



P O L I C Y

Department Enforcement CPO Services	Policy No. EN (1)	Page 1 of 2
Policy Title USE OF DEFENSIVE BATON	Date: July 6, 2017	Resolution No. C/373/17

Policy Statement:

Lacombe County recognizes there are circumstances where a Community Peace Officer may need to use a defensive baton to facilitate a defensive position in the execution of their duties. Subject to the provisions of this policy and in accordance with the *Peace Officer Act*, *Peace Officer Regulations* and *Peace Officer Ministerial Regulations* the County ~~Commissioner~~ Manager is authorized to approve the carrying and use of a defensive baton by Community Peace Officers.

Guidelines/Procedures:

1. The issue of a defensive baton to a Community Peace Officer is conditional upon:
 - a) Authorization on their Appointment as issued by the Department of Justice & Solicitor General.
 - b) Successful completion of a training course on a use of force model recognized by the Public Security Division.
 - c) The Community Peace Officer being certified and/or recertified in the use of the defensive baton by a qualified instructor.

Approved Uses

2. The defensive baton must only be used as a defensive tool and should not be applied to facilitate an arrest unless other means are not available.
3. A defensive baton may be utilized to control an attack or threat of an attack from any animals.

Procedures

4. The defensive baton issued to a Community Peace Officer shall be a style that utilizes centrifugal force.
5. The defensive baton must be worn in the issued scabbard.
6. Community Peace Officers who are carrying authorized batons:
 - a) Must check their baton on a weekly basis for the following:
 - i. Wear and tear on the foam grip
 - ii. Bent shaft and stress fractures
 - iii. Abrasions on the tip or a loose tip
 - iv. Secure butt cap

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Policy Title Use of Defensive Baton	Policy No. EN (1)	Page 2 of 2
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- b) May make minor adjustments to the retaining clip and O-ring to ensure the proper opening and closing capabilities.
 - c) Report a defective baton requiring repair or replacement to the ~~Senior Community Peace Officer~~Manager of CPO Services.
 - d) Ensure that when off-duty, the baton is secured in a locked cabinet within the office. If a Community Peace Officer goes off shift at their residence, the defensive baton must be secured within a locked cabinet.
7. Community Peace Officers shall only use the defensive baton which is supplied by Lacombe County and issued by the ~~Senior Community Peace Officer~~Manager of CPO Services.

Report on Use

8. A Community Peace Officer involved in an occurrence where a defensive baton was utilized by either himself or another Community Peace Officer shall:
- a) Complete a standard incident report outlining the circumstances surrounding the use of the defensive baton and provide a copy of the report to the ~~Senior Peace Officer~~Manager of CPO Services and Public Security Division of the Department of Justice & Solicitor General.
9. The ~~Senior Community Peace Officer~~Manager of CPO Services shall notify the County ~~Commissioner~~Manager or the ~~Manager of Environmental and Protective Services~~Director of Community Services in writing, of the circumstances surrounding the use of a defensive baton.

Approved: _____ C/297/05
Revised: _____ C/312/07
Revised: _____ February 28, 2008
Revised: _____ June 27, 2013
Revised: _____



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Department Enforcement CPO Services	Policy No. EN(2)	Page 1 of 3
Policy Title Use of Oleoresin Capsicum Spray (OC)	Date: July 6, 2017	Resolution No. C/373/17

Policy Statement:

Lacombe County recognizes there are circumstances where a Community Peace Officer may need to use Oleoresin Capsicum (OC) spray in the execution of their duties. Subject to the provisions of this policy, *Peace Officer Act*, *Peace Officer Regulations* and *Peace Officer Ministerial Regulations* the County ~~Commissioner~~ Manager is authorized to approve the carrying and use of OC spray by Community Peace Officers.

Guidelines/Procedures:

1. The issue of OC spray to a Community Peace Officer is conditional upon:
 - a) A Community Peace Officer's appointment authorizing him/her to be in possession of OC spray only for the purpose of their duties or employment and does not extend to off-duty activities.
 - b) Successful completion of a training course on a use of force model recognized by the Department of Justice & Solicitor General.
 - c) The Community Peace Officer receiving specific instructions in the care, handling and use of OC spray.

Approved Uses

2. OC spray must only be used as a defensive tool and should not be applied to facilitate an arrest unless other means are not available.
3. OC spray may be utilized to control an attack or threat of an attack from any animals.
4. Training purposes when used as part of a training course recognized by the Alberta Solicitor General.
5. OC spray shall only be carried by Community Peace Officers while on duty and use does not extend to off duty activities.

Procedures

6. A Community Peace Officer authorized to use OC spray must:
 - a) Inform the ~~Senior Community Peace Officer~~ Manager of CPO Services whenever possible prior to using the OC spray;

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- b) When tactical advantage is not lost, advise the potential target(s) that OC spray may be used if their behavior remains uncontrollable;
- c) Monitor the target(s) and seek medical assistance if the effect of the OC spray persists after one (1) hour.

7. The ~~Senior Community Peace Officer~~Manager of CPO Services must:

- a) Where possible, report to the area, take charge of the incident and approve the use of OC spray, if necessary.
- b) Ensure all targets affected by the OC spray are taken to an area which is secure and removed from the contamination and that provides for appropriate decontamination.
- c) Review, comment and submit the detailed Incident Report to the County ~~Commissioner~~Manager or ~~Manager of Environmental and Protective Services~~Director of Community Services.
- d) Ensure all Community Peace Officers required to carry OC spray are re-certified every 36 months.

8. The OC spray issued to Community Peace Officers shall conform with the requirements of the Peace Officer Act and OC spray as defined in Section 4(1)(a) of the Peace Officer Regulation. OC spray shall not exceed 1.33% Major Capsaicinoids and must not be a solvent based animal spray.

9. A Community Peace Officer shall only use the OC spray which is supplied by Lacombe County and issued by the ~~Senior Community Peace Officer~~Manager of CPO Services.

Storage

- 10. When OC spray canisters are in the office, not on any person, they must be stored in a locked cabinet.
- 11. Replacement canisters are under the control of the ~~Senior Community Peace Officer~~Manager of CPO Services and must be stored in a locked cabinet.
- 12. When OC spray canisters are in the possession of a Community Peace Officer at their residence, when it is not reasonable to have it locked at the office, the Community Peace Officer must ensure proper storage of the OC spray, through the use of a locked cabinet.

Post Incident

- 13. A Community Peace Officer involved in an occurrence where OC spray was utilized, either by themselves or any other Community Peace Officer shall:
 - a) Conduct post-deployment procedures in accordance with their training and best practices.

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Report of Discharge

14. A Community Peace Officer involved in an occurrence where OC spray was utilized by either themselves or another Community Peace Officer for purposes other than training shall:
 - a) Advise the RCMP forthwith of the deployment of OC spray and request their attendance/assistance.
 - b) Complete a standard incident report outlining the circumstances surrounding the use of the OC spray and provide a copy of the report to the Senior Community Peace Officer, RCMP and Public Security Department of Justice & Solicitor General.
 - c) Outline in the occurrence report details regarding place and time of decontamination or refusal of decontamination by the subject, and all subsequent attempts at decontamination.
15. The ~~Senior Community Peace Officer~~Manager of CPO Services shall notify the County ~~Commissioner~~Manager or ~~Manager of Environmental and Protective Services~~Director of Community Services in writing, of the circumstances surrounding the discharge of OC spray.

Restrictions on Use

16. A Community Peace Officer must not allow, lend or provide to any person not duly authorized by law, to handle, possess or use OC spray.

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Department ENFORCEMENT CPO Services	Policy No. EN(334)	Page 1 of 3
Policy Title CODE OF CONDUCT	Date June 27, 2013	Resolution No. C/420/13

Policy Statement:

As an authorized employer, Lacombe County recognizes the responsibility to adopt a Code of Conduct to ensure the integrity of the Community Peace Officer Program and to establish common standards in accordance with the *Peace Officer (Ministerial) Regulations*.

Guidelines/Procedure:

In carrying out official duties, Community Peace Officers shall comply with:

1. The terms and conditions of the authorization granted to Lacombe County to employee Community Peace Officers,
2. The terms and conditions of the Peace Officer's appointment, and
3. This Code of Conduct.

Performance of Duties

Community Peace Officers act as an official representative of Lacombe County and shall perform all duties without favor or affection or ill will and without regard to race, colour, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income, sexual orientation, political belief or aspiration. All citizens must be treated equally with courtesy, consideration and dignity. Officers shall promptly and diligently perform the peace officers' duties and responsibilities

Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in such a manner as to inspire confidence and respect for the position of public trust they hold.

Discretion

Community Peace Officers will use discretion when exercising the authority conferred upon them by their appointments. The principle of reasonableness will guide the officer's determinations, and the officer will consider all surrounding circumstances in determining what action shall be taken.

The wise use of discretion will do much to preserve good relationships and retain the confidence of the public. It is important to remember that a timely word of advice rather than enforcement can be a more effective means of achieving a desired outcome.

Policy Title

CODE OF CONDUCT

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Use of Force

Community Peace Officers will never use unnecessary force or violence and will use only such force in discharging of duty as is reasonable in all circumstances. The use of force should be used only with the greatest restraint and only after discussion, negotiation and persuasion has been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, Community Peace Officers will refrain from unnecessary infliction of pain or suffering and will never engage in cruel degrading or inhumane treatment of any person.

Integrity

Community Peace Officers will not:

1. engage in acts of corruption or bribery
2. make or sign false, misleading or inaccurate statements
3. use the Peace Officer's position for the Peace Officer's own advantage or another person's advantage.
4. engage in activities that may or will result in a conflict of interest or an apprehension of or lack of integrity in the Office of Peace Officer
5. act in a way that will be harmful to the discipline of Peace Officers or that is likely to discredit the Office of Peace Officer
6. suppress information, complaints or reports about any other Peace Officer
7. exercise the Peace Officer's authority when it is unnecessary to do so

Officers will not condone such acts or activities by other Community Peace Officers.

Money or other property that a Community Peace Officer receives in the capacity of their position must be properly accounted for or returned.

The public demands that the integrity of Community Peace Officers be above reproach. Officers must therefore avoid any disorderly or inappropriate conduct that might compromise integrity and thus undercut the public confidence in Lacombe County and the Community Peace Officers. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law.

Protection and Privacy of Information

Community Peace Officers shall respect confidentiality and ensure that information obtained by a peace officer is kept confidential unless the performance of duty or legal provision require otherwise.

The destruction, mutilation or concealing of information, record or property, without lawful excuse is prohibited. Officers shall not alter, or erase an entry in a record without lawful excuse.

Policy Title

CODE OF CONDUCT

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Cooperation

Community Peace Officers will cooperate with all legally authorized agencies and their representative in the pursuit of law enforcement. It is imperative that an officer assist colleagues fully and completely with respect and consideration at all times.

When assisting other agencies or working on joint initiatives outside of Lacombe County or of other jurisdictions approved on their appointments, Community Peace Officers shall obtain the prior approval of Lacombe County and the Director of Law Enforcement of the Public Security Division.

Professional Development

Community Peace Officers are responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Personal Behavior

Community Peace Officers must behave in a manner that does not bring discredit to Lacombe County or themselves. An officer's character and conduct while off duty must be exemplary, thus maintaining a position of respect in the community in which they live.

Prohibited Activities

Community Peace Officers employed by Lacombe County are prohibited from:

1. consuming alcohol while on duty, except in the performance of the peace officer's duties.
2. consuming controlled drugs and controlled substances under the *Controlled Drugs and Substances Act* (Canada).
3. possessing controlled drugs and controlled substances, the possession of which is prohibited by law, except in the performance of the Peace Officer's duties.

Approved: December 13, 2007

Revised: June 27, 2013

P O L I C Y



Department Enforcement CPO Services	Policy No. EN (45)	Page 1 of 2
Policy Title Temporary Expansion of Jurisdiction	Date: July 6, 2017	Resolution No. C/373/17

Policy Statement:

Lacombe County is granted authority by the Province of Alberta for duly appointed Community Peace Officers (CPO) to operate outside of their normal jurisdiction excluding one and two digit highways for the purposes of "Safety Issues", Emergency Vehicle Response, Courthouse Issues, and to facilitate Joint Enforcement Operations (JFOs). This authority is limited to the powers identified in the Community Peace Officer Appointments issued by the Department of Justice & Solicitor General.

Guidelines/Procedures:

Definitions

1. In this policy:
 - a) "Safety Issue" means a traffic offence is witnessed where public safety is clearly put at risk.

Approved Uses

2. It is understood that the normal jurisdiction of Lacombe County Community Peace Officers is:

The municipal boundaries of Lacombe County excluding the City of Lacombe, Town of Blackfalds, and including the Villages of Alix and Clive and the Towns of Eckville and Bentley under service agreements. This jurisdiction normally excludes one and two numbered highways unless under a written invitation from the appropriate jurisdictional authority while performing a JFO. Jurisdictions that do not form part of the home jurisdiction, or are otherwise serviced under a contract, may not be patrolled as part of normal duties.
3. Lacombe County Community Peace Officers are authorized to participate in JFOs outside their normal jurisdiction at the discretion of the ~~Senior Community Peace Officer~~ Manager of CPO Services.

Procedures

4. In the case of a Community Peace Officer exercising authority for "safety issues", the Police service or Community Peace Officer agency must be contacted to seek direction on how to proceed. The police service or CPO agency has the option of sending a member, directing that a ticket be issued, or may provide other direction.
5. Written invitations from the sponsoring police service, provincial enforcement agency, or Community Peace Officer agency must be obtained before participating in any JFO.
6. Copies of these invitations must be maintained as an agency record.

Policy Title

Temporary Expansion of Jurisdiction

Policy No.

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7. All violation tickets written outside of the home jurisdiction under this authority will be reported to the Director of Law Enforcement of the Public Security Division of the Department of Justice & Solicitor General.

Approved: August 26, 2010
Revised: June 27, 2013

P O L I C Y



Department Enforcement CPO Services	Policy No. EN (56)	Page 1 of 2
Policy Title EMERGENCY RESPONSE BY COMMUNITY PEACE OFFICERS	Date: July 6, 2017	Resolution No. C/373/17

Policy Statement:

Lacombe County is granted authority by the Province of Alberta for duly appointed Community Peace Officers to respond to certain situations utilizing emergency lights and sirens. This authority is limited to the powers identified in the Community Peace Officer Appointments issued by the Ministry of Justice and Solicitor General. Community Peace Officers may only provide emergency response if they have successfully passed an approved 40 hour Emergency Vehicle Operations course, and have applied to the Director of Law Enforcement to have their appointment amended to include this authority. Lacombe County Peace Officers are authorized to respond to certain situations utilizing lights and sirens subject to the conditions set out in this policy.

Guidelines/Procedures:

1. In this policy:
 - a) “Emergency Response” means the use of lights and sirens to respond to a situation.
 - b) “Pursuits” occur when a Peace Officer follows a vehicle with the intent to stop or identify the vehicle driver, and the driver, being aware of the Peace Officer’s actions, fails to stop and the driver initiates evasive action or ignores directions to stop/avoid apprehension.
 - c) “Closing the distance” or “Catch up situations” are an emergency response by a Peace Officer to close the distance on a suspected violator to further law enforcement. These are not considered pursuits unless some overt action by the suspected offender suggests an attempt to avoid apprehension.

Approved Uses

2. Emergency responses by Lacombe County Community Peace Officers are limited to:
 - a) An injury collision when a Community Peace Officer is the closest emergency vehicle and/or the Peace Officer is requested to attend by Police Agency of Jurisdiction.
 - b) Providing backup to Police or Peace Officer where there is reasonable belief that the Officer is in serious danger and the Community Peace Officer may be the closest assistance available.
 - c) Attending a fire or medical situation at the request of the Fire or EMS Department. Attendance at fires or medical calls will not be standard practices and must be requested by the Fire or EMS Departments involved.

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- d) An emergent situation if required by a Police Service to attend in an emergency response situation.
- e) An emergent situation which may result in activation of the Lacombe County Emergency Response Plan.

Procedures

- 3. Lacombe County Peace Officers will not engage in pursuits and will contact the responsible Police agency in these situations.
- 4. Lacombe County Peace Officers may employ closing the distance or catch up techniques only when there is limited risk to the public and there is a reasonable likelihood for apprehension of the suspected offender.
- 5. Lacombe County Peace Officers will not participate in or use spike belt deployment or road blocks.

Report on Use

- 6. All motor vehicle collisions resulting from emergency vehicle responses will be reported to the Director of Law Enforcement of the Public Security Division of the Department of Justice & Solicitor General , for the Province of Alberta, as well as the ~~Manager of Environmental and Protective Services~~Director of Community Services for Lacombe County.

Approved: August 26, 2010
Revised: June 27, 2013

P O L I C Y



Department Administration — CPO Services	Policy No. EN(767)	Page 1 of 4
Policy Title PUBLIC COMPLAINT PROCESS FOR COMMUNITY PEACE OFFICER/SENIOR COMMUNITY PEACE OFFICER MANAGER OF CPO SERVICES	Date: July 6, 2017	Resolution No. C/373/17

Policy Statement:

Lacombe County recognizes that any person may make a complaint in writing regarding a Community Peace Officer employed by Lacombe County and that Lacombe County, as an authorized employer, has an obligation to investigate and dispose of a complaint against a Community Peace Officer. Any complaint received by Lacombe County will be investigated and disposed of in accordance with the *Peace Officer Act*, *Peace Officer Regulations* and *Peace Officer Ministerial Regulations*.

Guidelines/Procedures:

The public complaint process will be conducted in a professional manner that recognizes, upholds, and balances the following policy objectives:

1. public accountability;
2. protection of the rights of the investigated person;
3. upholding the principles of natural justice and fairness; and
4. protection of the integrity of the Enforcement Department and Lacombe County.

Any allegations of criminal misconduct must be turned over to the police service of jurisdiction and the complainant notified forthwith.

Section A: Community Peace Officer

1. Complaints or other information about inappropriate conduct of a Community Peace Officer shall be directed to the ~~Senior Community Peace Officer~~Manager of CPO Services.
2. Complaints shall be in writing and signed by the complainant.
3. The ~~Senior Community Peace Officer~~Manager of CPO Services shall provide the complainant with written acknowledgment of the complaint within 30 days of receipt of the complaint.
4. The ~~Senior Community Peace Officer~~Manager of CPO Services shall, subject to the provisions of the *Peace Officer Ministerial Regulations*, serve notice of the complaint on the Community Peace Officer along with a copy of the complaint. The notice shall include a request for a written response to the complaint.
5. The ~~Senior Community Peace Officer~~Manager of CPO Services shall investigate to determine the substance of the complaint received.

6. The ~~Senior Community Peace Officer~~Manager of CPO Services shall present the findings of the investigation to the Community Peace Officer. The Community Peace Officer shall be given an opportunity to make a full response to the allegations and supporting evidence.
7. The ~~Senior Community Peace Officer~~Manager of CPO Services shall hear the explanation of the Community Peace Officer and any other information that is relevant to determine the facts. On conclusion, the ~~Senior Community Peace Officer~~Manager of CPO Services shall determine if the complaint is unfounded, unsubstantiated, or found to have merit in whole or in part.
8. If the ~~Senior Community Peace Officer~~Manager of CPO Services finds the Community Peace Officer has committed misconduct, any one of the following disciplinary actions may be taken:
 - a) issue a verbal or written warning;
 - b) issue a verbal or written reprimand;
 - c) with the approval of the County ~~Commissioner~~Manager, suspend the Community Peace Officer with or without pay; and
 - d) with the approval of the County ~~Commissioner~~Manager, terminate employment of the Community Peace Officer.
9. The ~~Senior Community Peace Officer~~Manager of CPO Services shall advise the Community Peace Officer in writing as to their decision and disciplinary action.
10. The ~~Senior Community Peace Officer~~Manager of CPO Services shall advise the complainant in writing as to the disposition of the matter of complaint. The conclusion letter issued to the complainant 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 THAT YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT OF 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.

11. The Community Peace Officer may appeal to the County ~~Commissioner~~Manager any warning, reprimand, suspension or termination. Such appeal shall be in writing and state the grounds of appeal. After hearing the appeal, the County ~~Manager~~Commissioner may dismiss the appeal or allow the appeal. If the County ~~Commissioner~~Manager is satisfied that a complaint against a Community Peace Officer has been proven in whole or in part, they may confirm, revoke or vary the decision of the ~~Senior Community Peace Officer~~Manager of CPO Services.
12. If the ~~Senior Community Peace Officer~~Manager of CPO Services is made aware, other than by a complaint, that the Community Peace Officer has failed to meet the standards of conduct or other requirements to which the Community Peace Officer is subject, the matter shall be handled in a method similar to the above procedure.

Section B: ~~Senior Community Peace Officer~~Manager of CPO Services

1. Complaints or other information about inappropriate conduct of the ~~Senior Community Peace Officer~~ Manager of CPO Services shall be directed to the ~~Manager of Environmental and Protective Services~~ Director of Community Services.
2. Complaints shall be in writing and signed by the complainant.
3. The ~~Manager of Environmental and Protective Services~~ Director of Community Services shall provide the complainant with written acknowledgment of the complaint.
4. The ~~Manager of Environmental and Protective Services~~ Director of Community Services shall serve notice of the complaint on the ~~Senior Community Peace Officer~~ Manager of CPO Services along with a copy of the complaint. The notice shall include a request for a written response to the complaint.
5. The ~~Manager of Environmental and Protective Services~~ Director of Community Services shall investigate to determine the substance of the complaint received.
6. The ~~Manager of Environmental and Protective Services~~ Director of Community Services shall present the findings of the investigation to the ~~Senior Community Peace Officer~~ Manager of CPO Services. The ~~Senior Community Peace Officer~~ Manager of CPO Services shall be given an opportunity to make a full response to the allegations and supporting evidence.
7. The ~~Manager of Environmental and Protective Services~~ Director of Community Services shall hear the explanation of the ~~Senior Community Peace Officer~~ Manager of CPO Services and any other information that is relevant to determine the facts. On conclusion, the ~~Manager of Environmental and Protective Services~~ Director of Community Services shall determine if the complaint is unfounded, unsubstantiated, or found to have merit in whole or in part.
8. If the ~~Manager of Environmental and Protective Services~~ Director of Community Services finds the ~~Senior Community Peace Officer~~ Manager of CPO Services has committed misconduct, they may take any one of the following disciplinary actions:
 - a) issue a warning;
 - b) issue a reprimand;
 - c) suspend the Senior Community Peace Officer without pay; and
 - d) terminate employment of the ~~Senior Community Peace Officer~~ Manager of CPO Services
9. The ~~Manager of Environmental and Protective Services~~ Director of Community Services shall advise the ~~Senior Community Peace Officer~~ Manager of CPO Services in writing as to his decision and disciplinary action.
10. The ~~Manager of Environmental and Protective Services~~ Director of Community Services shall advise the complainant in writing as to the disposition of the matter of complaint. The conclusion letter issued to the complainant 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 THAT YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT OF 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.

11. The ~~Senior Community Peace Officer~~Manager of CPO Services may appeal to the County ~~Commissioner~~Manager any warning, reprimand, suspension or termination. Such appeal shall be in writing and state the grounds of appeal. County ~~Commissioner~~Manager may dismiss the appeal or allow the appeal. If the County ~~Commissioner~~Manager is satisfied that a complaint against the ~~Senior Community Peace Officer~~Manager of CPO Services has been proven in whole or in part, they may confirm, revoke or vary the decision of the ~~Manager of Environmental and Protective Services~~Director of Community Services.
12. If the ~~Manager of Environmental and Protective Services~~Director of Community Services is made aware, other than by a complaint, that the ~~Senior Community Peace Officer~~Manager of CPO Services has failed to meet the standards of conduct or other requirements to which the ~~Senior Community Peace Officer~~Manager of CPO Services is subject, the matter shall be handled in a method similar to the above procedure.

Section C: Report to the Director of Law Enforcement

1. The ~~Senior Community Peace Officer~~Manager of CPO Services and/or County ~~Commissioner~~Manager shall provide to the Director of Law Enforcement, reports and other information that may be required in accordance with *the Peace Officer Act, Peace Officer Regulations* and *Peace Officer Ministerial Regulations*.

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Revised: 1988
Revised: 1991
Revised: February 1996
Revised: May 2, 2002
Revised: April 12, 2007
Revised: October 13, 2011
Revised: June 27, 2013



Department —EnforcementCPO Services	Policy No. EN(878)	Page 1 of 7
Policy Title PUBLIC SECURITY – Canadian Police Information Centre	Date: February 28, 2013	Resolution No. C/159/13

Policy Statement:

Lacombe County Peace Officers engage with members of the public through vehicle stops, public complaints and normal day to day activity. Peace Officers sometimes engage situations where history or background checks are required in the interest of Officer Safety. Peace Officers are given access to CPIC as an added tool in their Enforcement duties. Lacombe County Peace Officers will adhere to this policy when accessing CPIC information.

1. Canadian Police Information Centre (CPIC)

The Canadian Police Information Centre (CPIC) is a computerized system that provides tactical information about crimes and criminals. It is an integral part of the RCMP's National Police Services (NPS) as it is the only national information-sharing system that links criminal justice and law enforcement partners across Canada and internationally. CPIC is responsible for the storage, retrieval and communication of shared operational police information to all accredited criminal justice and other agencies involved with the detection, investigation and prevention of crime.

CPIC has been operational since 1972, and is located at the RCMP Headquarters complex in Ottawa, Ontario. It allows for law enforcement officers to connect to the central computer system within police departments, RCMP detachments, and federal and provincial agencies across the country.

2. Roles and Responsibilities

The Alberta Justice and Solicitor General will be the designated CPIC agency for the Peace Officer Program (excluding Sustainable Resource Development, Parks and Tourism and Commercial Vehicle Enforcement Branches). The Public Security Division will be responsible to provide administration and oversight.

2.1 Manager, Peace Officer Program

The Manager of the Peace Officer Program (Manager) is responsible for the day-to-day administration of CPIC and reports directly to the Director. The Manager will assist CPIC Auditors by facilitating audits under CPIC Policy.

Additionally, the Manager will coordinate with the Team Leader to ensure the activities of the Auditors/Investigators are such that the public interest is maintained through a formalized public complaint process and other oversight processes regarding CPIC violations.

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2.2 Team Leader

The Team Leader reports to the Manager and is primarily responsible for supervising the Auditors/Investigators and their investigations relevant to breaches of CPIC policies.

2.3 Auditor/Investigator

An Auditor/Investigator will investigate telephone and written complaints alleging violations of CPIC policy. It will be the Auditor/Investigator's responsibility to provide written reports to the Team Leader with recommendations as to the validity of the complaint as well as providing appropriate remedial actions.

2.4 Complaint Coordinator

The Complaint Coordinator is responsible for ensuring the administrative and investigative elements of public complaints concerning CPIC policy breaches. This position will also be the sole handler of public complaints of a routine nature that are not advanced for investigation by department staff.

2.5 CPIC Operator

All CPIC operators providing CPIC information to designated peace officers for the Public Security Division will hold, at a minimum, a Community Peace Officer Level II Appointment.

3. CPIC Authority

The Public Security Division, through the Manager, provides provincial level policy direction for Alberta and Community Peace Officers that have been designated access to CPIC information through the Public Security Division.

4. Memorandum of Understanding

A Memorandum of Understanding (MOU) between CPIC and the Public Security Division will be signed by both parties prior to allowing peace officers access to CPIC. This MOU will permit access to CPIC.

An individual MOU will also be entered into by Public Security Division and Sheriffs and Security Operations Branch.

5. CPIC Code of Conduct

CPIC is to be utilized for official law enforcement purposes only. Authorized employers are responsible to report all CPIC breaches/violations as well as suspected breaches/violations to the Manager. Misuse of CPIC by a peace officer could result in the permanent loss of CPIC privileges either individually or collectively as well as the suspension and/or cancellation of their Appointment. All breaches/violations will be investigated by the Public Security Division and shall be dealt with as follows:

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- 1) Allegation of Breach/Violation - Upon report of a CPIC breach/violation, the Manager will conduct an initial review to determine if the incident requires an immediate suspension of CPIC privileges pending an investigation of the allegation.

If the incident is deemed to warrant an immediate suspension of privileges, the Manager will provide the subject of the complaint and their employer with a letter informing them of the suspension.

- 2) Proven Breach/Violation - Dependent upon the circumstances and seriousness of the CPIC breach/violation, the following, although not inclusive, may occur:
 - Additional CPIC training
 - Written warning
 - Term of supervision regarding queries
 - Suspension of CPIC privileges
 - Cancellation of CPIC privileges with no possibility of reinstatement
 - Review of suitability to retain Peace Officer Appointment

All authorized employers and peace officers will be required to read and sign an acknowledgement of restrictions regarding the handling of CPIC material, records and information prior to being granted access to CPIC (Appendix A). The original acknowledgement form will be kept in their personnel file at their place of employment for audit purposes. A certified true copy will be forwarded to the Public Security Division to be placed on their respective administrative file.

6. Confidentiality and Dissemination of CPIC Information

Information that is contributed to, stored in and retrieved from CPIC is supplied in confidence by the originating agency for the purposes of assisting in the detection, prevention or suppression of crime and enforcement of law. CPIC information is to be utilized only for activities as provided through provincial legislation.

Although the Public Security Division is the agency head, each Authorized Employer having access to CPIC records is responsible for the confidentiality of CPIC information. In all cases, CPIC information will be designated and handled in accordance with CPIC policy concerning confidential information. Furthermore, all CPIC information will be handled with the caveat "Law Enforcement Eyes Only".

In instances where access is requested for CPIC information not belonging to the Public Security Division, the originating agency will be contacted and permission obtained prior to the release of any information.

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7. Accessing CPIC Information

Only those authorized employers that have entered into a MOU with the Public Security Division and those peace officers who have signed the acknowledgement form will be given access to CPIC. **CPIC access will not be utilized for conducting security or reliability checks of persons for employment nor for civil matters.**

7.1 Procedures

All authorized peace officers will be required to contact the Sheriffs and Security Operations Branch Control Room dedicated telephone number (780-422-1971) in order to facilitate their CPIC request. The CPIC operator shall record the following information in a CPIC Log:

- Appointment number of the peace officer requesting the CPIC query
- Duty related
- Security check
- Name of the subject (last name, Given 1 and Given 2)
- Date of birth of the subject
- Reason for query
- If available, file number and/or court docket number associated with Subject
- Database searched
- Whether or not a "hit" was received
- CPIC operator will record their own appointment number

If the query produces a "hit" such as an outstanding warrant, the operator will request if the peace officer wishes to confirm the warrant at that time. CPIC operators will not confirm CPIC "hits" with originating agencies until requested to do so by the peace officer requesting the query.

If a peace officer requests the operator to confirm the "hit", the operator shall, by way of a CPIC message, contact the originating agency stating there is an outstanding warrant for the subject of the query and that the venue is requesting the CPIC check confirmation. The operator shall include in the message the name, appointment number and contact information of the peace officer requesting the confirmation.

All peace officers that request CPIC queries shall input in their CPIC Log and peace officer's notebook the following:

- Date and time of the request
- Name of the subject (last name, Given 1 and Given 2)
- Reason for query
- Database searched
- Whether or not a "hit" was received (If there was a "hit", originating agency)

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Hard copies of CPIC information will not be attached to any report and/or investigative file. However, it is permissible to provide a synopsis of the information obtained. Under no circumstances will CPIC records be retained. **All documents printed from CPIC must be destroyed.**

8. CPIC Audits

The Public Security Division will conform to the CPIC Services guidelines and will comply with CPIC National Policy, Procedures and Technical Directives.

CPIC Auditors will have access to all applicable documentation to confirm the validity for conducting queries and will be provided assistance to enable a complete physical audit of operations. All venues requesting CPIC searches will be required at some point to authenticate all CPIC queries (ex. reports, files, logs, etc).

The Manager will act as the Administrative CPIC Coordinator for the Public Security Division and will be responsible for policy and CPIC Directive updates. Additionally, the Manager will assist CPIC Auditors during all audits.

9. Reporting Procedures

If a peace officer is suspected of breaching/violating CPIC Policy, the Authorized Employer shall report the incident immediately to the Public Security Division Complaints Coordinator utilizing the Incident Report (PS 3535).

Approved: February 28, 2013

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**Appendix A
Alberta Justice and Solicitor General**

**Peace Officer Acknowledgement of Restrictions Respecting the Handling of CPIC Material,
Records and Information**

In this document:

- "CPIC" and "CPIC System" mean the Canadian Police Information Centre computer system, a National Police Service administered by the Royal Canadian Mounted Police.
- "Information" includes knowledge of the contents of the CPIC system that has been acquired from the CPIC system or by virtue of a person's access to or employment in connection with the CPIC System and also includes knowledge of the operation of the CPIC System.
- "Material" means equipment, apparatus and supplies used in connection with the operation, use or maintenance of the CPIC System.
- "Records" means correspondence, memoranda, papers, books, manuals, maps, photographs, films, microfilms, sound recordings, video recordings, computer cards and tapes and disks, and any other or all other information or image bearing material regardless of physical form or characteristics, that are made, received or preserved by any person in connection with the operation, use or maintenance of the CPIC System.

I acknowledge that I am fully aware of my responsibilities to safeguard all CPIC material, records and information with which I am entrusted or which I encounter by virtue of my employment.

I agree that all CPIC material, records and information with which I am entrusted must be dealt with in a manner that ensures it will not be disclosed to unauthorized persons, in particular:

1. CPIC material and records must not be removed from the confines of the office without the approval of my supervisor and when any such material or records are removed, a record must be kept detailing what is being removed and to where it is being removed.
2. After working hours, all CPIC records and, where possible, material must be secured from access by unauthorized persons.
3. All CPIC material and records connected with or arising out of my work must be kept in accordance with the preceding paragraphs 1 and 2.
4. All CPIC material and records must be turned in to my supervisor prior to my transfer or termination of my employment.
5. All CPIC information which I acquire or to which I may have access at any time cannot, without lawful authority, be communicated or revealed to any other person or published in any form.

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Appendix A

I acknowledge that I have read the foregoing instructions and acknowledgements as well as the Alberta Justice and Solicitor General CPIC Policy and CPIC Reference Manual; that I am fully aware that any breach of them could result in lawful sanctions including cancellation of my Peace Officer Appointment and/or dismissal from my employment.

 Witness Signature

 Peace Officer's Signature

 Witness Name (Printed)

 Peace Officer's Name (Printed)

Termination of Services

(To be completed when the Peace Officer terminates his/her services)

 Witness Signature

 Peace Officer's Signature

 Witness Name (Printed)

 Peace Officer's Name (Printed)

I, the Peace Officer above, declare that I have not in any way retained any CPIC material or records and that I will continue to protect the confidentiality of all CPIC information in accordance with the above acknowledgement and the Alberta Justice and Solicitor General CPIC Policy.



Department ENFORCEMENTCPO Services	Policy No. EN(10810)	Page 1 of 2
Policy Title Rural Crime Watch	Date January 28, 2016	Resolution No. C/67/16

Policy Statement:

Lacombe County recognizes that Rural Crime Watch can play an important role in keeping our community safe and therefore supports local Rural Crime Watch Groups and their ongoing efforts to reduce the incidents of crime in rural areas.

Guidelines/Procedure:

Operating Grants

1. Subject to budget allocations, Lacombe County will make available an annual operating grant in the amount of \$500 to Rural Crime Watch Groups that operate within Lacombe County and provide services to the residents of Lacombe County.
2. To be eligible for the annual operating grant the Rural Crime Watch Group must provide an annual report of its activities and confirm that they will be operational and active for the upcoming year.

Special Projects Grant

3. Subject to budget allocations, Lacombe County may be a funding partner with Rural Crime Watch Groups for special projects that emphasize education and extension relative to rural crime watch and crime prevention.
4. The following information must be provided as part of a special projects grant request:
 - a. Total cost of the special project
 - b. Explanation as to how the special project will be used to promote rural crime watch and safe communities
 - c. Other funding partners and the contribution from the other funding partners
 - d. Description of the target audience

Capital Grants

5. Subject to budget allocations, request for capital grants will be considered based on the merit of each request.
6. The following information must be provided as part of a capital grant request:

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- a. Total cost of the capital initiative
- b. Explanation as to how the capital initiative will be used to improve the safety of the community
- c. Other funding partners and the contribution from the other funding partners
- d. Life expectancy of the capital initiative
- e. Estimate of ongoing operational costs related to the capital initiative

Community Peace Officers

7. Subject to staffing resources being available, Lacombe County Community Peace Officers will act as a liaison between the Rural Crime Watch Groups and Lacombe County.
8. Subject to staffing resources being available, Lacombe County Community Peace Officers may participate in coordinated joint venture activities with Rural Crime Watch Groups.

Promotion and Dissemination of Information

9. Subject to availability of space and resources Rural Crime Watch Groups may, at no charge, advertise and/or publish articles relative to the promotion of safe communities in the County News and County web page.

Policy Administration

10. The County ~~Commissioner~~ Manager is authorized to approve operational and capital grant applications made pursuant to this policy.