

Title: Peace Officer Shotgun Policy	
Resolution: 019-2015 (Jan 26/15)	Revised:
Special Notes/Cross Reference	Next Review Date:
Peace Officer Act	

POLICY STATEMENT:

The Town of Westlock recognized there are circumstances where a Peace Officer may need to use a shotgun in the execution of their duties for the purpose of animal control and animal dispatching.

Pursuant to Section 4(1)(d) of the Peace Officer Regulation AR 291/2006 a peace officer may be authorized, by the peace officer's appointment under section 7 of the Act, to carry and use the following weapons: a shotgun, for peace officers employed or engaged for services by any other authorized employer.

Subject to the provisions of this policy the CAO is authorized to approve the issuance and use of a shotgun by Peace Officers.

The Director in charge of Municipal Enforcement Services is directly responsible for the day-to-day operations of any Peace Officers utilizing shotguns who are employed by the Town of Westlock.

PURPOSE:

To establish guidelines and processes for the use of a duty shotgun as required from time to time in the execution of a Peace Officer's duties.

GUIDELINES/PROCEDURES/RESPONSIBILITIES

1.0 Qualifications

The issuance of a shotgun to a Peace Officer is conditional upon:

1. Authorization given by the Solicitor General;
2. Successful completion of a 40 Hour Shotgun Training Course for Peace Officers approved by the Solicitor General;
3. The Peace Officer receiving specific instructions in the care, handling, storage and use of a shotgun;
4. Successful completion of annual testing and re-qualification in accordance with Solicitor General Standards.

2.0 Ongoing Training

1. The Town of Westlock will require Peace Officers to train with the shotguns, it is expected that they will attend **and successfully pass** annual recertification training as required by Public Security Peace Officer Program Policy and Procedures Manual.

3.0 Approved Uses

1. Peace Officers authorized to carry a shotgun will carry only Town approved shotguns while on duty;
2. Use of a shotgun is limited to enforcement of the following matters:
 - a) Animal Protection Act;
 - b) Dangerous Dogs Act; and,
 - c) Wildlife Act, if the Wildlife Act is effective on the officers' appointment; or,
 - d) Training purposes.
3. The use of a shotgun shall be in accordance with the respective Provincial and Federal Statutes;
4. The regulations pertaining to Part III of the Criminal Code of Canada (Storage, Handling and Transportation of certain Firearms) must be adhered to.

4.0 Procedures

1. A Peace Officer authorized to carry a shotgun shall:

- a) Remove the shotgun from the secured gun cabinet only when required for duty or an authorized employer sanctioned event;
- b) Load a shotgun in a safe manner;
- c) Ensure that all rounds are ejected from the shotgun and the ejected round is secured at the end of their shift;
- d) Ensure shotguns are not stored in any receptacle other than an employer designated gun locker or a secure lockable container;
- e) Ensure their shotgun is secured with a trigger lock when utilizing a secure lockable container or gun locker;
- f) Obtain authorization from the Director in charge of Municipal Enforcement Services, and the CAO, to store a shotgun away from the worksite for:
 - i. Duty-sanctioned events, such as operational requirements;
 - ii. Authorized employer sanctioned events such as voluntary practice/competition shoots at a recognized range.
- g) Complete a maintenance check at the beginning of their shift;
- h) Maintain a clean shotgun; and
- i) Not tamper or attempt to adjust or repair the shotgun in any way.

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2. The Director in charge of Municipal Enforcement Services

- a) On an impromptu basis, monitor all shotguns to ensure their cleanliness and safety; and
- b) Ensure employees use only an approved shotgun cleaning kit.

3. Notification of Malfunctioning Shotgun

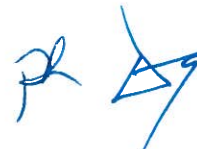
- a) Upon receiving notification of a malfunctioning shotgun or a shotgun in need of repair, the Director in charge of Municipal Enforcement Services shall:
 - i. Verify the reasons that the shotgun is malfunctioning and in detail notes each specific complaint on the work order;
 - ii. Send the shotgun and work order in an approved shotguns shipping container, via an approved courier service to an approved repair service provider, or authorize a Peace Officer to transport the shot gun, pursuant to Section 6 of this policy, to the repair service provider;
 - iii. Maintain a shotguns tracking system to track shotguns sent to and received from the service provider.

4. Issuance of a Shotgun

- a) Employees authorized to carry a shotgun shall be issued a Town approved shotgun.

5.0 Standards

- a) The shotgun issued for the authorized employee is the Remington Model 870 Synthetic with sling pursuant to Appendices "A";
- b) Only authorized employer approved ammunition, as listed in Appendices' "A", shall be utilized by authorized employee;
- c) The Director in charge of Municipal Enforcement Services shall be responsible for ensuring an appropriate shotgun maintenance and repair program is in place and maintained;
- d) When a shotgun is found to be defective, the Peace Officer shall immediately report the defect and return the shotgun to the Director in charge of Municipal Enforcement Services;
- e) The Director in charge of Municipal Enforcement Services shall maintain a record of maintenance and required repairs on all shotguns;



6.0 Storage and Transportation

- a) Peace Officers must ensure that the shotgun is placed in a proper storage mechanism that has an operating locking system;
- b) Replacement ammunition shall be stored in a locked cabinet or while on patrol within the Peace Officer's duty bag;
- c) The shotgun shall remain unloaded until such time as the Peace Officer requires it for an approved use (as listed within this Policy).
- d) When shotguns are stored in the office they shall:
 - i. Not have any ammunition in the breech;
 - ii. Be stored in a locked cabinet or room; and
 - iii. **Ammunition must be stored in a locked cabinet separate from the shotgun.**
- e) When shotguns are carried in a vehicle the shotgun shall:
 - i. Be secured in an approved locking device that is attached to the vehicle;
 - ii. Additional ammunition shall be carried in a locked cabinet or in the locked trunk. (If applicable).
- f) If it is necessary to store a shotgun at the residence of a Peace Officer the shotgun shall be stored:
 - i. In a locked gun safe;
 - ii. Without any ammunition in the breech; and
 - iii. Ammunition will be stored in a locked gun safe separate from the shotgun.

Prior approval must be obtained from the Director in charge of Municipal Enforcement Services or the CAO before a Peace Officer will be allowed to store a shotgun at his residence, and all safety measures and storage requirements must be met.

7.0 Service and Handling of a Shotgun

- a) Peace Officers are responsible for the care, service and handling of the shotgun in their possession;
- b) A shotgun shall not be taken out in the presence of the public for the purpose of display, or allowed to enter the control of unauthorized personnel at any time;
- c) The shotgun shall be kept in operating order at all times;
- d) The internal mechanism of a shotgun shall not be tampered with or altered; and



- e) The loss, theft or damage of a shotgun shall be reported to the CAO, Director in charge of Municipal Enforcement Services and Police Service of jurisdiction.

8.0 Restrictions of Use

- a) Peace Officers will not, at any time, use the shotgun for the purposes of demonstration;
- b) Peace Officers will not, at any time, use the shotgun to subdue individuals in situations requiring force;
- c) Peace Officer will not, at any time, use the shotgun to apprehend a fleeing individual or be engaged in any form of arrest through the use, or show, of deadly force; and
- d) Ammunition shall be used for approved uses; for the purposes of training; and/or ensuring that the shotgun is in good working order.

9.0 Report of Discharge/Use

- a) A Peace Officer involved in an incident where a shotgun was utilized or discharged by either himself, another Peace Officer, a Police Officer and/or a member of the public, other than for an approved use pursuant to this policy, shall:
 - i. Immediately advise the Police Services of Jurisdiction forthwith of the use of the shotgun and request their assistance/attendance;
 - ii. Immediately advise the CAO and the Director in charge of Municipal Enforcement Services;
 - iii. Complete an occurrence report outlining the circumstances surrounding the use of the shotgun and provide a copy of the report to the Solicitor Generals' Office, the CAO, Director in charge of Municipal Enforcement Services and the Police Service of jurisdiction;
 - iv. All reports will be made within **24 hours** of the incident. When a Peace Officer is unable to provide a written incident report then a verbal report will be accepted. All reports to the Solicitor Generals' Office will be filled out on form PS3535; and
 - v. It must be stressed that any use of a shotgun outside of the Peace Officers appointment will be considered extremely serious and the Peace Officer will be suspended without pay immediately pending the completion of a formal investigation.



Mayor Ralph Leriger



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Appendices "A"

1. Shotguns that will be utilized by the Town of Westlock Municipal Enforcement Services:
 - a) Remington model 870 tactical synthetic with an 18inch barrel, pistol grip full stock, open choke. They will have slings attached and will be black in color; and
 - b) The Shotgun serial numbers will be recorded and kept on file.
2. Ammunition that is authorized by use of the Town of Westlock Municipal Enforcement Services shall include the following:
 - a) Winchester 12 gauge 00 buck shot Ranger 2 $\frac{3}{4}$ low recoil shot shell;
 - b) Winchester 12 gauge Ranger 1 ounce 2 $\frac{3}{4}$ slugs;
 - c) 12 gauge bear bangers;
 - d) 12 gauge bear flashers; and
 - e) 12 gauge flexible baton rounds.

