

	CPO Reporting Policy		Policy #5.3.37
Department Owner:	Protective Services		
Policy Applies To:	Community Peace Officers		
Date Created:	May 16, 2025	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:		Policy(ies) Replaced/Rescinded:	

Intent:

The Public Security Peace Officer Program has developed processes, procedures and requirements that all Authorized Employers and Community Peace Officers must adhere to ensure accountability and professionalism within the program itself. This policy has been created in an effort to recognize and adhere to all program reporting requirements as found in Section 21.0 - Public Security Peace Officer Program Policy and Procedures Manual, as amended from time to time.

**Information current as found in the Public Security Peace Officer Program Policy and Procedures Manual October 2023 (version 3.01)

REPORTING SUBMISSIONS

All reporting must be submitted to the Peace Officer Program by email as noted below:

- Public complaints, employer-initiated investigations and incidents
Utilize form PS3535 – which can be found at:
<https://cfr.forms.gov.ab.ca/Form/PS3535>
Email completed form to: poprogram@gov.ab.ca
- Requests for amendments, cancellations, annual reports, policy updates, MOUs and shared service agreements
Email all documentation noted above to: peaceofficerinfo@gov.ab.ca

For all Administrative Reporting Requirements and Incident Reporting Requirements – please refer to Section 21.0 Public Security Peace Officer Program Policy and Procedures Manual (October 2023), as amended from time to time, for full details on what information and/or documentation is required to be included with any submissions to the program.

Administrative Reporting Requirements:

Reportable Item	Submission Timeline
Employer suspension or termination of Peace Officer Appointment with cause	24 Hours
Termination of Peace Officer Appointment resulting from changes in employment status (retirement, resignation, change of position)	10 Days
Changes or additions to mandatory policy requirements for employers	Immediately
Changes to the primary and secondary contacts or contact information	Immediately

Employer Annual Report – as required by Section 12 Peace Officer (Ministerial) Regulation	Annually in
Leave of absence for medical or maternity leave exceeding 6 months duration	Immediately on
Return to active duty following suspension, administrative leave or hold	10 days prior to return to active duty

Incident & Investigation Reporting Requirements:

Incident Type	Submission Timeline
Discharge of firearm or CEW: <ul style="list-style-type: none"> • in response to a perceived threat; • accidentally during training; • when discharge not related to duties under Animal Protection Act, Dangerous Dogs Act, Stray Animals Act or Wildlife Act; • not related to a training situation; or • any use of firearm or weapon that resulted in a 'training accident'. 	Immediately
Each use of a weapon against a person – (baton, OC spray, other weapons other than firearms): <ul style="list-style-type: none"> • except as related to duties under the Animal Protection Act, Dangerous Dogs Act, Stray Animals Act, or Wildlife 	24 Hours
Any allegation that a Peace Officer used excessive force	Immediately
Any incident involving a Peace Officer, resulting in serious injury or death of a Peace Officer or any other person: <ul style="list-style-type: none"> • not including circumstances where a Peace Officer provided traffic control for police at a fatal or serious motor vehicle collision 	Immediately
Any matter of serious or sensitive situation relating to the actions of a Peace Officer	Immediately
Code of Conduct violations (generally trigger an employer-initiated investigation)	At conclusion of employer-investigation unless specifically addressed elsewhere per S. 21.0 Peace Officer Manual initiated
Peace Officer charged or convicted of an offence under: <ul style="list-style-type: none"> • Criminal Code; • Controlled Drugs and Substances Act; or • Any other enactment of Canada. 	24 Hours
Peace Officer is arrested or charged with an offence under a Provincial Statute of Alberta (See S. 21.0 Peace Officer Manual for detail)	24 Hours

Allegations of criminal acts by a Peace Officer	24 Hours
Disposition of charges by the Courts: <ul style="list-style-type: none"> • Reported to Program and employer • Includes withdrawal of charges 	48 Hours
Public Complaint under Section 14 Peace Officer Act (See S. 21.0 Peace Officer Manual for detail)	Within 30 days of receipt of complaint Every 45 days until file is concluded Conclusion of investigation
Employer-initiated investigation under Section 16 Peace Officer Act	Conclusion of investigation unless specifically addressed elsewhere per S. 21.0 Peace Officer Manual
Allegations of Peace Officer engaging in a pursuit	24 Hours
Traffic Safety Act violations issued out of jurisdiction	30 Days