

**COMMUNITY PEACE OFFICER
"CP"**

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Title: Code of Conduct

Policy: CP 001

Section: Community Peace Officer

ACCOUNTABILITY:

To state the County's position on the expectations and requirements of Community Peace Officers employed by the County of Paintearth, as appointed by the Solicitor General of Alberta.

POLICY STATEMENT:

Code of Conduct:

1. To ensure program integrity, all participants are held to common standards as it relates to a code of conduct. Authorized employers are directly accountable for program operations within their agency and are responsible for developing a code of conduct in accordance with established human resource practices that must meet the minimum standards set out in Section 13 of the Peace Officer Ministerial Regulation.
2. In developing a common standard that encompasses all aspects of the handling of officer misconduct the Public Security Division will ensure consistency in service delivery and strengthen the integrity of the program.
3. The code of conduct found in the POMR is designed to ensure minimum standards and is not exhaustive. The authorized employer is encouraged to add or further this code of conduct to meet community or agency needs.
4. The code of conduct applies to a person holding a peace officer appointment whether they are on duty or off.

Any Code of Conduct created must include provisions:

- a) requiring peace officers to comply with the terms and conditions of the employer's authorization;
- b) requiring peace officers to comply with the terms of the peace officer's appointment;
- c) requiring peace officers to comply with the employer's code of conduct for peace officers;
- d) prohibiting peace officers from:
 - i. engaging in disorderly or inappropriate conduct, or
 - ii. acting in a way that would be harmful to the discipline of peace officers or that is likely to discredit the office of peace officer;
- e) prohibiting peace officers from withholding or suppressing information, complaints or reports about any other peace officer;
- f) requiring peace officers to promptly and diligently perform the peace officers' duties and responsibilities;
- g) prohibiting peace officers from making or signing false, misleading or inaccurate statements;
- h) prohibiting, without lawful excuse, peace officers from:
 - i. destroying, mutilating or concealing records or property,
 - ii. or altering or erasing an entry in a record;

- i) respecting when confidentiality must be maintained;
- j) requiring peace officers to properly account for or return money or property that the peace officer receives in the peace officer's capacity as a peace officer;
- k) prohibiting activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of peace officer;
- l) prohibiting peace officers from using the peace officer's position for the peace officers' own advantage or another person's advantage;
- m) prohibiting peace officers from exercising the peace officer's authority as a peace officer when it is unnecessary to do so;
- n) prohibiting peace officers from consuming alcohol while on duty, except in the performance of the peace officer's duties;
- o) prohibiting peace officers from consuming controlled drugs and controlled substances under the Controlled Drugs and Substance Act (Canada); and
- p) except in the performance of the peace officer's duties, prohibiting peace officers from possessing controlled drugs and controlled substances, the possession of which is prohibited by law.

Council Approved: March 10, 2020	Resolution # 03.10.20.80
Reference:	
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: As required	Next Review Date: As required

Title: Records Handling Policy – Peace Officer Records

Policy: CP 002

Section: Community Peace Officer

ACCOUNTABILITY:

To state the County's position on how records are kept, stored, secured, shared, and controlled.

POLICY STATEMENT:

Records Handling for peace officer records:

Control of Information:

1. These Standard Operating Procedures are to be used by a CPO and senior management.
2. Only a CPO, or designated person, shall have access to or look at any files or document relating to an investigation.
3. All evidence shall be kept in a locked cabinet in the Senior Community Peace Officer's office unless it is required in the administration of justice or enforcement of County Bylaws.
4. All investigation files shall be kept separate from the County's main filing system.
5. Concluded investigative files shall be kept for 7 years after which they shall be destroyed. Concluded administrative files shall be kept in accordance with the County of Paintearth Record Retention Schedule. Electronic data will be purged after 5 years.
6. All files and documents, which reveal any details of an investigation, that are to be destroyed or discarded, are to be shredded onsite in accordance with County records destruction policy.
7. Should an alleged offender approach any County employee or Councillor, other than a CPO, regarding an argument to any prosecution, he or she shall be instructed to appear in Provincial Court on the designated date for a Judge's decision.
8. Dissemination of departmental information will comply with applicable FOIP legislation. The person violating this policy may be subject to disciplinary policies.
9. All investigative files will be monitored on a diary date system by the Senior Community Peace Officer who will provide guidance and ensure the investigation is being completed within acceptable standards (legal and policy) until the investigational file is concluded.
10. The Community Peace Offices of the County of Paintearth shall comply with the provisions of the Freedom of Information and Protection of Privacy Act and County of Paintearth policy.
11. All CPO file will be reviewed and/or signed off in a timely manner by the CAO or a designate(if the CAO is not around due to illness/vacation).

Council Approved: March 10, 2020

Resolution # 03.10.20.81

Reference:

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Next Review Date: As required

Title: Peace Officer Notebook

Policy: CP 003

Section: Community Peace Officer

ACCOUNTABILITY:

To state the County's position on the Peace Officer's Notebooks.

POLICY STATEMENT:

The notebook standard operating procedure will be used for the handling and storage of notebooks utilized by Community Peace Officers (CPO) employed by the County of Paintearth Protective Services.

1. Standards:

- a) CPO Notebooks will be started at the beginning of each shift by writing the date, shift start and end time, and the unit number of the vehicle being used;
- b) CPO Notebooks shall, as necessary, indicate all times, dates, interactions with the public, observations, and shall be compatible with any reports generated;
- c) CPO Notebooks shall be included in court briefs as required;
- d) CPO Notebooks shall have the number of the notebook (first notebook would be #1, second notebook #2, etc.), along with the date of the first and last entry recorded on the outside of the notebook.
- e) CPO Notebooks shall have no blank spaces or lines left anywhere in the notebook which would allow additional information to be added at a later date;
- f) CPO Notebooks shall not be kept in vehicles, or unprotected and shall be locked up and secured after every shift.
- g) CPO Notebooks will be retained by the County of Paintearth.
- h) CPO Notebooks will be inspected quarterly by the CAO/Director of Protective Services.
 - i. CPO Notebooks remain the property of the County of Paintearth not the Peace Officer and will be retained as per the County of Paintearth Record Retention Schedule

Council Approved: March 10, 2020

Resolution # 03.10.20.82

Reference:

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Next Review Date: As required

Title: Exhibit Handling and Storage

Policy: CP 004

Section: Community Peace Officer

ACCOUNTABILITY:

To state the County's position on the handling, logging, storage and disposal of exhibits created during investigations related to the Community Peace Officer function of the Bylaw Enforcement process.

POLICY STATEMENT:

Exhibits: An exhibit handling process showing records pertaining to storage and disposal, that includes at a minimum:

1. Exhibit seizure forms that include:
 - a) Associated investigative file number;
 - b) Name of owner(s) if known;
 - c) Name of suspect or accused, if applicable;
 - d) Bags or labels to identify individual exhibits; and
 - e) An exhibit log for recording the seizure, movement and disposition of seized items.
2. Physical storage of exhibits:
 - a) Agency size and nature of duties will dictate the type of exhibit storage required. A separate room with exhibit custodian (CAO or Designate) may be appropriate for large investigations while a secure cabinet accessible only by the investigator will be appropriate for more general.

Control and Security of Exhibits:

1. Seizures of property will only be done within the authorities contained in the provincial appointment or authorized by a County bylaw.
2. Officers must take care to preserve the exhibit in its original form.
3. All seized items will be stored in the secure exhibit locker by the Peace Officer.
4. Whenever a seizure is made, the Officer making the seizure will, without delay create an Exhibit Report which will contain an exhibit log number in sequence corresponding to the prior entry.
 - a) The original report is placed on the exhibit log.
 - b) A copy of the original report will be placed in the file, which will be kept separate from the exhibit locker in the Peace Officer's locked file cabinet.
5. Once the seized item is no longer required, the item will be returned to the rightful owner or destroyed locally. The original exhibit report will be stored on and become part of the case report. Exhibits seized for court purposes shall be retained for a minimum of thirty (30) days after the final court disposition.
6. All movement of the exhibit or any items of the exhibit will be documented on the exhibit report and/or case report.

7. Seizure and destruction of Cannabis/Liquor
 - a) Unless there are extenuating circumstances, liquor and cannabis exhibit can be destroyed on site.
 - b) If possible, have the offender witness the destruction of the exhibit(s).
 - c) Record in notebook/case report or notes on violation ticket the details and what was destroyed.
 - d) If applicable, use the in-car video camera to record the seizure/destruction.
8. The Chief Administrative Officer will conduct timely audits of all seized items.
9. Exhibits that are documentary in nature will not be stored within an investigative report. Documents will be labelled and stored in an envelope or folder separate from the investigative report.
10. The exhibit custodian may access exhibit storage facilities for the purpose of quality control, but the access must be recorded on an exhibit log.

DISTRUCTION OF EVIDENCE

When evidence is no longer required or necessary to be retained and it cannot be returned to the original owner, the property will be disposed of as outlined.

Liquor:

- a. If Liquor is taken/seized by a Peace Officer in accordance with this policy, the liquor shall be held for 60 days or until the duration of all legal proceedings regarding the violation.
- b. Once 60 days or legal proceedings have subsided, the Liquor taken/seized shall be destroyed. The Liquor shall be dumped, and any container holding the Liquor shall be taken to a Waste Management Facility.

Cannabis:

- a. When the Cannabis is no longer required or necessary, and Officer shall dispose of the Cannabis as set out by Alberta Environment and Parks to ensure the Cannabis is rendered unusable by:
 - i. Ensuring the Cannabis is grinded up into small amounts, and
 - ii. Mixing the grinded Cannabis into an airtight container that holds equal or greater amounts of Cat Litter, and
 - iii. Pouring water over top of the mixture, and
 - iv. The Officer will transport the mixture to the local Class II Waste Management Facility.
- b. If the Officer believes there is not enough mixture to justify transport to the local Cass II Waste Management Facility, the Officer will place the airtight container inside a secure and locked cabinet and will dispose of at which time the Officer deems necessary.

Council Approved: March 10, 2020

Resolution # 03.10.20.83

Reference:

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Next Review Date: As required

Title: Written Complaints Against Peace Officer

Policy: CP 005

Section: Community Peace Officer

ACCOUNTABILITY:

To state the County's position on procedures involved with processing written complaints against a Community Peace Officer in accordance with Peace Officer Ministerial Regulations (POMR) while carrying out the duties of a Community Peace Officer.

POLICY STATEMENT:

Receipt of Public Complaints:

1. Complaints or other information about inappropriate conduct of a CPO shall be directed to the County of Paintearth at Box 509, Castor AB T0C 0X0. Fax: 403-882-3560, Phone: 403-882-3211. All complaints must be accepted and dealt with according to the established policy. Complaints should be in writing. Complaints received verbally shall be recorded in writing.
2. The complaint shall immediately be forwarded to the designated person who shall be responsible for handling complaints about Community Peace Officers.
3. The designated person shall acknowledge receipt of the complaint in writing to the person making the complaint within 30 days of having received the complaint and the CPO against whom the complaint is made.

Investigation:

1. The designated person shall investigate the complaint, or have it investigated pursuant to Section 15 of the Peace Officer Ministerial Regulations.
2. If the designated person is satisfied that misconduct has been committed, he/she will take corrective disciplinary action.
 - i. Informal Resolution of Public Complaints against Community Peace Officers Process
 - ii. Section 15(2)(b) of the Peace Officer Act allows for an authorized employer to refuse to investigate or may discontinue the investigation of a complaint if, in the authorized employer's opinion and having regard to all of the circumstances, no investigation is necessary.
 - iii. The direct supervisor of the Community Peace Officer against which a complaint has been made has the authority to informally resolve the public complaint. This shall be accomplished by meeting with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint. If a mutually agreeable solution can be reached by all parties involved the complaint shall be deemed to be resolved and no investigation is necessary.
 - iv. All complaints resolved in this manner, pursuant to the Peace Officer Act, will be reported to the Director on a monthly basis.

Disciplinary Action:

1. The designated person shall present the allegations that were made and the findings of the investigation to the CPO
2. The CPO shall be given an opportunity to make a full response to the allegations and supporting evidence. The CPO shall have opportunity to contact legal counsel before responding to the allegation and shall, if he so chooses, have legal counsel present at all stages of these proceedings.

3. The designated person shall hear the explanation of the CPO and any other information that is relevant to determine the facts. He/she shall determine if the complaint is unfounded or unsubstantiated or that the CPO has committed a misconduct.
4. If the designated person finds the CPO has committed a misconduct, he/she may take one of the following disciplinary actions:
 - i. warn the CPO verbally, with documentation;
 - ii. reprimand the CPO in writing; or
 - iii. in the case of a misconduct of a serious or severe nature, recommend to the Chief Administrative Officer to terminate the CPO's employment.

Notification and Appeal:

1. The designated person shall notify the complainant, the CPO and the Director in writing of the results of the investigation, the action taken, and the right to appeal the decision using wording found in Section 22 of the Peace Officer Ministerial Order. The complainant shall be notified that the authorized employer's disposition of the complaint can be reviewed by the Director. The request must be filed in writing, within thirty (30) days of receiving a notice of the authorized employer's disposition of the complaint. The complainant will also be notified every forty-five (45) of the progress of the investigation, if need be.
2. 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**

1. The Director of Law Enforcement for the Province of Alberta must conduct a review once an appeal has been received in writing within thirty (30) days. After completing a review of the authorized employer's disposition of a complaint, the Director may
 - i. direct the authorized employer to take any action the Director consider appropriate, or
 - ii. confirm, reverse or vary the authorized employer's disposition,

and the decision of the Director is final. The Director must, in writing notify the complainant, the peace officer who is the subject of the complaint and the peace officer's authorized employer of the Director's decision.

Informal Resolution:

1. Section 15(2)(b) of the Peace Officer Act allows for an authorized employer to refuse to investigate or may discontinue the investigation of a complaint if, in the authorized employer's opinion and having regard to all of the circumstances, no investigation is necessary.

This section was primarily designed to capture complaints that are resolved 'informally' under the processes that the authorized employer has on file with the Public Security Division. This is intended to allow a diversion from the formal findings set out under Section 22 of the Peace Officer Ministerial Regulations in those circumstances where an investigation has begun, or is about to begin, and both the complainant and authorized employer agree to resolve the dispute informally via an approved internal procedure.

Procedure:

1. When a complaint is resolved informally the County of Paintearth requires the following:
 - i. a public complaint file will be created.
 - ii. the file shall include all the details of the initial complaint, the findings by the investigator, and a resolution,
 - iii. the complainant and the authorized employer must both agree with the resolution,
 - iv. the complainant must be updated on the final decision/actions taken.
 - v. All complaints resolved in this manner, pursuant to the Peace Officer Act, must be reported to the Director of Law Enforcement within one month.

Complaints not Requiring Investigation by the Authorized Employer:

1. The Peace Officer Program recognizes that some complaints will be made under circumstances in which an investigation is not required. 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 investigation are not normally considered complaints against the conduct or actions of a peace officer.
2. After a review, the authorized employer may choose not to investigate these occurrences pursuant to Section 15(2)(b) of the Peace Officer Act of Alberta. 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 of Law Enforcement. All complaints disposed through this section must be reported to the Director of Law Enforcement on a monthly basis.

Council Approved: March 10, 2020

Resolution # 03.10.20.84

Reference:

Administrative Responsibility: Chief Administrative Officer

Next Review Date: As required

Review Cycle: As required

Title: Communication Procedure

Policy: CP 006

Section: Community Peace Officer

ACCOUNTABILITY: The County of Paintearth is committed to working collaboratively with RCC to provide reliable and consistent communications to ensure viable communications for members working throughout the area.

POLICY STATEMENT: Peace Officers perform work functions that carry a wide variety of specific and non-specific risks to their personal safety each day.

Communication Equipment

Peace Officers shall be issued with:

- a) Cell phone
- b) A laptop with ROADS, Report Exec and CAMS programs installed

Peace Officer patrol vehicle shall be equipped with:

- a) Modems/other equipment that allows access to report exec, ROADS, CAMS etc.
- b) Laptop mounts

Peace Officer office shall be equipped with:

- a) Portable radio for the Director

Peace Officers are mandated to have a method of communication on their persons. Members are responsible for ensuring that portable radios and cell phones are charged and turned on throughout their shifts. A vehicle charger for cell phone must be carried in patrol vehicles.

Monitoring Services

Dispatch/Monitoring Service

Radio Control Centre (Control) shall be utilized by all members as the monitoring service for the County of Paintearth(18C1). A contact information list for each member, patrol vehicle and portable radios utilized by the County of Paintearth Peace Officers shall be forwarded to Control It will be the responsibility of the senior peace officer or his/her designate to review and update information annually or when staffing or equipment changes occur within the department.

Radio Control Centre

- a) CPOs utilize the Government of Alberta – Service Alberta’s Radio Control Centre (RCC), which is located in Edmonton, Alberta. The Control Centre is a 24/7/365 Operation.
- b) CPOs have access to 24-hour, two-way communications capability providing communications between the Control Centre and Officers on duty.

The Control Centre uses a mixture of 10 codes and procedural words, which cover most everyday situations.

CPOs need to be familiar with:

- a) The commonly used 10-codes (Appendix A)
- b) All Officer status codes (Appendix B)
- c) The correct pronunciation of numbers (Appendix C)
- d) The correct way of transmitting numbers (Appendix C)
- e) The Phonetic Alphabet (Appendix D)

Use of Radio Communication

Radio communication should only be used when necessary, otherwise radio silence should be maintained. The following circumstances require the use of communication:

- a) Logging on duty at a specified location
- b) Any significant location changes
- c) Emergency or other calls for assistance
- d) Receiving orders or instructions as relayed by the Control Centre staff.
- e) Requesting and receiving essential law enforcement information, such as a 10-27, 10-28 or TRAVIS information.
- f) Exchanging information with another Officers or your Office
- g) Radio checks
- h) Change of Officer status (e.g. lunch, office, court, etc.)
- i) Hazardous situations (E.g. roadside checks or the serving of a warrant). Use the 10-11 code
- j) Trouble reporting (unserviceable radio towers)
- k) Logging off duty at a specified location.

Primary Means of Communication

It is important to remember that communications between all members and control should be conducted by radio whenever possible. This will assist in communicating the member's location and incident type to other enforcement officers working in the area.

For communication between Officers and the Radio Control Centre the following systems are in current use:

- a) Radio (AFRRCS)
- b) Telephone
- c) Data System ()

Booking on Shift/10-36

All members shall book on (10-36) with Control at the start of every shift. Members may be exempted from 10-36 when not performing their regular duties (i.e. training course, attending conference, etc.)

All members shall utilize the radio or CAMS to book on with Control. If the repeater is not operating, the member may go 10-36 via cellular telephone.

When going 10-36, members shall provide:

- a) Their Call Sign (as designated by PRCC)(**18C1**)
- b) An end time of shift
- c) Their current location.
- d) **RCC (Callsigns are allocated under an agreement with the ACPOA and will use the number of your Municipality or County as the callsign prefix). Your callsign is unique to you and consists of numbers and letters to signify your County or Municipality, whether you are a Town or County based Officer and a number unique to yourself.**

Vehicle/Traffic Stops (10-11)

When conducting traffic stops, members shall contact Control via radio or CAMS and advise they are going 10-11.

When Control responds and clears the member to go ahead, the member shall provide:

- a) Their Call Sign(**18C1**)
- b) His/her exact location, including street/avenue or landmark.
- c) The vehicle license plate number and province
- d) The estimated duration or the traffic stop, or timer requested

Control will record all information provided and will put the member on the requested timer.

At the end of the timer, Control will do a 10-70 check on the member. The member may cancel the timer if they have completed the 10-11 by advising Control they are now 10-8 (back in service). If the member is not finished with the 10-11, they shall request an additional timer. Once the 10-11 is completed, the member shall notify Control and go 10-8 (back in service).

Residential Visit/ Site Inspections (10-7)

When attending a residential or commercial property, members shall contact Control via radio and advised they are going 10-7. When control responds and clears the member to go ahead, the member shall provide:

- a) Their Call Sign(18C1)
- b) His/her exact location
- c) Any special/identifying marks or description of the property
- d) Advise control that you will be on portable (10-76)
- e) Advise Control with the length of time they require for 10-70 checks (i.e. 5 minutes, 10 minutes, etc.)

Control will record all information provided and will put the member on a timer for the specified time required.

At the end of the timer, Control will do a 10-70 check on the member. The member may cancel the timer if they have completed the site inspection by advising Control they are now 10-8 (back in service). If the member is not finished with the site inspection, they shall request an additional timer.

Once the site inspection or visit is completed, the member shall notify Control and go 10-8 (back in service).

Check Stops/Organized Commercial Vehicle Inspections

When Officers are working at an organized check stop, with other law enforcement officers around, the 10-11 procedure and safety timer is not required for each vehicle check. In practice, Officers working in a large group would just advise the Control centre of their 'check stop' location.

Unable to contact – Vehicle/Traffic Stop (10-11) or Residential/Site Inspection

If the Officer has not called the Control Centre prior to the end of the safety timer period, the Control Centre shall call the Officer (or an Officer involved in the same check) using the primary radio system. If unable to contact the officer, the Controller shall immediately carry out the following procedure:

- a) Attempt to contact the Officer using the back-up system if available. If this fails then,
- b) Contact a known nearby Officer. If an Officer cannot be reached,
- c) Contact the Officer's immediate supervisor or designate by telephone. If the supervisor or designate cannot be reached,
- d) **Contact the appropriate police authority (normally the RCMP) requesting attendance at the Officer's last known location.**

****AT NO TIME SHALL A MEMBER ALLOW ANY OTHER MEMBER TO ANSWER A 10-70 CHECK FOR THEM, WITHOUT THE SECONDARY MEMBER PROVIDING THEIR OWN IDENTIFICATION/CALL SIGN TO CONTROL****

Transporting Prisoners

Transporting Prisoners (use of the 10-11 code for safety timer) and use in conjunction with the 10-65 code. When CPOs are transporting prisoners to cells (10-65) or for a prisoner transfer with another enforcement agency, the officer will initiate a 10-11 call and supply the following information to the Control Centre:

- Name and DOB of prisoner in custody
- Reason for Arrest
- Location of transporting, starting point
- Location of transporting, endpoint
- Odometer reading of patrol unit at starting point
- Estimated ETA for drop off or transfer

The Officer will request a safety timer period, in minutes to allow for the transport time of the prisoner. Check that the radio controller has read back the correct timer period.

In accordance with the normal 10-11 procedures, only clear the 10-11 procedure (using the codes 10-8, 10-11) when the prisoner is out of your custody.

Out of Vehicle

If a member is going to be out of the patrol vehicle, and only has access to a portable radio, other than a Vehicle/Traffic Stop (10-11), the member shall notify Control by going 10-76, and shall provide Control with a plain language description of what they are doing (ie Foot Patrol at Prairie Oasis Park).

The member shall also advise Control of an estimated time for their duties and ask for a timer for that period. (timers can be extended if duties last longer than expected).

Out of Service (10-7)/ Back in Service (10-8)

If the member is going to be out of service for an extended period of time (i.e. meetings, training, paperwork in the office, etc.), they shall contact Control to advise of location and reason for the 10-7 status. While a member is out of service (10-7), Control will suspend hourly 10-70 welfare checks. When the member is ready to return to service, they shall contact Control to advise that they are now back in service (10-8).

Change in Patrol Vehicle or Portable Radio

All members shall notify Control should they change patrol vehicles or portable radios during their shift.

Additional Members/ Other Occupants in Patrol Vehicle

Should an additional member or the occupant (i.e. ride-a-long, practicum student, etc.), be riding in the patrol vehicle during the shift, the member driving the vehicle shall advise Control of the following:

- a) Regimental number and portable number of the additional member
- b) Name of the occupant

Booking off Shift/ 10-35

All members shall book off (10-35) with Control at the end of the shift.

Emergency Button Activated

Each portable issued to members shall have an emergency button function programmed that will be monitored/acknowledged by Control

If an Officer initiates an emergency call, the following essential information should be conveyed to the Control Centre:

- a) The officers call sign at the beginning of the emergency call,
- b) The 10-33 status code
- c) Location of the emergency,
- d) The nature of the emergency,
- e) What type of assistance is required, e.g. police, fire, or ambulance
- f) If there are any injuries,
- g) If any weapons are involved,
- h) Any other relevant information.

If Control Centre does not get a response from an Officer who has declared an emergency and the call sign of the Officer is known, the Control Centre will contact the appropriate police authority to attend the last known location of the Officer in trouble.

Medical Emergencies

When an Officer requires an ambulance for a sick or injured person it shall be requested via the Control Centre. Provide the Control Centre with your location and specify what assistance is required.

Assistance to Highway Users

Because of the overall danger to stranded motorists, CPOs will offer reasonable assistance at all times to any motorist who appears to be in need of aid. This is especially important in sub-zero temperatures. This applies to all hours of the day, but particularly at night time when hazards are higher.

The support is to include general assistance, access to towing information, protection to stranded persons and emergency assistance. Note that the Control Centre has access to province wide towing information, RCMP, fire, ambulance and hospital contact numbers, in addition to patching facilities.

Officers are advised to contact the Control Centre if it is necessary to provide transport to a stranded motorist. It is standard practice to provide the Control Centre with the name of the person being transported as well as the vehicle unit number in use and the vehicles odometer reading at the start and end of the transportation.

Vehicle Fires

Officers should advise the Control Centre immediately on the discovery of a vehicle fire. Inform the Control Centre of the location, type of vehicle and cargo (if applicable). The Control Centre will notify the appropriate fire department so that a response can be made.

Code of Conduct

Officer(s), as employee(s) of the County of Paintearth No. 18, will be bound by the Code of Conduct policy #221-2019

Council Approved: March 10, 2020

Reference:

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution # 03.10.20.85

Originated:

Next Review Date: As required

Appendix A

10-Codes

The following 10-Codes' are used by all Users of the RCC. (This is confidential information - protect accordingly)

10-1	Signal Weak	10-40	Possible Hit On Persons/Vehicle/Property
10-2	Signal Good	10-41	Possible Hit Confirmed with Originator
10-3	Stop Transmitting	10-42	Person/Vehicle in Observation Category
10-4	Affirmative (ok)	10-43	Person in Parole Category
10-5	Relay	10-44	Person in Charged Custody
10-6	Busy		
10-7	Temporarily Out of Service	10-60	Dangers/Police Hater-Extreme Caution
10-8	Back in Service from 10-7	10-61	Station Calling-Identify Yourself
10-9	Say Again	10-62	Unauthorized Listeners-Guard Conversation
10-10	Negative	10-63	Dispatch Tow Truck
10-11	Potentially Hazardous Situation requiring a safety timer. Such as, a roadside or other stop, transporting prisoners or serving a summons.	10-64	Dispatch Ambulance
10-12	Stand By (stop)	10-65	Escort(prisoner/mental)
10-13	Existing Conditions	10-66	Remain in Service
10-14	Message/Information	10-67	Anything for me?
10-15	Message Delivered	10-68	Breathalyser Operator Required
10-17	Enroute	10-70	Are you ok?
10-18	Urgent	10-71	Complaint Dispatch
10-19	(in) Contact	10-72	Bank Alarm
10-20	Location – “my location is” or “what is your location”	10-73	Alarm (other premises)
10-21	Call (by phone) or “telephone number”	10-74	False Alarm
10-22	Disregard	10-75	Meal Break
		10-76	On Portable

10-23	Arrived on Scene
10-24	Assignment Completed
10-25	Report to (meet)
10-26	Estimated Time of Arrival (ETA)
10-27	Licence - normally a driver licence
10-28	Ownership Information (vehicle plate)
10-28P	Vehicle Permit Information
10-29	Records Check Persons/Vehicle/Property/Boats & Motors/CNI-CRS File
10-30	USED AS WARNINGS TO OFFICERS Danger/ Caution Code "Victor" (Violence) "Echo" (Escapee) "Mike" (Mental) "Sierra" (Suicide) "Foxtrot" (Firearms)
10-31	Pick-Up
10-32	Unit Needs (Specify)
10-33	HELP ME QUICK
10-34	Time
10-35	Off Duty at location ...
10-36	On Duty at location ...
10-37	Vehicle Returning to Office
10-38	Fatality
10-39	Hostage

10-77	At Residence
10-78	At Office
10-79	Slow Computer Response-will advise
10-80	Person in Probation Category
10-81	Violence(record)
10-82	Robbery(record)
10-83	Offensive Weapon(record)
10-84	Break & Enter(record)
10-85	Auto Theft(record)
10-86	Theft(record)
10-87	Drugs(record)
10-88	Fraud(record)
10-89	Sex(record)
10-90	Other Criminal Code
10-91	Other Federal Status
10-92	Other Status
10-93	VIPO Surveillance
10-94	CISA Subject
10-95	Arson
10-96	Fail to Appear
10-97	No Conviction

Pronounce as (example) "ten-twenty"

Most commonly used codes are highlighted

Appendix B

Officer Status Reporting

Officers are to advise the Control Centre of their status at the beginning, during, and at the end of their shift. The way in which Officer status is reported is by using the various 10 codes, which have been assigned to officer status. The codes, used with explanation and examples, are given in the following table. These codes should be memorized.

10 Code	Meaning	Examples
10 – 36	On duty (start of a shift)	Reporting on duty at [location] '10-36 Edmonton' Reporting on duty at [location] going to [location] '10-36 Red Deer, 10-17 Rocky Mountain House'
10 – 11	Hazardous situation	See procedures in main document
10 – 7	Temporarily Out of Service	Reporting Temporarily Out of Service at [location] for [reason] '10-7 Youngstown for fuel' '10-7 Hanna for Court'
10 – 8	Returning from Temporarily Out of Service	Reporting back in Service at [location] '10-8 Youngstown'
10 – 6	Busy	Reporting busy at [location] '10-6 Olds'
10 – 75	On meal break	Reporting temporarily out of service at [location] for a meal break '10-75 Hanna'
10 – 77	At Residence	Reporting off duty at residence '10-35 10-77'
10 – 78	At Office	Reporting temporarily out of service at Office (during the shift) '10-7 10-78'
10 – 35	Off duty	Reporting off duty at [location] '10-35 Hanna' Note – it is important to give your off-duty location. This avoids any ambiguity and is useful if a colleague needs to make urgent contact.

Appendix C

Transmitting Numbers Over A Radio Network

Numbers

To avoid confusion or mistakes, numbers in a message should be pronounced, in accordance with English international conventions as follows:

1 - WUN	6 - SIX
2 - TOO	7 - SEV-en
3 - TREE	8 - AIT
4 - FORer	9 - NIN-er
5 - FIFE	0 - ZE-RO

The number 8 is often difficult to hear over a noisy radio network. Always pronounce numbers clearly, remembering that most of the numbers that you communicate over the radio are for law enforcement purposes, and also that the Control Centre is typing your numbers into a computer database in order to provide you with information.

Transmission of Numbers

All numbers, except whole thousands should be transmitted by pronouncing each digit separately. Whole thousands should be transmitted by pronouncing each digit in the number of thousands followed by the word "thousand". Note also that numbers containing a decimal point shall be transmitted as below, with the decimal point indicated by the word "decimal".

Examples:

10	becomes 'one zero'
75	becomes 'seven five'
100	becomes 'one zero zero'
5,800	becomes 'five eight zero zero'
11,000	becomes 'one one thousand'
68,009	becomes 'six eight zero zero nine'
920Z	becomes 'Zero nine two zero Zulu'

Radio networks are subject to various types of interference and fading which sometimes makes speech difficult to understand. Remember that communications radio equipment is not designed to provide hi-fidelity quality. For these reasons spelling out names using the 'phonetic alphabet' and using special pronunciation for numbers is common place for users of radio networks. These procedures are used on a world-wide basis and are agreed to by the International Telecommunication Union, an agency of the United Nations, and have been adopted by Industry Canada.

The words chosen to represent the letters of the alphabet are the most understandable over a radio network. Standard words are used when spelling out names, locations, etc. The phonetic alphabet needs to be memorized.

The ITU (International Telecommunication Union) phonetic alphabet is:

Letter Word Pronounced As:

A	Alfa	AL FAH
B	Bravo	BRAH VOH
C	Charlie	CHAR LEE or SHAR LEE
D	Delta	DELL TAH
E	Echo	ECK OH
F	Foxtrot	FOKS TROT
G	Golf	GOLF
H	Hotel	HOH TELL
I	India	IN DEE AH
J	Juliet	JEW LEE ETT
K	Kilo	KEY LOH
L	Lima	LEE MAH
M	Mike	MIKE
N	November	NO VEM BER
O	Oscar	OSS CAH
P	Papa	PAH PAH
Q	Quebec	KEH BECK
R	Romeo	ROW ME OH
S	Sierra	SEE AIR RAH
T	Tango	TANG GO
U	Uniform	YOU NEE FORM or OO NEE FORM
V	Victor	VIK TAH
W	Whiskey	WISS KEY
X	X-ray	ECKS RAY
Y	Yankee	YANG KEY
Z	Zulu	ZOO LOO

Note: The syllables to be emphasized are in bold.

Title: Dangerous Persons and Property Procedure

Policy: CP 007

Section: Community Peace Officer

ACCOUNTABILITY: The County of Paintearth Peace Officers(CPO's) perform work functions that carry a wide variety of specific and non-specific risks to their personal safety each day.

POLICY STATEMENT: The County of Paintearth is committed to working collaboratively with internal and external partners to ensure that timely and up to date information is available 24/7 to CPO's who are required to check properties where cautionary flags exist, that relate to a known risk or threat to the officer, at that location.

Dangerous Persons, Animals and Associated Property:

1. Persons, animals and associated properties, may have a cautionary flag applied when:
2. A person or animal expresses, displays or otherwise engages in violent, aggressive, threatening or intimidating behaviour towards:
 - a. A County of Paintearth CPO or other County of Paintearth employee, council/board member or contractor:
 - verbally, physically, non-verbal threats or other means of communication, including but not limited to: email, voicemail, text, fax, letter or social media post:
 - b. A member of another law enforcement agency, emergency medical services agency, fire department or emergency management agency:
 - verbally, physically, non-verbal threats or other means of communication, including but not limited to: email, voicemail, text, fax, letter or social media post:
 - c. Any other person, as identified by another law enforcement agency, emergency medical services agency, fire department or emergency management agency:
 - verbally, physically, non-verbal threats or other means of communication, including but not limited to: email, voicemail, text, fax, letter or social media post.

Submission of a Dangerous Person, Animal and Associated Property Report:

1. Should any County of Paintearth CPO or other County of Paintearth employee, council/board member or contractor become aware of a person or animal that meets the criteria noted above for a dangerous person, animal and associated property, they shall:
 - a. Complete a Dangerous Person, Animal and Associated Property Report (Appendix A); and
 - b. Forward the completed report to the County Peace Officer and CAO for review as soon as practicable.
2. Should a member of another law enforcement agency, emergency medical services agency, fire department or emergency management agency provide information relating to a possible dangerous person, animal and associated property within the County of Paintearth, the Peace Officer shall:

Review of Dangerous Person, Animal and Associated Property Reports:

1. Upon receipt of a completed Dangerous Person, Animal and Associated Property Report (Appendix A), the Peace Officer shall open an Incident Report, review and evaluate the submission, as soon as practicable, to determine if the concern brought forward requires a cautionary flag to be applied to the person, animal and associated property.

2. Following the review and evaluation of a submission, the Peace Officer shall determine that:
 - a. A cautionary flag is not warranted; or
 - b. A cautionary flag is required.

Cautionary Flag Not Warranted:

1. If a cautionary flag is not warranted, Peace Officer shall complete a Flagging Decision Report (Appendix B) and shall, as soon as practicable:
 - a. Attach a copy to the incident report by scanning and uploading the file to Digital Media, and then conclude the file;
 - b. Provide a copy of this report to the person who submitted the Dangerous Person, Animal and Associated Property Report (Appendix A); and
 - c. For submissions received from a County of Paintearth employee, provide a copy of this report to the supervisor of the employee.

Cautionary Flag Required:

1. If a cautionary flag is required, the Peace Officer shall complete a Flagging Decision Report (Appendix B) and shall, as soon as is practicable:
 - a. Determine the category of flag that is required;
 - b. Add the appropriate category flag to the Person, Animal and Associated Property within the file;
 - c. Attach a copy of this report to the incident report by scanning and uploading the file to Digital Media;
 - d. Provide a copy of this report to the person who submitted the Dangerous Person, Animal and Associated Property Report;
 - e. For submissions received from a County of Paintearth employee, provide a copy of this report to the supervisor of the employee;
 - f. If the Peace Officer is unable to add the new cautionary flag immediately to the file due to technical difficulties or other issues, they shall send an email to the person who submitted the Dangerous Person, Animal and Associated Property Report and that person's direct supervisor advising of the location and category of the new cautionary flag as soon as possible and have the new cautionary flag added to the file as soon as possible.

Cautionary Flag Categories:

Category 1 (Green):

- Low Level Hazard: - Aggressive/Threatening/Vicious Dog, uncooperative but not threatening/violent person
 - Caution to be used on property, no special requirements or additional staff needed.

Category 2 (Yellow):

- Medium Level Hazard: - Aggressive/Belligerent person
 - Minimum of two County of Paintearth staff or one staff and one CPO.
 - CPO's may attend with one other staff or an additional CPO.

Category 3 (Red):

- High Level Hazard: - Known threat/Known violent person
 - No staff attendance to property unless escorted by a minimum of 1 RCMP member. (CPO's will also attend if available)
 - CPO's will attend with a minimum of 1 RCMP member only.

Pre-Site Inspection / Visit Procedure:

1. Before any CPO attends a property within the County of Paintearth, they shall perform search for any caution flags.
2. Should a cautionary flag be located on a property that a staff member is required to attend, the staff member shall contact the County Peace Officer and have them conduct a name and/or address search for any caution flags.
3. County of Paintearth Fire Departments, Community Peace Officers and Emergency Management personnel are exempt from this requirement if they are attending a location in an emergency response capacity. The CPO's should check files as soon as practicable for any cautionary flags and shall advise other available CPO's or RCMP if required to attend.

Attendance at Flagged Property Report:

1. If a staff member or CPO attends a property that has a cautionary flag attached to it, they shall complete an Attendance at Flagged Property Report (Appendix C) and submit the completed form to the County Peace Officer. The information compiled in these reports shall be used to assist with the ongoing and/or annual review of all cautionary flags which determines if the flag shall remain on the property, shall be re-categorized or be removed.

Review Process:

1. All cautionary flags shall be reviewed, at a minimum, on an annual basis to determine if the flag should remain, be re-categorized or be removed. This review shall be conducted by the County Peace Officer and Chief Administrative Officer.
2. Reviews, updates, amendments or removals of cautionary flags may be done at any time during the year, should the need arise.

Confidentiality:

1. All information collected, reviewed or uploaded is collected and maintained to enhance the safety of the County of Paintearth's staff and other local or regional first responders who may attend locations where a known hazard or threat exists.
2. Unauthorized sharing or distribution of any information relating to cautionary flags, including but not limited to locations, names or other personal or identifying information is strictly prohibited pursuant to the County of Paintearth terms of employment and FOIPP Act.

Code of Conduct:

1. Officers, as employees of the County of Paintearth #18, will be bound by the Code of Conduct Policy # 221-2019 if they fail to adhere to these communication procedures.

Council Approved: March 10, 2020	Resolution # 03.10.20.86
Reference:	
Administrative Responsibility: Chief Administrative Officer	
Review Cycle: As required	Next Review Date: As required

Appendix A
Dangerous Person, Animal and Associated Property Report

Employee Information

Name: _____ Department: _____

Phone#: _____ Supervisor: _____

Incident Details

Date: _____ Time: _____

Description of Incident:

Dangerous Person / Animal Information Landowner Tenant Unknown

Surname: _____ Given Names: _____

Surname: _____ Given Names: _____

Animal Name: _____ Breed: _____ Colour: _____ Sex: _____

Address / Location Information

911 / Street Address: _____

Legal: _____

Date Report Submitted to Protective Services Peace Officer Department: _____

Submit completed reports to Protective Services Peace Officer Department as soon as possible

Appendix B
Flagging Decision Report

Incident Details

Date: _____ Time: _____

Synopsis:

Dangerous Person(s): _____

Dangerous Animal(s): _____

Location / Address: _____

Reported By: _____ Department: _____

Supervisor: _____ Outside Agency: _____

Submission Review – Decision

Cautionary Flag Required Cautionary Flag Not Warranted

Cautionary Flag – Category

CATEGORY 1 **CATEGORY 2** **CATEGORY 3**

Added to Report Exec YES NO

Added By: _____ Reviewer: _____

Date Reviewed: _____ Associated File #: _____

Next Review Date: _____

Appendix C
Attendance at Flagged Property Report

Date Property Attended: _____ Time: _____

Location: _____

Staff Member(s)/ CPO's/ RCMP in Attendance: _____

Reason for Attendance at this Property: _____

Person(s) Located at the Property at time of Visit/Inspection: _____

Any negative interactions / threatening / intimidating behaviours? YES NO

If YES, Please provide details

Date Report Submitted to Protective Services Peace Officer Department: _____

Reviewed by: _____ Date Completed: _____

Associated File #: _____

Flag Status: Remove: Re-Categorize Remain:

ALL INFORMATION CONTAINED IN THIS REPORT IS CONFIDENTIAL AND FOR THE SOLE PURPOSE OF
ADMINISTERING THE FLAGGING - DANGEROUS PERSON, ANIMAL AND ASSOCIATED PROPERTIES SOP
UNAUTHORIZED USE, SHARING OR DISTRIBUTION OF INFORMATION IS STRICTLY PROHIBITED