



REQUEST FOR DECISION

Meeting: May 26, 2025

PEACE OFFICER PROGRAM

BACKGROUND / DESCRIPTION:

At the Council meeting held May 12, 2025, Council carried a motion to initiate an application to the Solicitor General for authorization to employ Peace Officers. The Town previously held this authorization and had a program that had specific requirements for policies, bylaws, etc. For application submission the Town will need to provide the following policies/bylaws/procedures among other information regarding uniforms, vehicles, insurance, standard operating procedures, etc.:

- ✓ **Policies/Information in place**
- ✓ Duties and responsibilities proposed for the peace officers – job description (Policy 1.2.10)
- ✓ A code of conduct for peace officers that meets the requirements of the regulation. A copy of penalties that may be imposed for contraventions of the code of conduct or other disciplinary policy.
(Policy 1.2.15, 1.2.90)
- ✓ A known-risk policy – for Peace Officers safety (Policy 5.3.36, 5.3.35)
- ✓ A records management system that includes:
 - a) Personnel
 - b) Operational Records/violation logs/ticket copies/notebooks etc.
 - c) Evidence records/collection (Bylaw 1675)
- ✓ Policy for each of the weapons/devices selected in Part 3 (Policy 5.3.25)
- ✓ Notebook Policy – for records management (Policy 5.3.04)

- **Policies Required**
- A policy for managing and responding to public complaints against peace officers (**Draft Policy 5.3.30**)
- Code of Conduct Bylaw in addition to the Town's existing bylaw (This policy is specific for Peace Officers) (**Draft Policy 5.3.03**)
- A communications dispatch policy (**Draft Policy 5.3.42**)
- A reporting policy (**Draft Policy 5.3.37**)
- In-car Audio/Video Equipment Policy (**Draft Policy 5.3.16**)

Each policy (see attached) requires adoption by Council. The standard operating procedures and all other requirements have been compiled and are ready for submission. The Town will work with the SolGen to ensure all required documentation is in place for the program.

<https://www.alberta.ca/peace-officers-overview>

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt Policy 5.3.03 Peace Office Code of Conduct Policy as presented.

Moved by Councillor _____ to adopt Policy 5.3.30 CPO Complaint Process Policy as presented.

Moved by Councillor _____ to adopt Policy 5.3.16 CPO Incident Capture System Policy as presented.

Moved by Councillor _____ to adopt Policy 5.3.37 Reporting Policy as presented.

Moved by Councillor _____ to adopt Policy 5.3.42 Communications Policy as presented

ATTACHMENTS:

- 1.) Draft Policy 5.3.03 Peace Officer Code of Conduct
- 2.) Draft Policy 5.3.16 CPO Incident Capture System
- 3.) Draft Policy 5.3.30 CPO Complaint Process
- 4.) Draft Policy 5.3.37 Reporting Policy
- 5.) Draft Policy 5.3.42 Communications Policy

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: May 21, 2025
