

		<b>CPO Use of Force Policy</b>		<b>Policy #5.3.25</b>	
Department Owner:		Regulatory & Protective Services			
Policy Applies To:		Baton, OC spray and Arrest/Detention			
Date Created:		Mar 1, 2019	Date Approved By Council:		
Version #:		2.0	Resolution #:		
Last Review Date:		Oct, 24, 2025	Policy(ies) Replaced/Rescinded:		V1

**Intent:**

1. To comply with the Alberta Public Security Peace Officer Program Policy and Procedures Manual in relation to a peace officers use of weapons:
  - a) The use, storage and maintenance of weapons as per the officer’s appointment;
  - b) Training and recertification of the Peace Officer who is permitted to carry the weapon(s) as per their appointment;
  - c) Reporting the use of force and/or a weapon to the peace officer’s supervisor, the Public Security Office and Director depending on the seriousness of the incident.
2. To establish policy for the detention and/or arrest of an individual that has broken regulations of an Act that the Peace Officer employed by the municipality is appointed to enforce.
3. In the event of a conflict between the provisions of this policy and the provisions of any Federal, Provincial or Municipal regulation, the provisions of those regulations shall prevail over the provisions of this policy to the extent of any conflict.

**Guidelines:**

1. Use of Force and/or Weapons:
  - a) Use, storage and maintenance:
    - Officers are required to wear the weapons authorized to them as per their appointment, in the appropriate carrying case, when outside the office and only when on duty;
    - The use of force and/or a weapon is done in accordance with the officers’ training;
    - The use of force and/or a weapon is authorized when the officer has exhausted options to defuse the situation, when the officer has advised the offender that OC spray and/or a baton may be used if their behavior remains hostile and/or the safety of the officer or the public, is at stake;
    - After the use force and/or a weapon and the situation is diffused, ensure all targets effected by the force and/or the weapon are secured;
    - In the event OC spray was used, remove the target once secured, from the contamination area, and provide decontamination.
    - Medical attention is to be sought for the targets in an area that is safe and secure.
    - When off-duty, weapons are stored in a locked cabinet.
    - Weekly maintenance shall be performed and recorded by the officer issued weapons for the following things such as but not limited to:
      - a. Wear and tear on the foam grip of a baton or dispensing head of OC spray;
      - b. A bent shaft, stress fracture, tip abrasion or loose parts of a baton;
      - c. Ensure proper opening and closing capabilities of a baton;
      - d. Worn, lose or broken carrying cases.
    - Officers are required to report any defective weapons that require repair or replacement immediately to their supervisor.

b) Training and recertification

- The employer and the employee are equally responsible for record keeping and recertification of training;
- All peace officers are required to re-certify every thirty-six (36) months for the weapons they are authorized to use as per their appointment;
- All peace officers are required to re-certify or keep current every thirty-six (36) months their training in the categories of self-defense, personal protection, use of handcuffs or any other use of force tactics they have been trained in or deem necessary;
- All training and/or recertification has to be pre-authorized by the peace officer's supervisor.

c) Reporting

- All peace officers will report immediately, or no later than 2 hours after an incident where the use of force and/or the use of a weapon was used, to the supervisor and/or their authorized employer.
- Reporting shall be done on an incident report form (appendix A)
- In the event a weapon is used by a peace officer on duty the Public Security Division shall be notified within ~~two business days~~ **24 hours**.
- If the incident is serious or sensitive in nature the authorized employer shall report the incident to the Director of the Public Security Peace Officer Program as soon as the employer becomes aware of the incident, or no later than 24 hours after the incident.

2. Detention and/or arrest:

- If a situation arises where the use of force leads to a peace officer being required to deploy handcuffs to detain and/or arrest a target in accordance with an Act on the Peace Officers appointment the RCMP are to be called immediately for assistance in the detention and the transportation of the target to a holding cell at the RCMP detachment;
- In the event of a routine traffic stop a peace officer becomes aware that a target has an arrest warrant, is suspected of being impaired, or has committed an offence under an Act that the peace officer has on their appointment, the RCMP are to be called immediately for assistance in the detention and the transportation of the target to a holding cell at the RCMP detachment;
- The Peace Officer is not to transport a detainee or arrestee under any circumstance for the safety of the Officer. Where an RCMP officer is not readily available the Peace Officer shall maintain the detention of the individual on site. If the suspect drives away the Peace Officer is to report this to the RCMP, but shall not pursue.

# TOWN OF CLARESHOLM USE OF FORCE REPORT (Appendix A)



Date:	Time:
File number:	
<b>Officer That Applied Force Information</b>	
Officers name	
Officers badge number	
<b>Supervisor's Information</b>	
Name	
<b>Subject Information (one report per subject)</b>	
Gender:	Height (cm/ft):
Weight (kg/lbs):	DOB or est. age:
Was the subject perceived to be emotionally disturbed?	Yes ____ No ____
Was the subject perceived to be under any influences? (describe type)	Yes ____ No ____ Type _____
Briefly describe the subjects behaviour before the incident:	
Briefly describe the subjects actions before the incident:	
<b>Situational/Environmental Factors</b>	
Briefly describe background and/or known history:	
Temperature (Celsius)	Visibility conditions (good/bad)
Environment (outdoor/indoor)	Lighting conditions (dark/light)
Ground conditions (dry/wet)	
<b>Incident Information</b>	
Did the subject exhibit a threat towards self, officer, public? (check all that apply)	Self ____
	Officer ____
	Public ____
Did you perceive or believe the subject was in possession of a weapon? (explain type)	Yes ____ No ____
	Type _____

Did the subject use a weapon? (explain type)	Yes ____ No ____ Type _____
Subjects behaviour	Cooperative ____
	Passive Resistant ____
	Active Resistant ____
Did subject's behavior change throughout the incident?	Yes ____ No ____
Briefly describe the subjects behaviour during the incident:	
Briefly describe the subjects actions during the incident:	
<b>Incident Information Continued</b>	
Was there a struggle that went to the ground?	Yes ____ No ____
What is the level of seriousness?	<b>Rate:</b> 1 for minor, 5 for major ____
Was the subject wearing handcuffs during this response?	Yes ____ No ____
What use of force item or technique was used during the incident? (check all that apply)	Handcuffs ____ O.C. Spray ____
	Baton ____
	Self Defense Techniques ____
Was the subject injured by the applying member?	Yes ____ No ____
Was the applying member injured by the subject?	Yes ____ No ____
Briefly describe your communication actions during the incident:	
Briefly describe your use of force actions during the incident:	
Officers signature:	