the Ride Along Program. (The ride along participant is hereafter referred to as the "ride along.")
- ii. The ride along shall be under the direct supervision of the Community Peace Officer(s). The Community Peace Officer(s) shall use discretion as to who shall be allowed to work with him/her.
- iii. The ride along shall sign a waiver before working with the Community Peace Officer.
- iv. The ride along shall not have any law enforcement authority except that given to all citizens of Canada in the Criminal Code.
- v. The ride along shall not be given any training or uniforms.
- vi. The ride along is expected to observe, and if required and trained, assist the Community Peace Officer(s) in hopes that he/she shall develop an understanding of the Community Peace Officer(s)'s duties.
- vii. The ride along shall give consent to authorize Lac La Biche County to conduct a background check, criminal record check and consult any law enforcement agency prior to the ride along. Convictions of an offence of any federal or provincial legislation shall be grounds for a Community Peace Officer(s) to refuse the ride along to work with him/her and to terminate a ride along's association with the program. Terminated ride alongs will be notified by letter from the Manager of Protective Services.

- viii. The ride along shall be covered under Lac La Biche County Worker's Compensation Board.
- viii. The ride along shall not carry or use any weapon while volunteering for Lac La Biche County.
- x. The ride along is subject to the Code of Conduct established in the Lac La Biche County Code of Conduct policy.

10.0 HANDLING PUBLIC COMPLAINTS AND ADMINISTRATION FOR COMMUNITY PEACE OFFICER(S)

- i. Complaints or other information about inappropriate conduct by a Community Peace Officer(s) shall be directed to the Lac La Biche County Office Box 1679 Lac La Biche, AB T0A 2C0. All complaints shall be accepted and dealt with according to the Ministry of Justice and Solicitor General policy Form J 35-35.
- ii. Complaints shall be in writing AND signed by the Complainant.
- iii. If the complaint is "internal" in nature, Lac La Biche County Human Resources Policy shall be followed. "Internal" complaints refer to issues arising between staff members, or between staff and supervisor, over the interpretation, meaning, operation or application of any term or condition of employment, with the exception of the classification of a position, an employee, contract employee or volunteer.
- iv. The General Manager, Development & Community Services and/or designate (Manager of Protective Services) shall, within 30 days and in writing, acknowledge receipt of the complaint to the Complainant.
- v. The General Manager, Development & Community Services and/or designate (Manager of Protective Services) shall notify the Community Peace Officer(s), except whereas it may be reasonably suspected that:
 - a. The Complainant may be placed in danger were the Community Peace Officer(s) to be informed;
 - b. The Complainant may face other inappropriate action by the Community Peace Officer(s) if informed;
 - c. That notification may impede the gathering of evidence during an internal investigation conducted under Part 3 of the *Peace Officer Act*;
 - d. A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the Community Peace

Officer(s) could impede any resulting police or other investigative agency's investigation, or;

- e. Any other situation identified by Lac La Biche County or Director of Law Enforcement in which it may be appropriate to delay informing the Community Peace Officer(s) about the complaint.
- vi. The General Manager, Development & Community Services and/or designate (Manager of Protective Services) shall review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - a. Incident reports
 - b. Dispatch logs
 - c. Officer notebook(s)
 - d. Court reports
 - e. Legal documents
 - f. In-car video recordings
- vii. The Community Peace Officer(s) shall be given an opportunity to make a full response to the allegations and supporting evidence. The Community Peace Officer(s) shall have opportunity to contact legal counsel, at their own expense, before responding to the allegation and shall, if he/she so chooses, have a witness or legal counsel present at all stages of these proceedings.
- viii. The General Manager, Development & Community Services and/or designate (Manager of Protective Services) shall notify the Complainant, the Community Peace Officer(s) involved, and the Director of Law Enforcement of the disposition of the complaint using the wording as found in Section 22 of the *Peace Officer Ministerial Regulations*, which reads as follows:
 - a. **“The complaint is unfounded.”** This means that on the basis of a thorough investigation, no reasonable belief exists that the complaint has merit or basis.
 - b. **“The complaint is unsubstantiated.”** This means that on the basis of a thorough investigation that there is insufficient evidence to determine the facts of the complaint and/or whether or not it may have occurred.
 - c. **“The complaint is found to have merit in whole or part.”** This means that on the basis of a thorough investigation that:

- i. “in whole,” a reasonable belief exists that the Community Peace Officer(s) has engaged in misconduct in regards to the entirety of the complaint, or;
 - ii. “in part,” a reasonable belief exists that the Community Peace Officer(s) has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.
- d. **“The complaint is frivolous, vexatious or made in bad faith.”** This phrase shall be used when the General Manager, Development & Community Services and/or designate (Manager of Protective Services) chooses NOT to investigate the complaint as per Section 15(2) of the *Peace Officer Act*, which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.
 - “frivolous” means a complaint intended merely to harass or embarrass;
 - “vexatious” means a complaint that has no basis in fact or reason, with its purpose to bother, annoy, and embarrass the Community Peace Officer(s) or Lac La Biche County;
 - “bad faith” means filling a complaint with intentional dishonesty or with the intent to mislead.
- e. Justification for NOT investigating complaints by reason of the above definitions shall be explained in writing to the Complainant advising them of their option to appeal to the Director of Law Enforcement as per standard appeal process.
- x. In the event a complaint is found to have merit in whole or part, the General Manager, Development & Community Services and/or designate (Manager of Protective Services) shall state what disciplinary action has been taken, and it shall be in accordance with Lac La Biche County’s *Human Resource Management Policy*.
- xi. The conclusion letter issued to the Complainant shall contain the following closing paragraph which communicates to the Complainant that appeals of the decision reached by Lac La Biche County shall be addressed to the Director of Law Enforcement as required under Section 15 of the *Peace Officer Act*.

“PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL SHALL BE IN WRITING AND INITATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED

*BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.
CORRESPONDANCE TO THE DIRECTOR SHALL BE SENT TO:*

DIRECTOR OF LAW ENFORCEMENT

10TH FLOOR, 10365-97 STREET

EDMONTON, AB T5J 3W7”

- xii. The General Manager, Development & Community Services and/or designate (Manager of Protective Services) may resolve minor complaints informally with a solution that is satisfactory to all parties.
- xiii. On a monthly basis, Lac La Biche County shall submit details of complaints made against its Community Peace Officer(s) to the Public Security Division.

10.1 CODE OF CONDUCT

A Community Peace Officer(s) shall not:

- i. Violate:
 - a. an Act of Parliament of Canada,
 - b. an Act of the Legislature of Alberta,
 - c. any Regulation made under an Act of either Parliament of Canada or the Legislature of Alberta, or
 - d. any provision of the Community Peace Officer(s)'s appointment

Where the violation is of a nature that it would be harmful to the organizational discipline or that it is likely to discredit the reputation of law enforcement;

- ii. Act in:
 - a. a disorderly or inappropriate manner; or
 - b. a manner that would be harmful to the organizational discipline or is likely to discredit the reputation of law enforcement;
- iii. Apply the law differently or exercise authority on the basis of race, colour, religion, sex, physical disability, marital status, age, ancestry or place of origin;
- iv. Withhold or suppress a complaint against or a report made about a Community Peace Officer;

- v. Neglect, without a lawful excuse, to promptly or diligently perform the duties of a Community Peace Officer;
- vi. Willfully or negligently make or sign a false, misleading or inaccurate statement in any official document or record;
- vii. Without a lawful excuse:
 - a. destroy, mutilate or conceal an official document or record, or
 - b. alter or erase an entry in an official document or record;
- viii. Make known any matter that is the officer's duty to keep in confidence;
- viii. Fail to account for or to make prompt and true return of money or property that the Community Peace Officer(s) receives in the capacity as a Peace Officer;
- x. Directly or indirectly ask for or receive a payment, gift, pass, subscription, testimonial or other favour without the consent of the employer;
- xi. Become involved in a financial, contractual or other obligation with a person whom the Community Peace Officer(s) could reasonably expect to report or give evidence about;
- xii. Without lawful excuse, use the position of a Community Peace Officer for personal advantage or another person's personal advantage;
- xiii. Exercise authority as a Community Peace Officer when it is unlawful or unnecessary to do so;
- xiii. Consume alcohol while on duty unless authorized to do so by a superior officer of the employer. Consume alcohol in excess within 24 hours of the next scheduled work shift.
- xv. Consume, or otherwise use controlled drugs and controlled substances under the *Controlled Drugs and Substances Act* (Canada) EXCEPT in the performance of the Community Peace Officer(s)' duties; Community Peace Officer(s) are prohibited from possessing controlled drugs and controlled substances prohibited by law;
- xvi. Report for duty, be on duty or be on standby duty while unfit to do so by reason of the use of alcohol or drugs;
- xvii. Demand, persuade or attempt to persuade another person to give, purchase or obtain any liquor for a Community Peace Officer who is on duty;
- xviii. Apply excessive or otherwise inappropriate force in circumstances where force is used;
- xviii. Be in possession of any firearm while on duty that is:

- a. not approved by the Alberta Solicitor General and Minister of Public Safety, and
 - b. is not issued to the Community Peace Officer(s) by the employer;
- xx. When on duty, discharge a firearm either intentionally or by accident and not report the discharge of the firearm to the employer of the Community Peace Officer(s). This does not include a firearms training exercise;
- xxi. Fail to exercise sound judgment and restraint in the use and care of a firearm, other weapon or restraining device.