

**Title: Peace Officer Program Reporting Policy**

**Resolution: 2018-0066, March 12, 2018**

**Revised:**

**Special Notes/Cross Reference: Section 22 Peace Officer Program Policy Manual**

**Next Review Date:**

**POLICY STATEMENT:**

The Town of Westlock is committed to a well-designed and operating Peace Officer Program to provide a high level of service to our community.

**PURPOSE:**

To set guidelines for the reporting of information/occurrences/complaints to the Peace Officer Program and Director of Law Enforcement.

**DEFINITIONS**

1. "Director" means the Director of Law Enforcement.
2. "Supervisor" means the Town of Westlock Municipal Enforcement Services Supervisor.

**REPORTING GUIDELINES/RESPONSIBILITIES**

1. All incidents that require reporting as outlined below, to the Solicitor General's Office shall be made on FORM J3535 found on the Solicitor General Website.
2. The following incidents require a report to be made to the Director as soon as the Supervisor becomes aware of the incident:
  - a. The use of a firearm in circumstances in which it was discharged in response to a perceived threat.
  - b. Any incident with a peace officer involving serious injury or the death of any person. This does not include circumstances where the peace officer provided traffic control for the police at a fatal or serious motor vehicle collision.
  - c. Any allegation that a peace officer used excessive force as identified through an internal reporting process or complaint.
  - d. Any incident involving a peace officer where a weapon was used by somebody else, other than animal related duties or training.
  - e. Any matter of a serious or sensitive situation related to the actions of a peace officer. If an authorized employer is uncertain if a situation is sensitive or serious the Peace Officer



Program Manager within the Solicitor General's Office at 780-427-3457 may be contacted for clarification. **If unsure the Supervisor should report the matter.**

- f. Incidents in which a peace officer has violated the employer's code of conduct.
  - g. If the employer suspends or terminates employment or engagements for services of a peace officer. A brief explanation of the rationale for this action must be included
  - h. If a peace officer ceases their employment with the employer.
  - i. Any event in which the peace officer has reported a charge or arrest to the authorized employer for an offence under the Criminal Code, Controlled Drugs and Substances Act, or any other enactment of Canada.
  - j. Any event in which the peace officer has reported a charge or arrest to the authorized employer for an offence under a provincial statute of Alberta, if the authorized employer considers the matter serious.
  - k. The Public Security Division suggests that arrests or charges under the following be considered as serious:
    - (i) *Child, Youth, and Family Enhancement Act*
    - (ii) *Gaming and Liquor Act*
    - (iii) Suspension/cancellation of a driver's license under the *Traffic Safety Act* (if the peace officer is involved in traffic enforcement as part of their duties).
    - (iv) Careless driving charges/arrests under Section 115 of the *Traffic Safety Act* (if the peace officer is involved in traffic enforcement as part of their duties).
    - (v) *Maintenance Enforcement Act*.
3. The following incidents require a report to be made to the Director within 24 hours of the Supervisor becoming aware of the incident:
- a. Peace Officer used a firearm not related to duties under the *Animal Protection Act*, *Dangerous Dogs Act*, *Stray Animals Act*, or *Wildlife Act*.
  - b. Peace Officer used a firearm other than in a training situation.
  - c. Any use of firearms or weapons that resulted in a "training accident".
4. The following incidents require a report to be made to the Director within two (2) business days of the Supervisor becoming aware of the incident:
- a. Each use, against a person, of baton, OC spray, conducted energy weapon or tear gas except as related to duties under the *Animal Protection Act*, *Dangerous Dogs Act*, *Stray Animals Act*, or *Wildlife Act*.
5. The following incidents require a report to be made to the Director within one (1) month of the Supervisor becoming aware of the incident:
- a. Each complaint made about a peace officer, unless earlier reporting was required due to incident type and the complaint has been reported.
  - b. Each authorized employer initiated investigation under Section 16 of the Public Security Peace Officer Program Policy and Procedures Manual identified by the authorized employer.
  - c. Each public complaint dismissed as frivolous, vexatious or made in bad faith.
  - d. Each public complaint otherwise not investigated or in which the investigation is discontinued prior to a finding.



- e. The dispositions of completed public complaints or authorized employer initiated investigations. This ligation can be discharged by copying the Director on finding letters sent to the complainant or peace officer.

**Annual Reporting to the Director**

1. The Supervisor shall, on an annual basis, by January 31 of each year, provide a report to the Director showing at a minimum:
  - a. Name and position of the program contact person.
  - b. An updated list of peace officers employed and their positions within the agency.
  - c. A short summary describing the general nature of services provided by the peace officers, the operational practices of peace officers employed, and listing showing enforcement and enforcement related activities that took place.

**Peace Officer Reporting to the Supervisor**

1. All Peace Officers employed by the Town of Westlock shall report to the Supervisor, within 24 hours, of the incident:
  - a. Any event in which the peace officer has been charged or arrested for an offence under the Criminal Code, Controlled Drugs and Substances Act, or any other enactment of Canada.
  - b. Any event in which the peace officer has been charged or arrested for an offence under a provincial statute of Alberta.
  - c. Loss of peace officer ID card.



Mayor Ralph Leiger



Interim CAO Simone Wiley