



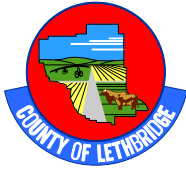
County of Lethbridge Policy Handbook

EFFECTIVE: September 20, 2012 **SECTION:** 200 NO. 212 Page 1 of 3
APPROVED BY: County Council **SUBJECT:** Community Police Officer
– Employer Reporting Requirements
REVISED DATE:

Reports to the Director of Law Enforcement on form j3535, as per the Public Security Peace Officer Program, Policy and Procedures Manual, are to be forwarded to the Public Security Peace Officer Program Manager in accordance to the following time lines and events:

Report to the Director as soon as the authorized employer becomes aware (on incident reporting form J3535 found in Appendix K):

- 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.
- 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.
- 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*, *Controlled Drugs and Substances Act*, 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:
 - *Child, Youth, and Family Enhancement Act*
 - *Gaming and Liquor Act*
 - Suspension/cancellation of a driver's license under the *Traffic Safety Act* if the peace officer is involved in traffic enforcement as part of their duties.



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- Careless driving charges/arrests under Section 115 of the *Traffic Safety Act* if the peace officer is involved in traffic enforcement as part of their duties.
- *Maintenance Enforcement Act*

Authorized employer report to the Director within 24 hours (on incident reporting form found in Appendix K):

- Used a firearm not related to duties under the *Animal Protection Act*, *Dangerous Dogs Act*, *Stray Animals Act*, or *Wildlife Act*.
- Used a firearm other than in a training situation.
- Any use of firearms or weapons that resulted in a 'training accident'.

Authorized employer report to the Director within two (2) business days (on incident reporting form found in Appendix K):

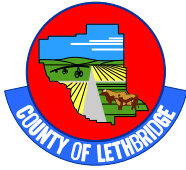
- Each use, against a person, of baton, OC spray, conducted energy weapon or tear gas except as related to duties under the *Animal Protection Act*, *Dangerous Dogs Act*, *Stray Animals Act*, or *Wildlife Act*.

Authorized employer report to the Director within one (1) month (on incident reporting form found in appendix K):

- 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 of the Public Security Peace Office Program, Policy and Procedures Manual, 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.

Report to the Director annually:

- An annual report showing at a minimum:
 - Name and position of the program contact person.
 - An updated list of peace officers employed and their positions within the agency.



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- 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.

Peace officer must report to the authorized employer within 24 hours:

- Any event in which the peace officer has been charged or arrested for an offence under the *Criminal Code*, *Controlled Drugs and Substances Act*, or any other enactment of Canada.
- 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.

Reference: Public Security Peace Officer Program, Policy and Procedures Manual, February 2012, Program Reporting Responsibilities, Section 22.0, Page 72