

AGENDA

SPECIAL MEETING OF COUNCIL OF THE VILLAGE OF LONGVIEW
In the Province of Alberta, held on Wednesday, December 4, 2019 at
Village of Longview Council Chambers commencing at 6:30 p.m.

1.0 **CALL TO ORDER**

2.0 **AGENDA**

3.0 **DELEGATION**

4.0 **BYLAWS**

5.0 **BUSINESS**

5.1 RFD 12-2019-03 Purchasing Policy

5.2 RFD Peace Officer Standard Operating Policy update

6.0 **CLOSE MEETING**

7.0 **ADJOURNMENT**



**Village of
Longview
Policies and
Procedures**

Policy Name:

Purchasing Policy

Section:

Fin – Financial

Sub Section:

001 – Expenses

Policy Number:

12-2019-03

Revised:

Nov, 2019

Replaces:

2015 policy

POLICY STATEMENT

Purpose: To maintain oversight and budget compliance in purchasing for the Village of Longview. To ensure that the Village gets the best value for the purchase of services and equipment.

Policy:

1. All purchases must be pre-approved by the C.A.O. prior to the purchase being made.
2. Amounts over \$1,000 should have 3 comparable quotes from different suppliers if possible.
3. If a fixed quote is not available the cost of purchase must be estimated prior to submission for approval. Written or ad copy backup should be attached to the submission.
4. This policy does not apply to normally purchased office supplies.
5. Any purchases which are beyond Budget require approval and re-allocation of funds by council.
6. Purchasing for items not included in the budget are to be submitted to the C.A.O. for inclusion in the next years' budget prior to December 15 in each year.
7. Purchases by Village of Longview Public Works up to \$100.00 do not require approval)



Village of Longview

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Standard Operating
Procedures
Peace Officer

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Revised November, 2019

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STANDARD OPERATING PROCEDURES
Village of Longview

Peace Officer ~~Guideline~~ Manual
Authorized by Village of Longview Bylaws 378-15 and 379-15
In Force Effective December ~~15??, 2015~~2019
APPENDIX “A” TO BYLAW 379-15

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Section One: Overview

Preface

This manual is intended as an instructional guide for Peace Officers in the Village of Longview and should be used in conjunction with the existing Village of Longview Policies.

The procedures, guidelines, and regulations contained herein exist to ensure the effective and efficient functioning of the Longview Patrol Division Enforcement Unit. The manual is written in compliance with the regulations and orders made pursuant to the Peace Officer Act and related regulations and amendments.

Village of Longview Peace Officers will endeavor to act in accordance with the contents of this manual. This manual may contain confidential materials that are not to be shown or discussed with persons outside of the Longview Patrol Division.

This manual may be expanded and amended on occasion to meet changing conditions and requirements. Peace Officers shall be informed of any policy changes and revisions.

Mission/Vision/Values

Mission Statement: Through innovative planning and community consultation, we are building an exceptional place to call home.

Vision: Our vision is to be a successful law enforcement unit, working within a unique and distinctive community, promoting a safe, family oriented, exceptional place to call home for residents, and a recurrent place to visit and play for our visitors.

Values: We value the duty to encourage compliance and acceptance of responsibilities through the process of education and fair and impartial enforcement.

We are guided by:

- × Timely and responsive manner to resident complaints;
- × Honesty and integrity in all our work;
- × Fairness and impartiality to those we serve;
- × Helpfulness when there are no jurisdictional or department requirements to do so;
- × Advanced training and deportment to the highest standards;
- × Consistency in all we do;
- × Respect and support to our partners and allied agencies.

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Unit Goals

The Longview Patrol Division's primary objectives are to help ensure the protection of public safety and their property, and to ensure public complaints received are handled in an expedient manner. This is done through team work and maintaining a healthy working relationship with the Turner Valley RCMP Detachment of Jurisdiction.

We are committed to continuous improvement through:

- × Accountability for our actions
- × Inter-agency cooperation
- × Progressive attitudes
- × Staff training and development
- × Keeping current with new equipment/technology

We are committed to:

- × Creating conditions that build commitment and pride
- × Recognizing the contributions of our Peace Officers
- × Providing employees with the support and resources required to complete their duties
- × Ensuring effective communication within our organization
- × Ensuring cooperation and sharing of resources
- × Establishing clear lines of responsibility

Longview Patrol Division will strive to increase the quality of life and level of Public Safety in the Village of Longview through:

- × Education and Enforcement of laws
- × Diligent investigation of complaints
- × Inter-agency cooperation
- × Increasing awareness of Public Safety issues

Roles/Responsibilities

Roles and responsibilities of the Longview Patrol Division include:

- × Conducting preventative patrols through Village
- × Enforcement of laws within our jurisdiction
- × Reporting criminal activity to the RCMP of jurisdiction and assisting as required.
- × Diligent investigation of public complaints
- × Assisting external agencies as required or requested

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Promoting Public Safety and Awareness

Reporting hazardous road conditions to appropriate parties
Responding to unsafe behavior as required
Assisting with traffic control as required
Assisting with crowd control at special events

Enforcing Laws

Enforcement of Municipal Bylaws
Enforcement of Provincial Statutes
Providing testimony in court
Serving summonses/legal documents
Executing arrest warrants

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Section Two: Operating Authority

Mandate and Legal Authority

The purpose of this section is to provide direction and guidance to Peace Officers in the Longview Patrol Division.

It is understood that it not feasible to provide answers to all situations Peace Officers may find themselves in and as such it is understood that if a Peace Officer takes an action they should understand their powers and be able to articulate the action that they have taken.

Mandate

- Patrol within village limits
- Education and enforcement of municipal bylaws
- Education and enforcement of specified provincial statutes
- Respond to requests for service from the community
- Report criminal activity to the RCMP of jurisdiction
- Assist Police of jurisdiction in deterring criminal activity
- Executing arrest warrants as required

Powers of Arrest

Criminal Code Offenses

Peace Officers in the Village of Longview do not have criminal code authorities listed on their Peace Officer appointment and they do not investigate complaints of criminal activity. They do however maintain a power of arrest under section 494 of the Criminal Code of Canada for indictable and hybrid offenses. If Officers decide to make an arrest pursuant to section 494 of the Criminal Code of Canada they are to turn the person taken into custody over to the RCMP of jurisdiction.

Provincial Statutes/Municipal Bylaws

Peace Officers in the Village of Longview may enforce all municipal bylaws and the provincial statutes listed on their Peace Officer appointment.

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Warrants/CPIC

All Officers accessing CPIC through the Sheriff’s Operational Control Centre shall do so in accordance with the Public Security Peace Officer Programs CPIC Policy (attached as appendix in printed copy of guidelines).

Upon being lawfully placed/having grounds to investigate an individual, Peace Officers may access CPIC (Canadian Police Information Centre) for investigative purposes to confirm verbal identification, to identify criminal history or Officer Safety concerns with their offender, and to check for outstanding warrants for arrest. From this process Officers are authorized to execute warrants of arrest. CPIC will be accessed via phone at 1-855-422-1971.

Warrants may also be generated from charges the Peace Officers lay. These warrants are delivered to the Longview Patrol Division office where they are filed, and then provided to the RCMP to be placed on CPIC. Peace Officers should make attempts to execute warrants generated by the Longview Patrol Division. Confirmed warrants will be dealt with as follows:

Form 7 endorsed warrants will have the offender released on a Promise to Appear notice with a new court date. If the warrant is from an external agency information will be obtained from them on when/where the court date it to occur.

Unendorsed form 7 warrants will be taken into custody and turned over to the RCMP for a judicial interim hearing.

Form 21 warrants will have the offender arrested and transported to the Calgary Remand Centre (CRC). If the warrant is from an external agency it will be requested that they send CRC a CPIC message advising of the warrant. If the offender is able to pay their outstanding fine via cash or money order then the Officer may take the payment and issue a receipt to the offender. The Officer will store the payment in the office safe until the next day the Courthouse is open and they will then deliver the payment.

Officers will ensure that the agency owning the warrant is updated so the warrant can be removed from CPIC.

Duties of Arresting Officer

In cases when an arrest has been made the accused must be:

- Informed of the reason for their arrest
- Advised of their charter rights
- Permitted access to a phone if booked into cells

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Section Three: Dress and Department

- Code of Conduct
- Order of Dress
- Uniform Allotment
- Appearance
- ~~Progressive Discipline Policy~~
- ~~Employee Written Warning~~

Code of Conduct

Officers of the Village of Longview are expected to act in a manner consistent with the Office of Peace Officer. Listed below is the code of conduct for Officers of the Village of Longview Patrol Division Department:

1. All Peace Officers shall comply with the terms and conditions of the Village's authorization
2. All Peace Officers shall comply with the terms of their appointment
3. All Peace Officers shall comply with the Code of Conduct policy
4. No Peace Officer shall;
 - a. Engage in disorderly or inappropriate conduct, or
 - b. Act in a way that would be harmful to the discipline of Peace Officers or that is likely to discredit the office of the Peace Officer
5. No Peace Officer shall withhold, suppress information, complaints or reports about any other Peace Officer.
6. Duties and responsibilities will be carried out diligently.
7. No Peace Officer shall make, sign or provide in anyway false or misleading statements
8. No Peace Officer shall, without lawful excuse; destroy, mutilate or conceal any records or property; or alter or erase an entry in a record.
9. All Peace Officers shall maintain confidentiality of all information
10. All Peace Officers shall return any property or monies which the Peace Officer may receive while acting in the capacity of a Peace Officer
11. No Peace Officer shall act or enter into an arrangement which could result in a conflict of interest, or a lack of integrity in the Office of the Peace Officer
12. No Peace Officer shall use their position to provide them or another person advantage
13. No Peace Officer shall consume alcohol while on duty.
14. No Peace Officer shall consume controlled drugs or controlled substances as per the CDSA (Canada)

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15. If Peace Officer encounters a controlled substance while on duty the Peace Officer will immediately contact the RCMP and request their assistance and attendance.
 16. A Peace Officer shall not create doubt as to his/her ability to fulfill the conditions of the Office of Peace Officer by living with, or associating with persons that are apt to bring discredit to the reputation of the Officer.

Order of Dress

Winter Dress:

| | |
|-----------------------------------|--|
| Winter toque (black or navy blue) | Trouser (navy blue cargo with grey stripe) |
| Shirt long sleeve (grey) | Boots (black) |
| Tie optional (navy blue) | Turtle neck may be worn (navy blue or black) |
| Sweater (navy blue) | |
| Patrol Jacket | |

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Summer Dress:

| | |
|---------------------------|---|
| Short sleeve shirt (grey) | Trousers (navy blue cargo with grey stripe) |
| Patrol Jacket | Boots (black) |

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Officers are to wear their uniforms properly. Uniforms shall be kept clean. T-shirts shall be navy blue or black in color. Uniform shirts/sweaters/jackets will have the department shoulder flash applied. If Officers are wearing a long sleeve shirt or sweater they may wear a turtleneck undershirt.

While attending court, Officers will attend in full uniform if on duty. If Officers are to attend while off duty they may wear their uniform or wear appropriate clothing such as a collared shirt and tie.

When in uniform, Officers are required to wear body armor and carry all issued weapons and a radio.

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Uniform allotment

Initial allotment on hiring:

| | | |
|------------------------|---------------------------|------------------------|
| Pants: 3 pairs | Traffic vest: 1 | Handcuff holders: 2 |
| Long sleeve shirts: 2 | Protective gloves: 1 pair | OC spray and holder: 1 |
| Short sleeve shirts: 2 | Inner belt: 1 | Baton: 1 |
| Sweater: 1 | Duty Belt: 1 | Baton scabbard: 1 |
| Ties: 2 | Belt Keepers: 4 | Radio pouch: 1 |
| Patrol Jacket: 1 | Handcuffs: 2 | |
| Body Armor: 1 set | Handcuff key: 1 | |

Yearly allowance for boots: \$120

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Appearance

Males:

Hair must be kept neat and trimmed
Mustaches will be kept groomed and trimmed and shall not extend beyond the ends of the mouth
No beards or goatees shall be allowed
Sideburns shall not extend below the ear

Females:

Hair will be kept neat and groomed and styled so it does not create a hazard in the execution of duties. Hair shall be worn up above the collar of the uniform shirt.

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~~Progressive Discipline Policy:~~

| | | |
|----------------------------|-----------------------------------|---------------------------|
| Policy Type: | Title: | Policy Number: |
| Human Resources | Progressive Discipline | LV-01 |
| | Approved By: | |
| | CAO | |

~~**Purpose:**~~

~~To outline the guidelines related to performance management at Village of Longview and the process to follow when performance problems are ongoing and/or become serious.—~~

~~**Scope:** Village of Longview Employees~~

~~**Policy:**~~

~~The Village of Longview is committed to providing a fair and respectful process for progressive discipline. Discipline measures shall be appropriate to the performance concern or wrongful actions of the employee and may include disciplinary action up to and including termination of employment. Ongoing and/or serious performance problems will be considered a discipline matter and will be managed separately from the regular Performance Management system.—~~

~~The Village of Longview employee conduct should be consistent with the goals and objectives of the Village. Examples of unacceptable conduct include (but are not limited to): unsatisfactory work performance, chronic absenteeism, misrepresentation, insubordination, policy contravention and/or illegal activities. In cases where the employee fails to meet The Village of Longview expectations, corrective action will be taken using the following progressive discipline process:~~

- ~~1. The supervisor shall verbally identify the problem or concern and outline the performance expectations (details of the issue and warning may be documented for future reference). A follow up date will be identified and if the problem is corrected, the employee will be advised verbally.~~

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- ~~2. If the problem is not corrected within the timeline identified in Step 1, the employee will have a meeting with the supervisor and receive a written letter outlining the performance gap, the date by which the problem is to be corrected and a consequence for non-compliance. The letter will be placed on the employee's personnel record.~~
 - ~~3. If the problem is not corrected or re-occurs within one (1) year, the employee will meet with the supervisor and receive a final warning letter outlining the performance gap and consequence of subsequent concerns. The letter will be placed on the employee's personnel record.~~
 - ~~4. If the problem is not corrected as outlined in the final warning letter, the employee shall be dismissed for just cause.~~

~~At any time, a supervisor may consult with the Village CAO for advice or support regarding an employee performance concern.~~

~~In situations where the actions of the employee raise significant concerns or severe consequences, immediate suspension or termination may be considered.~~

~~All formal warnings will be kept on file for a period of two (1) years. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.~~

~~If an employee has a concern related to how a disciplinary process was handled, they should notify the Village CAO and request a meeting to review the concern.~~

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~~Employee Written Warning~~ ~~1st Written Warning~~ ~~Final Written Warning~~

| | |
|------------------------|---------------------------------|
| <i>Employee Name:</i> | <i>Date of Written Warning:</i> |
| <i>Position/Title:</i> | <i>Supervisor/Manager:</i> |

Improvement is required on: *(check the appropriate concern)*

Attendance Conduct Health & Safety Performance Other:

● On _____, you received a verbal warning regarding your unacceptable actions. During the meeting you were given clear expectations and recommendations aimed at improving the issue.

● On _____, the following unacceptable actions took place:

- _____

- _____

- _____

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~~The following expectations and corrective recommendations were made:~~

- ~~•~~ _____

- ~~•~~ _____

- ~~•~~ _____

- ~~•~~ _____

~~You will be provided with assistance and supervision to ensure that the problem is rectified. However, if these matters are not effectively corrected, then further disciplinary or corrective action will be taken, up to and including termination. A copy of this warning will be placed in your personnel file.~~

Signature _____ Print Name and Title

~~I have read and understood this written warning.~~

Employee Signature _____ Date

~~I have attached a personal written statement regarding this warning.~~

Section Four: Administration

- Overtime
- Reporting Standards/Review of reports
- Records Keeping

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- FOIP
- Media

Scheduling

Shift schedules should be provided to the CAO before the end of each month for the following month. Changes to the provided schedule should be sent to the CAO and the payroll clerk.

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Overtime:

Is on an approved basis only or emergency situation and must be pre-approved by the Village of Longview CAO.

Peace Officer Daily Logs

The Peace Officer Log must be completed at the end of each shift and can be submitted to the CAO either printed copy or email. The form can be either typed or filled out legibly. The vehicle odometer section is to be filled out to identify the number of kms travelled on the shift. Shift details do not require times as part of the details. The purpose is to identify significant events of the shift, weather related issued, traffic volumes (light, medium, heavy), bylaw enforcement issues, out of jurisdiction travel and reasons, joint force operations, or shared services operation and the approx. amount to time involved. The Peace Officer Log is not intended to be a time sheet, but general information that can be used to analyze effective operations of the program.

Reporting Standards/Review of Reports

The Village of Longview Patrol Division will utilize the Report Exec reporting software for case file records management. Officers shall submit reports in accordance with the following:

1. Case reports shall have as much information completed as is readily available to the Officer.
2. The narrative of the report shall be written in the third person.
3. The narrative of the report shall not contain any abbreviations.
4. The narrative of the report shall not contain any 10-codes or other jargon that would not be understandable to a third party.
5. All of the following (that apply) shall be added to the case report as digital media: vehicle related forms, photographs taken, ticket/summons issued, any court documents, unsightly notices, false alarm letters, witness statements, animal intake receipts.
6. Case reports should be kept open until all foreseeable actions on behalf of the Officer have been taken. Once these actions are completed an Officer shall submit the report for approval.
7. Case reports submitted by Officers will be sent for approval to the Village CAO.

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8. The Peace Officer reports will be sent for approval by the CAO. As per Solicitor General Requirements, a minimum of thirty percent (30 %) of these records shall be reviewed.

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Jurisdictional Boundaries

The Solicitor General of Alberta establishes the jurisdictional boundaries of the Village of Longview Peace Officer Program.

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Authority is granted on one and two digit highways within the urban confines of a municipality where the speed limit is 90 kilometers per hour or less.

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Authority may be granted on one and two digit highways as follows:

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a) With a written invitation by a police or law enforcement agency with authority on that highway for the purpose of participation in a Joint Enforcement Operation.

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b) When requested by a police or law enforcement agency with authority on that highway to perform traffic management duties but not including enforcement authorities.

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c) Where permitted by the terms of the peace officer's appointment, for the purpose of performing emergency vehicle response, but not including enforcement authorities.

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The jurisdiction of peace officers in Alberta is at all times subject to requirements set out in the Public Security Peace Officer Program Policy, January 2007 (February 2012), and as may be further amended from time to time, as issued by the Director of Law Enforcement.

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Record Keeping:

~~Reports~~ Traffic Tickets and warnings will be saved by the Report EXEC program. The data should be entered into the system on a weekly basis.

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Media:

Officers shall not make comments to media unless previously cleared to do so by the Village of Longview CAO.

Section Five: Enforcement Regulations

- Property
- Evidence/Exhibits
- Motor Vehicle Pursuits
- Use of Force/Weapons
- Abandoned Vehicles/Seizure of motor vehicles
- 24 hour suspensions
- Speed Enforcement
- Stolen vehicles
- Radio Procedures
- Weapons Incidents
- Video systems

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-
- Court
 - Warrants
 - Fail to appear charges

Property

Peace Officers shall organize and document property that is turned over as lost or found to the Village. Upon receiving the property the Officers shall document the item in either the lost property binder, or the lost bike binder. An exhibit tag shall be affixed to the property, and the property stored in the secured storage area. The Officer shall then complete a case report on report exec documenting the property. Pursuant to the Municipal Government Act and the direction of Village Council the Peace Officers may send the lost/found property to public auction after it has been retained for thirty days.

Evidence/Exhibits

CARE AND HANDLING:

When any type of exhibit comes into the possession of an Officer, care must be taken to preserve the exhibit in its original form. The Officer making the seizure shall affix a property tag to the exhibit and document the exhibit in the evidence/exhibit binder. The exhibit shall also be documented on the report exec system.

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SEIZURE OF MOTOR VEHICLE LICENCE:

All licenses and license plates seized in relation to any offence (e.g. misuse of plate, etc.) are to be properly marked for identification and an exhibit report completed. These items are to be returned to Alberta Registries after the appeal period has passed.

LIQUOR EXHIBITS:

Unless there are extenuating circumstances, liquor exhibits can be destroyed on site.
If possible, have offender witness destruction.
Record in notebook and/or note portion of Violation Ticket the details and what was destroyed.
If possible, utilize a video system to record the seizure/destruction.

STORAGE OF EXHIBITS:

Exhibits shall be locked in the exhibit lockers upon completion of an exhibit report.

Motor Vehicle Pursuits

Vehicle pursuits are governed by section 24.7 of the Public Security Peace Officer Manual.
Officers will not engage in any vehicle pursuits.

Use of Force

The purpose of this section is to provide some direction on the use of force by Officers. This policy is consistent with the use of force model, as well as the provisions to use force in the Criminal Code of Canada. Officers should be familiar with this policy as well as the applicable Criminal Code sections.

Legislated Use of Force Authority

Protection of persons acting under authority

(1) everyone who is required or authorized by law to do anything in the administration or enforcement of the law:

- (a) As a private person,
- (b) As a peace officer or public officer,
- (c) In aid of a peace officer or public officer, or
- (d) By virtue of his office,

Is, if he acts on reasonable grounds, justified in doing what he is required or authorized to do and in only using as much force as is necessary for that purpose.

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When not protected:

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Subject to subsections (4) and (5), a person is not justified for the purposes of subsection (1) in using force that is intended or is likely to cause death or grievous bodily harm unless the person believes on reasonable grounds that it is necessary for the self-preservation of the person or the preservation of any one under that person's protection from death or grievous bodily harm.

When protected:

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- (4) A peace officer, and every person lawfully assisting the peace officer, is justified in using force that is intended or is likely to cause death or grievous bodily harm to a person to be arrested, if
- (a) The peace officer is proceeding lawfully to arrest, with or without warrant, the person to be arrested;
 - (b) The offense for which the person is to be arrested is one for which that person may be arrested without warrant;
 - (c) The person to be arrested takes flight to avoid arrest; and
 - (d) the peace officer or other person using the force believes on reasonable grounds that the force is necessary for the purpose of protecting the peace officer, the person lawfully assisting the peace officer or any other person from imminent or future death or grievous bodily harm; and
 - (e) The flight cannot be prevented by reasonable means in a less violent manner.

Excessive force:

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Everyone who is authorized by law to use force is criminally responsible for any excess thereof according to the nature and quality of the act that constitutes the excess. R.S., c. C-34, s. 26.

Use of force to prevent commission of offense:

Everyone is justified in using as much force as reasonably necessary

- (a) To prevent the commission of an offence
 - (i) for which, if it were committed, the person who committed it might be arrested without warrant, and
 - (ii) That would be likely to cause immediate and serious grievous bodily harm to the person
- (b) To prevent anything being done that, on reasonable grounds, he believes would, if it were done, be an offense mentioned in paragraph (a). R.S., c. C-34, s. 27

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Self-defense against assault:

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(1) Everyone who is unlawfully assaulted without having provoked the assault is justified in repelling force by force if the force he uses is not intended to cause death or grievous bodily harm and is no more than is necessary to enable him to defend himself.

Extent of justification:

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(2) Everyone who is unlawfully assaulted and who causes death or grievous bodily harm in repelling the assault is justified if
(a) He causes it under reasonable apprehension of death or grievous bodily harm from the violence with which the assault was originally made or with which the assailant pursues his purposes; and
(b) He believes, on reasonable grounds, that he cannot otherwise preserve himself from death or grievous bodily harm. R.S., 1985, c. C-46, s. 34; 1992, c. 1, s. 60(F).

Self-defense in case of aggression

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Everyone who has without justification assaulted another but did not commence the assault with intent to cause death or grievous bodily harm, or has without justification provoked an assault on himself by another, may justify the use of force subsequent to the assault if
(a) He uses the force
(i) under reasonable apprehension of death or grievous bodily harm from the violence of the person whom he has assaulted or provoked, and
(ii) In the belief, on reasonable grounds, that it is necessary in order to preserve himself from death or grievous bodily harm;
(b) He did not, at any time before the necessity of preserving himself from death or grievous bodily harm arose, endeavor to cause death or grievous bodily harm; and
(c) He declined further conflict and quitted or retreated from it as far as it was feasible to do so before the necessity of preserving himself from death or grievous bodily harm arose.
R.S., c. C-34, s. 35.

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Provocation

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Provocation includes, for the purposes of sections 34 and 35, provocation by blows, words or gestures. R.S., c. C-34, s. 36.

Preventing assault

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(1) Everyone is justified in using force to defend himself or anyone under his protection from assault, if he uses no more force than is necessary to prevent the assault or the repetition of it.

Extent of justification

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(2) Nothing in this section shall be deemed to justify the willful infliction of any hurt or mischief that is excessive, having regard to the nature of the assault that the force used was intended to prevent. R.S., c. C-34, s. 37.

The need to evaluate use of force options is an integral component of the Officer's decision. Officer's decisions should be based on reasonable grounds, and the totality of circumstances in regards to factors present.

The Longview Patrol Division is a Law Enforcement agency and it is recognized that Peace Officers may be exposed to hazards in the execution of their duties. In most instances verbal direction and the presence of a uniformed Officer is sufficient to gain cooperation from a subject. At times however it is necessary to utilize force to protect themselves, others, or to affect an arrest. The Criminal Code of Canada provides Officers with the authority to use reasonable force to administer or enforce the law.

Totality of circumstances will play a significant part in an Officer's decision to use force. These circumstances can include, but are not limited to:

Number of subjects: The degree of risk increases with the increase in number of subjects

Time and distance: This can influence the response option as the reaction time increases as distance increases

Criminal history of the subject (if known)

Subject medical or mental health history (if known)

Environment: location, lighting, footing, and weather conditions are all taken into account

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Comparison of ability: Size of subject, physical fitness of subject, and identifiers that the subject is trained in fighting techniques

Perceived threat: this is based on the subject's level of resistance, overt actions, pre-attack postures, level of intoxication by alcohol or drugs.

Officers must continually evaluate the situation and choose a use of force option that is appropriate based on the circumstances. Officers may choose to escalate, de-escalate, or disengage from the situation for specific tactical or safety concerns.

The following represents the use of force model which demonstrates how an Officer may respond to a subject's level of resistance.

| Suspect Actions | Officers Response |
|--|---|
| Not responding to commands (verbal non-compliance) | Balance displacement, escort |
| Verbal or physical danger cues (psychological intimidation) | Soft empty hand techniques |
| Refusing to move or dead weight (passive resistant) | Distraction techniques, take downs, joint manipulation, pressure point compliance |
| Pulling away from Officer (active resistance) | Pepper spray (OC), Hard empty hand techniques |
| Wrestling/Pushing/ Striking Officer (active aggression/assaultive) | Vascular neck restraints, baton strikes |
| Weapons against Officer Attempting to disarm Officer Assaults against Officer that leads them to believe they may suffer grievous bodily harm or death | Deadly force |

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Tools/Use of Force

Peace Officers in the Longview Patrol Division are authorized by the Province and the Village to carry and utilize tools in the execution of their duties. These tools include but are not limited to:

Body Armor
Handcuffs/Restraints
OC (pepper) spray
Extendable batons
Shotguns

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Peace Officers are expected to keep their tools in effective working order. Any deficiencies with their equipment should be reported and replaced if required.

Body Armor

Body Armor will be provided to Officers by the Village, and replaced every five years. Officers should maintain this body armor according to manufacturer’s specifications. Officers will wear body armor while on duty in uniform.

Handcuffs/Restraints

Officers will carry issued handcuffs, or handcuffs approved for usage. Officers will also carry a handcuff key. Handcuffs may be used on arrested subjects at the discretion of the Officer. Officers should be aware that usage of restraints on persons is often an emotive and offensive subject to the general public, however it is a tool utilized in the execution of duties and Officers should not hesitate to use them as required.

The objective of handcuffing is to:

Prevent a prisoner from escaping

Prevent a prisoner from harming themselves

Prevent a prisoner from harming anyone else

Prisoner’s hands should be cuffed behind their back in accordance with guidelines from Officers subject control training. It is preferable to have their hands back to back; however it is known that during struggles this may not be possible. Handcuffs are to be tight enough to prevent them from slipping down over the hands, but not so tight as to restrict circulation. Handcuffs should be double locked as soon as practical.

Officer judgment should not be swayed by the apparent change of the prisoner’s attitude. If a subject has been placed in restraints at the time of their arrest they should remain under restraint until released or booked into cells.

Leg Restraint Straps

Officers trained in the usage of leg restraint straps may carry the restraints while on duty.

The leg restraint strap will only be used in conjunction with a lawful arrest. The leg restraint strap is considered a secondary form of restraint, only to be used on persons supplemental to the application of handcuffs.

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The leg restraint strap shall only be used on persons lawfully arrested who have demonstrated that handcuffs alone are insufficient to prevent injuries to themselves or others, or who may escape lawful custody or attempt to escape lawful custody, or may damage property.

The leg restraint strap is to be used only as designed and intended, and in accordance with the training provided.

Officers are prohibited from attaching the leg restraint strap to the handcuffs in an effort to “hog tie” or “maximally restrain” any person.

As with all use of force options, Officers utilizing the leg restraint strap may be required to articulate the use based on lawful authority, and the objective and subjective reasons surrounding the use of the device.

Officers utilizing the leg restraint strap will document the justification for the use of the leg restraint strap in his or her notebook and in the Occurrence Report.

With any use of force, de-escalation of a restraint technique is required if reasonable, given the circumstances, as restraint is not a punitive measure. The leg restraint strap will be removed at the first reasonable opportunity when circumstances lead the Officer to believe that its use is no longer required.

Leg restraint straps can be replaced if lost, damaged, or contaminated by bio-hazard, by advising the Village CAO.

Spit Hoods

Dangers to Officers are not always through a means of striking, it may also be through spitting. It is known that communicable diseases may be spread in this manner so Officers should be cognizant of this threat. Officers are authorized to use spit hoods on subjects that have spit on, or in the direction of Officers, and also on subjects Officers believe may spit on them, or in their vehicle.

Searches

Searches will be conducted pursuant to arrest, or with articulable cause. Officers must decide the appropriate type of search to be conducted, and follow their Officer safety training while conducting the search. Thorough searches are required to maintain the safety of the Officer conducting the arrest, as well as other Officers that may come in contact with the prisoner. Prisoners should be searched by an Officer of the same sex if this is possible.

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Summary

A prisoner is the responsibility of the arresting Peace Officer and unnecessary damage or injury caused to or by that prisoner if a responsibility of Officers.

Case Law of Handcuffing

J. Williams in the case of Leight v. Cole (Canadian Criminal Cases 1975), dealing with handcuffing Williams, at P. 331 stated: “First, with respect to handcuffing, the law undoubtedly is, that Police Officers are not only justified, but they are bound to take all reasonable requisite measures for preventing the escape of those persons they have in custody for the purpose of taking them before the magistrates; but what those reasonable measures are, must depend entirely upon the circumstances, upon the temper and conduct of the person in custody, on the nature of the charge and a variety of other circumstances which must present themselves to the mind of anyone.”

Storage of Weapons

When the Officer is off duty the OC spray and Baton should be stored in a locking receptacle. The receptacle is a locking filing cabinet located in the peace officer office. The OC and Baton are inspected when being placed in the holster on duty belt at the beginning of shift.

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Weapons are only taken home with the prior approval of the CAO, if they are taken home they are to be stored in a locked receptacle that has been inspected and approved by a 3rd party experienced law enforcement official. The residential inspection report must identify the Peace Officer’s name, address of property, where on the property the locked receptacle is located, a photograph of the receptacle, the type of lock or method securing the weapons, whether the receptacle can be easily removed from the residence, the name of the inspecting officer along with contact information. The residential storage container inspection report must be return to the Village office to be placed in the personnel file of the Community Peace Officer.

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OC (pepper) Spray

Upon successful completion of training in the deployment of OC spray, Officers are issued Oleoresin Capsicum Spray approved by the Village in accordance with the Peace Officer Manual Regulations. At this time the OC spray used is Sabre Red Crossfire with strength of 2 million scoville heat units. Officers are required to re-qualify in the use of OC spray at minimum of once every 36 months.

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OC spray may be utilized when it is an authorized use of force or as an aid in the arrest of a resistive or aggressive person when the Officer reasonably believes lesser means may fail or are

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inappropriate, and higher levels of force are not reasonable. OC spray is considered a surprise weapon and as such a subject should not be warned of its use beforehand.

Only OC spray issued by the Village is to be used by Officers.

~~When the Officer is off duty the OC spray should be stored in a locking receptacle. The receptacle is a locking filing cabinet located in the peace officer office. The OC and baton are locked up on the top shelf of the filing cabinet on the conclusion of the shift. Weapons are rarely taken home however if they are taken home due to attending court the next day I have a safe in my residence that the items are stored until I need to leave my house. The OC and Baton are inspected when being placed in the holster on my duty belt at the beginning of my shift.~~

Examples of when OC spray may be used:

There is threatened or actual resistance to arrest,

It is an amount of force reasonable to affect the arrest,

In the totality of circumstances it is reasonable to deploy for Officer Safety.

In the use of force model OC spray use is justified when the subject is exhibiting cues of active resistance (or higher on the use of force continuum).

Procedure after OC Deployed

After deploying OC spray on a subject the Officer should wait approximately 20 seconds or more before approaching the subject so the Officer does not contaminate them self.

When practical and safe to do so, and if the subject agrees to it the Officer should arrange for Emergency Medical Services to attend and decontaminate the subject.

After completion of the incident the Peace Officer will submit an incident report and arrange for reporting of the incident to the Solicitor General’s Public Security Department on the approved form describing the incident and reasons for deploying OC spray.

Batons

Upon successful completion of training, Officers are issued extendable batons by the Village in accordance with the Peace Officer Manual Regulations. Officers are required to re-qualify in the use of batons at minimum of once every 36 months.

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Batons may be utilized when it is a reasonable use of force under the use of force model and Criminal Code, and as an aid in the arrest of a resistive or aggressive person when the Officer reasonably believes lesser means may fail or are inappropriate, and higher levels of force are not reasonable.

Example of when batons may be used:

When the subject is exhibiting cues of active aggression. Active aggression towards an Officer may be displayed through mannerisms such as verbal statements, or physical signs such as attack stances, balling up hands into fists, closing the distance on the Officer, or other articulable threat cues.

Batons may be deployed and used to leverage arms out from underneath subjects who “turtle” their arms.

Batons may be deployed for jabbing techniques when reasonable.

Baton strikes should be used to target major muscle groups and nerve motor points as per training.

In escalated situations where lethal force is not reasonable, but standard strikes are not working, Officers may use a baton to strike areas outside of the major muscle groups and nerve motor points (excluding the head, neck, and spine).

Under circumstances where an Officer reasonably fears they may suffer grievous bodily harm or death, the Officer may use a baton to strike areas on a subject that may cause grievous bodily harm or death of the subject, such as the head, neck, and spine.

Procedure after Baton Use

When practical and safe to do so the Officer should arrange for Emergency Medical Services to attend and evaluate the subject.

After completion of the incident the Peace Officer will submit an incident report and arrange for reporting of the incident to the Solicitor General’s Public Security Department on the approved form describing the incident and reasons for deploying their baton. Deploy of baton will include instances where the baton was deployed but was not utilized on a subject.

Shotguns

The Village may issues shotguns under the following conditions:

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The Peace Officers are qualified and have received approval from the Alberta Solicitor General Office to carry shotguns.

The Peace Officers use the shotgun while in the lawful execution of their duties.

The Peace Officers follow policy and training while utilizing the shotgun.

The Peace Officers assume responsibility for the care, custody, and control of the shotgun.

The Peace Officers shall maintain an adequate level of training with the shotgun and undergo annual firearms testing in accordance with the Peace Officer regulations. Documentation will be kept on file in regards to this training.

The Peace Officer should ensure that their shotgun is in operating order at all times.

Peace Officers should ensure there is an adequate stock of ammunition available for their usage

In the event a shotgun is lost or stolen it shall be immediately reported to the RCMP of jurisdiction.

When the shotgun is in the office it should be stored with the ammunition separate from the firearm.

When the shotgun is transported within a vehicle it will be stored within an approved locking device pursuant to the Peace Officer manual.

The shotguns will not be stored in vehicles overnight.

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Approved Usage

The shotgun can only be used to maintain public safety from aggressive animals that are likely to cause severe injury or death to member of the public or a Peace Officer, or to dispatch a domestic or wild animal that is severely injured and there is a likelihood it will not recover from injuries attained through a motor vehicle collision or another event that resulted in severe injury to the animal

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Use is limited to Animal Control/Wildlife and training purposes

Use shall be in accordance with Provincial and Federal Statutes.

The regulations pertaining to Part III of the Criminal Code must be adhered to.

The Peace Officer shall only use a shotgun and ammunition issued by the employer.

If a request is received from another law enforcement agency, because they are unable to attend an animal in distress call, they may request Village of Longview Peace Officer assistance in the matter. These requests are restricted to only animals such as elk, deer or moose. When the animal is in distress is a large carnivore such as a bear or cougar, Fish and Wildlife must be contacted, and notified of the circumstances and location of the animal, and await and obtain direction from that agency.

Prior to dispatching any livestock a Peace Officer shall make effort to contact the lawful owner of the livestock.

Any animals located on a roadway must be immediately removed from that roadway to prevent impeding the flow of traffic.

Due Diligence/Public Safety with Shotguns

The shotgun should not be utilized until the Peace Officer is satisfied that the following criteria have been met:

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No other reasonable option exists to protect the public from death or severe injury

The animal is within an acceptable size for the ammunition being used.

A safe and clear backdrop exists, so no injury or property damage will occur, to unseen persons or property.

Advise any member of public to leave the area, to reduce the risk of possible injury.

As applicable, notify the RCMP or Fish and Wildlife of the Peace Officer’s course of action.

Restrictions of Usage

No Peace Officer shall use the shotgun for demonstration purposes.

No Peace Officer shall use a shotgun to subdue a person that involves the use of force.

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A shotgun shall not be used at any time in any use of force incident.
Only approved ammunition can be used and only for approved uses, the purposes of training or ensuring the shotgun is in proper working order.
A Peace Officer must report any discharge occurrence.
The RCMP must be advised of the discharge in a timely manner.
An Occurrence Report must be completed outlining the circumstances surrounding the event, and provide the Public Security Division, and the Director of Protective Services.
When a discharge is used to dispatch an animal in the rural area as a result of a motor vehicle collision, an occurrence report is only required for the Village CAO.

Abandoned Vehicles/Vehicle Seizures

The purpose of this section is to provide guidelines for a professional response to complaints of abandoned vehicles, or seizing vehicles.

Section 76 of the Traffic Safety Act states:

- ~~(1)~~ ~~(1)~~ Except as permitted under this Act, a person shall not:
 - ~~a.~~ ~~a.~~ Abandon a vehicle on a highway, or
 - ~~b.~~ ~~b.~~ Abandon a vehicle on public or private property without the consent of the owner or person on possession or control of the property.
- ~~(2)~~ ~~(2)~~ A vehicle that is:
 - ~~a.~~ ~~a.~~ Left standing on a highway for more than 72 consecutive hours, unless otherwise provided for in a bylaw in the case of highway under the direction, control and management of the council of a municipality, or
 - ~~b.~~ ~~b.~~ Left standing on a public or private property for more than 72 consecutive hours without the consent of the owner or person on possession or control of the property is deemed to be abandoned at that location.

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Village of Longview Traffic bylaw also permits for the impoundment of vehicles.

When a Peace Officer responds to a complaint a query of the vehicle should be conducted. If the vehicle is shown as stolen then the Police Service of jurisdiction should be notified. If it is not stolen then the Officer may issue an abandoned vehicle notice under Section 5 of AR 251/2006.

When an abandoned vehicle notice is issued it should include the:

- Date and time the notice was left
- Location of vehicle where notice issued
- A statement indicated the vehicle will be removed in 72hrs.

If a notice is not given and the vehicle is seized under a provision of the bylaw, or TSA sections 77(1) (b), 77(1) (g), 77(1) (h) then a seizure/immobilization/removal notice should be completed and the appropriate copy provided to the tow truck driver. The owner's copy of the notice will

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be mailed to the address the vehicle is registered under. Officers will file the original copy in the tow file maintained at the CPO office.

When a vehicle is seized the RCMP of jurisdiction should be notified so they can note it in their towed vehicle records.

Seized Vehicle and release procedures

Purpose: To ensure compliance with the Traffic Safety Act and the Vehicle Seizure and Removal Regulation.

- 1) A vehicle seizure form (completed in its entirety) shall be submitted by Officer's for any vehicle(s) seized prior to the end of their shift. The form shall be scanned and added as digital media to their report, as well as the hard copy being filed in the filing cabinet.
- 2) Release instructions on the tow form shall be specific to ensure the tow company has adequate information.
- 3) Abandoned vehicles: please refer to section above.

Seizures of vehicles require written notification. TSA and the Vehicle Seizure and Removal Regulations prescribe what information must be provided and how/when it should be provided. Seizures under most circumstances require Officers to obtain a court order with the exceptions of:

- × Where the driver if the vehicle is charged with an alcohol related offence
- × When the driver of the vehicle has an expired operator's license
- × When the driver has had their operator's license suspended or cancelled
- × When the vehicle being operated is not registered
- × When the vehicle being operated is not insured

An order of the Court of Queen's Bench is necessary for the detention of a commercial vehicle:

- × Where the Officer is unable to detain a commercial vehicle for a period of 72 hours under section 141 of the TSA
- × Where an Officer wishes to detain a commercial vehicle for longer than 72 hours under section 141 of the TSA

Details of Vehicle Seizure under section 171 of TSA

A vehicle may be seized for the following offences:

- × Apply for/obtain registration without insurance- sec. 52(1)(h)
- × Drive without insurance- sec. 54(1)(a), 54(1)(b) or 54(1)(c)

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The process Officers may follow in these matters is as follows:

1. Officer issues notice of seizure-immobilization-removal. Indicate expiry of seizure as “subject to court order”
2. Tow company takes vehicle to impound
3. Officer as soon as practicable after the seizure applies to the Provincial Court for court order to detain vehicle until end of proceedings.
4. Peace Officer mails copies of court order to the owner and the impound lot to communicate the expiry of the seizure.

Details of Vehicle Seizure under section 173 of TSA

A vehicle may be seized where the driver of the vehicle has been charged with an offence under:

1. Section 94 of the TSA
2. 259(4) of the CCC
3. Section 130 of the National Defense Act of Canada

When seizing a vehicle under this section the Officer should make an inquiry of the driver via MOVES/CPIC. If MOVES/CPIC indicates that the driver is suspended:

1. In the case of a first time offence a 30 day seizure will apply
2. If a driver and registered owner of the vehicle have both been subject to a seizure previously then the seizure will be 60 days.

Previous seizures must be determined through a database enquiry as these seizures may be appealed to the Transportation Safety Board.

Upon completion of the vehicle seizure the Officer shall fax a copy of the seizure notice to the Alberta Transportation Safety Board at (780) 422-9739. A copy of the vehicle seizure notice shall be scanned and added as digital media to the case report.

Vehicle Release Times

| <u>Reason</u> | <u>Section</u> | <u>Eligible Release</u> |
|-----------------------------------|----------------|-------------------------|
| Abandoned Vehicle | 77(1) (a) | Immediate |
| Vehicle unattended/obstructing | 77(1) (b) | Immediate |
| Illegally parked | 77(1) (c) | Immediate |
| Access to hydrant | 77(1) (d) | Immediate |
| No subsisting plate/permit | 77(1) (e) | Immediate |
| Parked w/o permission/obstructing | 77(1) (f) | Immediate |
| Unattended/Risk of theft | 77(1) (g) | Immediate |
| Present/potential hazard | 77(1) (h) | Immediate |

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| | ----- | |
|---------------------------------|-----------|------------------------------|
| Sec 172/173 vehicle seizure | 77(1) (I) | 24hrs, 30/ 60 days |
| OHV- accident report | 127 | Court order |
| OHV-reg/insurance | 127 | Court order |
| OHV- drive careless on hwy | 127 | Court order |
| Commercial V- 72hrs | 141 | 72hrs or per CVSA |
| Commercial V- detention | 142 | Court order (QB) |
| Seizure for exam | 170 | Court order (Provincial) |
| Seizure for insurance violation | 171 | Court order (Provincial) |
| 24hr seizure/immobilization | 172 | 24hrs |
| Operate while suspended | 173 | 30/60 days |
| Remove for exam/test/inspection | 66 | as directed in writing by PO |
| Disputed direction under sec.66 | 67 | Court order (QB) |
| V damaged in accident by owner | 69 | Immediate (abandoned) |

Impaired Drivers

In situations where Officers believe they have stopped an impaired driver the RCMP of jurisdiction are to be contacted and requested to attend the scene for a criminal investigation.

Peace Officers of the Longview Patrol Division are authorized to suspend impaired drivers pursuant to section 89 of the Traffic Safety Act. When this occurs Officers may seize the driver's vehicle as per policy above. The Officer should also complete the 24 hour Operators License Suspension "Notice of Suspension" form J2955 and read the operator of the vehicle the formal wording for the 24 hour suspension.

The Officer shall also fax a copy of the 24 hr. suspension form to SOCC CPIC to have this information added to their system to indicate the place, time, and name of suspending agency. Fax # 1-780-427-0476.

Upon completion of this the Officer shall fax a copy of the J2955 to the Alberta Transportation at 1-855-643-9419.

Speed Enforcement

Peace Officers may enforce speed provisions pursuant to the Traffic Safety Act and related regulations. Patrol vehicles are outfitted with radar sets. It is the duty of the Officer operating the vehicle to ensure that the manufacturer specified tests are completed on the radar set prior to engaging in speed enforcement, and also when enforcement is completed. Officers operating a LIDAR unit should ensure that the appropriate tests are completed prior to operation of the unit, and after they are completed operating the unit. Officers shall note the times of the manufacturers tests in their notebook.

Stolen Vehicles

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If an Officer believes a vehicle is stolen a CPIC query should be completed to identify if it is stolen or not. If the vehicle is currently being operated the Officer should not attempt to stop the vehicle. The Police should be contacted and the information relayed to them. If the vehicle is not moving the Officer should contact the Police and inform them that a stolen vehicle has been recovered. The Officer may maintain continuity of the vehicle if requested to do so pending arrival of the Police.

Radio Procedures

Officers operating on their own radio system should communicate in clear language and avoid the use of ten codes.

Officers operating on external agency channels shall utilize the appropriate codes for the organization.

Weapons Incidents

Weapons incidents are defined as an event in progress involving a firearm, knife, martial arts weapon, or any item used with intention to cause bodily harm. Officers are not to respond to incidents with weapons, and are to direct these calls for service to the Police Service of jurisdiction.

Video Systems

Officers have access to in car video systems.

Officers may activate their video/audio equipment when a member is conducting any type of enforcement action, or during interviews.

Officers should try to place the equipment in such a position as to cover as much of the area as possible.

Officers should ensure that any recordings they take that are to be used in court proceedings, or complaint proceedings are uploaded and stored appropriately on Village computers.

Recordings may be disposed of/deleted upon the completion of any proceedings.

Court

Before any prosecution is laid, evidence of an offence must be present and directly related to the actual facts. Evidence may be direct or circumstantial by facts that are material to the charge in question and tend to indicate, on reasonable and probable grounds that not only was the offence committed, but that the accused committed it. Reasonable and probable grounds are matters of fact to be determined by the court if the accused enters a not guilty plea.

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Withdrawing charges

Officers wishing to withdraw charges need to contact their prosecutor and discuss this matter with them.

Tickets/summonses

Part 3 violation tickets do not require to be sworn to in front of a commissioner of oaths. Part 2 summonses should be sworn to in front of a commissioner of oaths as soon as is practical for the Officer.

Court Packages

Upon receiving a notice of trial the Officer shall complete a court package. The package should be reviewed by the Village CAO and forwarded via fax to the prosecutor.

Subpoenas

Officers who require witnesses to attend court shall fill out a subpoena and deliver it to the Provincial Court House to have it approved.

Warrants

Warrants may be issued pursuant to the Provincial Offenses Procedure Act when a person does not act on a summons that has been issued to them by a Peace Officer. The Longview Patrol Division often has warrants delivered to them for offenses that Officers have charged someone with.

When warrants are delivered to the office the Peace Officers shall make a copy of the warrant and file it in the filing cabinet. The Peace Officer shall then locate the summons that the warrant was generated from and photocopy the front and back of the summons and attach it to the warrant. This information is then provided to the RCMP to be placed on CPIC.

Officers shall attempt to execute warrants generated by the Longview Patrol Division Department.

For Form 7 endorsed warrants: the Peace Officer upon locating the subject shall place them under arrest and read them their charter rights. The Peace Officer may then release the subject on a Promise to Appear notice. The Peace Officer shall advise the RCMP to remove the warrant from CPIC at this time. The executed warrant shall be filed, and the Promise to Appear delivered to the Courthouse.

For Form 7 unendorsed warrants: the Peace Officer upon locating the subject shall place them under arrest and read them their charter rights. The Peace Officer shall then deliver the subject

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to cells and complete a summary of outstanding warrants form. The judicial interim hearing must be completed by a Police Officer.

For Form 21 warrants: the Peace Officer upon locating the subject shall place them under arrest and read them their charter rights. If the subject is able to pay the specified penalty on the warrant (cash or money order only) then the Peace Officer may execute the warrant and issue a receipt to the subject. If the subject is unable to pay then the Peace Officer shall deliver the subject to cells. When taking a subject to the Calgary Remand Centre on a Form 21 Warrant Officers should contact the Admission and Discharge unit at (403) 695-2111 and advise them of the incoming prisoner, or alternately a CPIC message should be sent from the agency owning the warrant.

Fail To Appear Charges (POPA)

Officers may at their discretion complete information for the purposes of charging an individual for failing to appear in court when a summons has been issued to them. This charge is not applicable if a subject failed to appear when they have been previously released on a Promise to Appear (PTA).

If an Officer decides to take this action they shall access the appropriate forms in the CPO folder on the Village server. The Officer shall complete the fax cover sheet requesting Justice of the Peace services, complete the information, and obtain a copy of the warrant that was issued. The Officer will then fax the forms to the Calgary bail office at (403) 297-3229. Once a warrant is completed and faxed back the Officer shall file it in accordance with the warrant procedure.

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Section Six:

- | | |
|---------------------------------------|------------------------|
| - Investigations/Requests for Service | - Unsightly properties |
| - RCMP referrals | - Parking |
| - House parties | - Animal complaints |
| - Alarms | - Aggressive Animals |
| - Business Licensing | - Intoxicated persons |

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Investigations/Requests for Service

All complaints received, with the exception of anonymous complaints will be investigated by an Officer. Anonymous complaints will not be investigated. Complaints which are of a criminal nature or are out of the purview of the Officer will be directed to the RCMP of jurisdiction or appropriate agency.

Officers will endeavor to contact all complainants within one working day. Complaints of a higher priority will be called back first. This time frame is only a guideline for members to follow in complaint management.

All complaints where Officers conduct an action will be required to have a report submitted with a case file number. Such report will be completed on the same day of the action.

It is at the discretion of the investigating Officer as to how to proceed in complaints where an offense has occurred. The Officer may take into consideration with bylaw offences the goal is voluntary compliance without the necessity of charges. Warnings may be issued for bylaw offenses based on the totality of circumstances.

Follow up reports will be drafted by the investigating Officer after the preliminary report has been filed and it will be the responsibility of the Officer to ensure all complaints are being attended to and all investigations completed.

In the event witness statements are acquired in the investigation a copy of the statement shall be scanned and added as digital media to the report. The hard copy of the statements will be kept in the filing cabinet. All witness statements shall be signed, dated and witnessed.

The investigating Officer is responsible for ensuring all exhibits for the investigation are entered into evidence.

Complaint priority will be given to complaints where public safety is at immediate or foreseeable risk.

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Discretion

Discretion can be used when a choice of possible courses of action exist. Officers can be receptive, open-minded, and observant to relevant circumstances that point either way. Officers do not always need to lay charges and may offer warnings or other courses of action.

RCMP referrals

The Longview Patrol Division and the Turner Valley RCMP currently have an arrangement for the formal referral of matters to the Longview Patrol Division. The referrals will be sent via email to the general complaints email.

RCMP referrals will be received by the Village CAO, Longview Village Office or Officers and a report generated based on the information provided. This will allow the Longview Patrol Division to track problems at specific addresses, and allow development of intelligence based patrols to be conducted.

If Officers require further information on the referrals they may attend the RCMP detachment and request additional information.

House parties

If Peace Officers attend a complaint of a loud house party they shall request the presence of the Police for assistance. The RCMP of jurisdiction may attend house parties when Officers are off duty and forward a referral to Longview Patrol Division.

Business Licenses

The Village of Longview Business License Bylaw requires businesses operating within the town limits to acquire a business license. Officers should be aware that home-based businesses often require a planning/development permit in addition to the business license. Officers may periodically conduct spot checks on businesses in an attempt to identify offenders. Officers may also receive complaints from the public in regards to businesses running in contravention of the bylaw. In this case the Officer shall conduct an investigation and submit a case report.

Unsightly properties

Village of Longview Community Standards bylaw is a Bylaw that requires owners to maintain their properties to an acceptable standard. When an Officer receives a complaint of an unsightly property the Officer shall attend the property and document their observations in their notebook in addition to taking photographs. The Officer shall make a decision based on the totality of circumstances which includes but it not limited to the Officer's observations in regards to general upkeep of the property, visual evidence of a lack of general maintenance, observations of excessive buildup of refuse or materials, and excessive buildup of weeds and/or grass.

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If an Officer deems a property unsightly they may issue a cleanup order pursuant to the Bylaw or provide the resident an opportunity to comply with the provisions of the bylaw. Clean up orders may be issued to the owner of the property in several ways:

- 1) The owner may be served with the notice by registered mail and is considered served upon receipt of the mail.
- 2) The owner may be served by sending the notice regular mail and is considered served after 7 days.
- 3) The owner may be served by posting the cleanup order on a conspicuous area of their property and is considered served after 3 days.
- 4) The owner may be served in person with the order.

Officers must allow the owner a minimum of the allotment in the Village Community Standards Bylaw.

If a cleanup notice is issued and not adhered to in the time frame provided then Officers may issue an entry order to the owner of the property. The order is served in the same manner as above and clean up may commence 48 hours after the notice is served.

The Village currently contracts services on as needed basis.

Animal complaints

Village of Longview Animal Bylaw regulates and controls licensing and nuisance behavior of animals within the Village. The most common complaint Officers will receive in regards to animals is dogs running at large. When an Officer receives a call of a loose animal it will typically be one of two scenarios:

1. A citizen has located a lost dog and is currently holding it
2. A citizen has observed a loose dog in the community.

In the first case an Officer shall contact the complainant and receive information on the type of dog, where it was found, and if the dog has any identification tags. If the animal has a Village license the Officer should look up the owner's information. If the animal has no identification the Officer may transport the animal to the Turner Valley Pound.

If the Officer has the owner's information they should contact the owner to see if they are available to take their dog back. If an Officer is not able to contact the owner, then the Officer

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may consider (based on circumstances) delivering the animal back home and placing in the owners yard.

In the case of an animal loose in the community it would be prudent for one Officer to request attendance of public works department. Officer shall utilize the equipment provided (snare poles, leashes) to attempt to capture the loose animal.

Aggressive Dogs

Occasionally Officers will come across aggressive dogs in the execution of their duties. In the case of aggressive dogs it will be prudent to have all available Officers attend the location to help control the animals, as well as to advise individuals to avoid the area. In the case of dogs that have bit or been aggressive towards an individual already Officers shall take all precautions to avoid further injuries to the public, as well as to the Officer and request assistance.

Intoxicated Persons

Peace Officer of the Longview Patrol Division has powers under the Gaming and Liquor Act to deal with individuals who are intoxicated in a public place. Officers may utilize their discretion in how to deal with individuals who are intoxicated. Officers have options available that include assisting the person on their way, locating a person who can assist or care for them, taking the person into custody and releasing them to a sober person, who can care for them, or taking the person into custody and lodging them in cells until sober.

Persons taken into custody and lodged in cells shall be done so in accordance with the provisions of the Police Act.

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Section 7: Patrol Vehicles

- Patrol Vehicle Operations
- Vehicle Pursuits
- Emergency Response
- Parking of Vehicles
- C.A.M.S

Patrol Vehicle Operations

Peace Officer in the Longview Patrol Division is authorized to operate Emergency Vehicles pursuant to the Use of the Highway and Rules of the Road Regulation (AR 304/2002).

Officers may utilize their emergency equipment on any Village of Longview roadway for the purposes of stopping a vehicle, and for conducting traffic control.

Officers should always operate their vehicles in a safe manner. There are specific legislative authorities for operators of emergency vehicles to breach the law. Officers should be aware of these rules and how they apply.

Vehicle Pursuits

Vehicle pursuits are governed by section 24.7 of the Public Security Peace Officer Manual. Officers will not engage in any vehicle pursuits.

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Emergency Response

The purpose of emergency response is to allow Peace Officers the ability to respond to certain emergency situations outlined utilizing emergency vehicle lights and sirens. It is recognized that there are situations where the Peace Officer can be of assistance to the public as well as Police, Fire and Ambulance and this assistance should be rendered in a priority fashion necessitating the use of emergency equipment.

Only peace officers who have successfully completed a forty hour (40) Emergency Vehicle Operations Course based on a police curriculum may apply to the Director for emergency response authority.

Note: The pursuit course elements of EVOG training are in no manner intended to suggest that peace officers are legally permitted or sufficiently trained to engage in pursuits. All pursuit training provided to peace officers should be treated as skill development related to the handling of a motor vehicle only. See section 24.7 of the Peace Officer Policy Manual for more information on pursuit prohibitions.

Peace officers may only engage in emergency response duties if they have applied to the Director and had their peace officer appointment amended to include this authority.

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Situations in which an emergency response is allowed are restricted to:

- × Injury collisions
- × Providing backup to police or peace officers where there is a reasonable belief that the officer is in serious danger and the peace officer may be the closest assistance available
- × Attending a fire or medical situation at the request of the Fire or EMS department. (It will not become standard practice to provide a co-response to all fire or medical situations.)
- × Any emergent situation if requested by a police service to attend in an emergency response capacity
- × All situations will be evaluated by the peace officer to assess if the services they can provide on-scene outweigh the risk created to the public and peace officer by traveling in an emergency response capacity. Public Safety is the primary consideration in all emergency response situations.

Emergency Vehicle Response will not be conducted for:

- × Non-injury motor vehicle collisions
- × Providing backup to police or peace officers where there is a police officer closer and already responding to the situation, unless requested by that police service to attend
- × Any other non-urgent situations

All motor vehicle collisions resulting from emergency vehicle responses are to be reported to the Director of Law Enforcement as a sensitive/serious occurrence on the approved form.

Vehicle Use outside of the Jurisdiction

The CPO is covered by the Village insurance while operating within the jurisdiction established by the SolGen and when authorized beyond those boundaries for official Village business. When leaving the jurisdiction the CPO must submit a request in writing, identifying the date, the purpose to the trip, departure time and expected return time, approx. kms to be travelled. These requests should be made to the CAO well in advance of the planned trip. In writing component can be in the form of an email and authorization can be in the form of a return email. These requests include scheduled vehicle maintenance, vehicle use for conference/workshop attendance, meetings outside of the village, unusual court appearances, joint force operations, etc

Parking of Vehicles

~~Peace Officers will park their vehicles in a respectful manner in unless circumstances dictate otherwise.~~

Vehicle Maintenance

Peace Officer is required to maintain maintenance records of oil changes, mileage on tire rotations. Keep the CAO informed on any maintenance issues. Larger maintenance should be scheduled to minimize downtime on regularly scheduled shifts. Minor maintenance should be scheduled to maximize use of vehicle for shift.

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Parking of Vehicles

Peace Officers will park their vehicles in a respectful manner in unless circumstances dictate otherwise. The patrol vehicle is to be parked on Village property when not in use, unless previously arranged with the CAO.

GPS Safety Monitoring

In vehicles equipped with C.A.M.S GPS safety monitoring system, the Peace Officer operating that motor vehicle shall ensure they are signed into monitoring software at any time they are operating such motor vehicle. The Officer shall also ensure they are wearing the properly associated emergency button for that vehicle.

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Section 8: Public Complaints against Officers

- Complaints Process
- Anonymous Complaints
- Formal Complaints
- Complaints Not Requiring Investigation by the Authorized Employer
- When Appropriate to Notify Peace Officer About Complaints
- Authorized Employer Initiated Investigations
- Program Reporting Responsibilities
- Progressive Discipline Policy
- Employee Written Warning

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Complaints Process

In matters where a complainant has received a legal document/ticket they should be advised it is a matter before the courts.

Complaint processes may become complex with concurrent processes triggered by the complainant that could include: complaints to the employer, complaints to the Police Service of jurisdiction, complaints to the human rights commission, civil suits, criminal investigation/private information.

There is a duty of the employer to investigate public complaints pursuant to part 2 of the Peace Officer Act. Upon receipt of a **written complaint** the employer shall determine whether it is deemed a public complaint (s.14 POA), or determine whether an employer initiated investigation should occur (s. 16 POA). If a complaint is in regards to a criminal offence or excessive force it should be directed to the Police Service of jurisdiction for their investigation.

No investigation is necessary if the employer deems the complaint to be frivolous, vexatious, or in bad faith.

If an investigation is to take place the employer must inform the Solicitor General via the PS3535 form.

During the course of an employer investigation it is required to be conducted in a fair and unbiased manner. Officers are entitled to be dealt with by the principles of procedural fairness and natural justice. The employer will in the course of the investigation:

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ANONYMOUS COMPLAINTS

Anonymous complaints are occasionally submitted in writing to an authorized employer. Anonymous complaints do not allow for the authorized employer to discharge required legal responsibilities under Act and Regulation relating to complainant notification, therefore they are not considered a complaint under Section 14 of the Act.

However, if the nature of any complaint (anonymous, written or verbal) is serious, the authorized employer shall review the matter. In the event some element of substance to the allegation is uncovered, reporting and investigation requirements are triggered by Section 16 of the Act.

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FORMAL COMPLAINTS

Provide formal written notice of the allegations to the Officer

-Provide reasons for the investigation

Provide a copy of the complaint to the Officer

Provide reasonable disclosure of any notes (physical or electronic) made through the complaint process.

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The investigative steps will consist of:

- a) A written complaint is received by the authorized employer.
- b) The authorized employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.
- c) Notify the peace officer involved of the complaint if appropriate
- d) The authorized employer must advise Public Security Division of public complaints in accordance with Incident Report Form J3535.
- e) Investigate the allegations of the complaint by interviewing the complainant, any witnesses, the peace officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence. For clarity such investigation shall include:
 - ※i. Conducting a verbal interview with the complainant
 - ※ii. Conduct interviews of other Peace Officers present
 - ※iii. Obtain and review electronic data if applicable
 - ※iv. Obtain and review other evidence if applicable
 - ※v. Conducting a verbal interview of the affected Officer after the Officer has had opportunity to review related disclosure documents, including notes made during the complainants or other Officers' interview, and other evidence that may have been brought forward.

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f) Review any relevant documents in existence pertaining to the occurrence including, but not limited to:

- i. Occurrence reports
- ii. Dispatch logs
- iii. Peace officer notebook(s)
- iv. Court reports
- v. Legal documents
- vi. In car video recordings

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g) Notify the complainant, the peace officer involved if appropriate, and Director as to the status of the investigation at least once every 45 days.

h) Upon conclusion of the investigation the authorized employer must notify the complainant, the peace officer involved, and the Director of the disposition of the complaint using wording found in Section 22 of the POMR, which reads as follows:

※i. '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.

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※ii. 'the complaint is unsubstantiated.' This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.

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※iii. 'the complaint is found to have merit in whole or in part.' This means that on the basis of a thorough investigation that 'in whole' a reasonable belief exists that the peace officer has engaged in misconduct in regards to the entirety of the complaint; or 'in part' a reasonable belief exists that the peace officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.

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※iv. 'the complaint is frivolous, vexatious or made in bad faith.' This disposition will be used when an authorized employer chooses not to investigate a complaint as per Section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.

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i) In the event a complaint is found to have merit in whole or in part the authorized employer must state what disciplinary action has been taken and it must be in accordance with the agency's disciplinary policy filed with the Director.

NOTE 1: The specifics of what disciplinary action is taken (verbal reprimand, three- day suspension, dismissal, etc.) may be articulated, if permitted by a Collective Agreement or Human Relations policy. If the details are released it is permitted under 40(1)(f) of the FOIP Act.

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NOTE 2: The specifics of what disciplinary action is taken must be reported to the Director of Law Enforcement to ensure the disciplinary policy submitted as a requirement of legislation is being adhered to.

If specific information is not provided to the complainant, employers must indicate disciplinary action was taken in accordance with discipline policies supplied to the Solicitor General and Ministry of Public Security.

The conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director as required in Section 15 of the 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 MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.

Correspondence to the Director must be sent to:
Director of Law Enforcement
10th Floor, 10365 - 97 Street
Edmonton AB T5J 3W7

Complaints Not Requiring Investigation by the Authorized Employer (~~Section 15(2) of the Act~~)

It is recognized that some complaints will be made under circumstances in which an investigation is not required. ~~The Section 15(2) of the~~ legislation has included four circumstances under which an employer may choose not to investigate a complaint if the authorized employer is of the opinion that the complaint falls into one of noted categories:

- a) Frivolous. A complaint intended merely to harass or embarrass.
- b) Vexatious. Complaint that has no basis in fact or reason, with its purpose to bother, annoy and embarrass the peace officer or authorized employer.
- c) Bad Faith. Filing the complaint with intentional dishonesty or with intent to mislead.
- d) Public complaints received regarding quality of service relating to the interpretation or application of legislation, investigation outcome or action taken as a result of an

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investigation are not normally considered complaints against the conduct or actions of a peace officer. After a review, the authorized employer may choose not to investigate these occurrences pursuant to Section 15(2)(b) of the Act.

Reasons for not investigating complaints by reason of the above definitions must be explained in written format to the complainant and advise them of the ability to appeal to the Director.

All complaints disposed through this section must be reported to the Director on a monthly basis.

When Appropriate to Notify Peace Officer About Complaints

Part 5 of the POMR makes references in Sections 20 and 21 to notifying a peace officer of complaints made where the Director deems it appropriate. It is recognized that in the majority of cases it is always appropriate and necessary to inform a peace officer about a complaint made to facilitate the principles of due process and fairness. However, in circumstances where such notification may unduly have a negative impact on an internal investigation or place the complainant in an unfavourable position, the notification to the peace officer may be delayed for a period of time.

In the following general circumstances, consideration must be given to delay informing the peace officer about a complaint when it may reasonably be suspected that:

- a) The complainant may be placed in danger,
- b) The complainant may face other inappropriate action by the peace officer should the peace officer be informed,
- c) The notification may impede the gathering of evidence during an internal investigation conducted under Part 3 of the Act,
- d) A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the peace officer could impede any resulting police or other investigative agency investigation, or
- e) Any other situation identified by the authorized employer or Director in which it may be appropriate to delay informing the peace officer about the complaint.

In any case where the authorized employer is uncertain as to the appropriateness of informing a peace officer about a complaint, the Public Security Division should be contacted.

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'Section 16' Authorized Employer Initiated Investigations

Section 16 of the Act places a responsibility on the authorized employer to ensure that peace officers acting under the employer's authorization conduct themselves in a manner that is consistent with their peace officer appointment, legislation, policies and guidelines. This provision is designed to ensure that legislative or policy violations identified through supervisory or other in-house processes are dealt with effectively.

In these circumstances, the employer shall report to the Director within one month each founded occurrence so identified and the results of any investigation.

Occurrences that are reviewed and assessed as unfounded do not need to be reported to the Director.

The standard complaints investigative procedure should be utilized for employer initiated investigations to ensure they are investigated in a responsible and consistent manner. Upon completion of the investigation the employer shall either dismiss the complaint as unfounded, unsubstantiated, frivolous in nature, vexatious, or in bad faith.

The employer may also find the complaint to have merit in part or whole.

If misconduct has been committed, corrective disciplinary procedures will commence as per employer human resource policy.

The complainant and Officer will be informed of the disposition of the complaint in writing, and will include a note that the complainant may appeal the decision to the Director of Law Enforcement in Alberta.

Program Reporting Responsibilities

There are a number of legislative reporting components designed to strengthen program integrity and provide for a volume of information about authorities exercised by those who carry peace officer appointments. Information collected can be used to determine trends or patterns and in turn be used to build a solid business case for change should issues be identified. Some examples that may potentially lead to updates to the program are as follows: deployment use problems with a particular weapon; identified training deficiencies; legal precedents or decisions; and systematic safety issues. Additionally, these reporting requirements may be able to identify potential risks with trends in behaviour for individual peace officers, particularly in situations where they are employed by more than one authorized employer.

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This section summarizes all reporting requirements that apply to a peace officer or authorized employer.

REPORTS TO THE DIRECTOR OF LAW ENFORCEMENT ON FORM J3535 MAY BE FAXED TO (780) 427-4670, attention Public Security Peace Officer Program Manager, or in non-time sensitive matters by mail to:

Manager
Public Security Peace Officer Program
10th Floor, 10365 – 97 Street
Edmonton, AB
TSJ 3W7

Progressive Discipline and Alternative Dispute Resolution Policy:

The Village of Longview's current Progressive Discipline and Alternative Dispute Resolution Policy will be used to deal with human resource or procedural violations that need to be addressed.

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Employer reporting requirements:

| TIME IN WHICH INCIDENT MUST BE REPORTED | INCIDENT TYPE |
|---|--|
| <p>Report to the Director as soon as the authorized employer becomes aware (on incident reporting form J3535 found in Appendix K)</p> | <ul style="list-style-type: none"> • The use of a firearm in circumstances in which it was discharged in response to a perceived threat. • 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. • Any allegation that a peace officer used excessive force as identified through an internal reporting process or complaint. • Any incident involving a peace officer where a weapon was used by somebody else, other than animal related duties or training. • 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 public security program manager may be contacted. If unsure the authorized employer should report the matter. <ul style="list-style-type: none"> - Incidents in which a peace officer has violated the employer's code of conduct. • 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. |
| | <ul style="list-style-type: none"> • If a peace officer ceases their employment with the employer. • Any event in which the peace officer has reported a charge or arrest to the authorized employer for an offence under the Criminal Code, <i>Controlled Drugs and Substances Act</i>, or any other enactment of Canada. • 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. The Public Security Division suggests that arrests or charges under the following be considered as serious: <ul style="list-style-type: none"> ○ <i>Child, Youth, and Family Enhancement Act</i> ○ <i>Gaming and Liquor Act</i> ○ Suspension/cancellation of a driver's license under the <i>Traffic Safety Act</i> if the peace officer is involved in traffic enforcement as part of their duties. ○ Careless driving charges/arrests under Section 115 of the <i>Traffic Safety Act</i> if the peace officer is involved in traffic enforcement as part of their duties. ○ <i>Maintenance Enforcement Act</i> |

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| <p>Authorized employer report to the Director within 24 hours (on incident reporting form found in Appendix K)</p> | <ul style="list-style-type: none"> • Used a firearm not related to duties under the <i>Animal Protection Act</i>, <i>Dangerous Dogs Act</i>, <i>Stray Animals Act</i>, or <i>Wildlife Act</i>. • Used a firearm other than in a training situation. • Any use of firearms or weapons that resulted in a 'training accident' . |
| <p>Authorized employer report to the Director within two (2) business days (on incident reporting form found in Appendix K)</p> | <ul style="list-style-type: none"> • Each use, against a person, of baton, OC spray, conducted energy weapon or tear gas except as related to duties under the <i>Animal Protection Act</i>, <i>Dangerous Dogs Act</i>, <i>Stray Animals Act</i>, or <i>Wildlife Act</i>. |
| <p>Authorized employer report to the Director within one (1) month (on incident reporting form found in appendix K)</p> | <ul style="list-style-type: none"> • Each complaint made about a peace officer, unless earlier reporting was required due to incident type and the complaint has been reported. • Each authorized employer initiated investigation under Section 16 identified by the authorized employer. • Each public complaint dismissed as frivolous, vexatious or made in bad faith. • Each public complaint otherwise not investigated or in which the investigation is discontinued prior to a finding. • The dispositions of completed public complaints or authorized employer initiated investigations. This obligation can be discharged by copying the Director on finding letters sent to the complainant or peace officer. |
| <p>Report to the Director annually</p> | <p>An annual report showing at a minimum:</p> <ul style="list-style-type: none"> • Name and position of the program contact person. • An updated list of peace officers employed and their positions within the agency. • 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. • Submission dates for annual reports can be set by the authorized employer to coincide with any internal reporting systems. If no date preference is indicated by the authorized employer then these reports are due by the end of January each calendar year. |
| <p>Peace officer must report to the authorized employer within 24 hours</p> | <ul style="list-style-type: none"> • Any event in which the peace officer has been charged or arrested for an offence under the <i>Criminal Code</i>, <i>Controlled Drugs and Substances Act</i>, or any other enactment of Canada. • Any event in which the peace officer has been charged or arrested for an offence under a provincial statute of Alberta. • Loss of peace officer ID card. |

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