

SMOKY LAKE COUNTY



Title: Peace Officer: Human Relations Records	Policy No.: 09-02
Section: 02	Page No.: 1 of 4

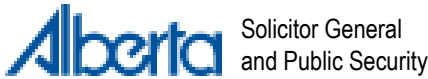
Legislation Reference:	Peace Officer (Ministerial) Regulation Act
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Purpose:	To detail the contents of material necessary to retain on Peace Officers.
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Policy Statement and Guidelines:	
1.	<p>PEACE OFFICER’S PERSONNEL RECORDS</p> <p>1.1 Each Peace Officer employed by the Smoky Lake County will have an individual Personnel record for in a separate folder which will be retained by the municipality’s Human Resource Coordinator.</p> <p>1.2 The original documents will be stored in the County Vault within the Central Office. Copies of relevant documents shall be kept in a secondary file accessible to the Chief Administrative Officer and Peace Officer.</p> <p>1.3 Files of past employees shall be kept a minimum of three (3) years. Appointments of past employees must be returned to Public Security Division.</p>
2.	<p>PERSONNEL FILES:</p> <p>Personnel Files should contain the following required information in accordance under Section 14 of the <i>Peace Officer (Ministerial) Regulation Act</i>:</p> <p>2.1 The Peace Officer’s Appointment.</p> <p>2.2 Oath of Office for Peace Officers – <i>Schedule “A”</i>.</p> <p>2.3 Training Certificates from required courses to become a Peace Officer.</p> <p>2.4 Copies of Complaints against the Peace Officer, in addition to documentation showing Public Security Division has been notified of the complaint when required. <i>Schedule “B”: Incident Report Form</i>. Complaints must be kept on file for a minimum of five (5) years.</p> <p>2.5 Date of Cessation of employment and reason for such.</p>

	Date	Resolution Number
Approved	September 20, 2007	# 602-07 - Page # 8471
Amended	February 21, 2008	# 280-08 - Page # 8601
Amended		

SCHEDULE "A"



OATH OF OFFICE FOR PEACE OFFICERS

Public Security Peace Officer Program

I, _____,

Swear that I will diligently, faithfully and to the best of my ability execute according to law in the office of a peace officer for the _____ and will not, except in the discharge of my duties, disclose to any person any matter or evidence brought before me in this office of a peace officer, so help me God.

Sworn before me in the _____ of)

_____ in the Province of Alberta, this)

_____ day of _____, _____.)

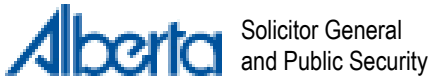
_____)

Commissioner for Oaths in and for the Province of Alberta

Print Name and Expiry Date

Signature

SCHEDULE "B"



INCIDENT REPORT

Public Security Peace Officer Program

New Report

This form refers to one incident only.

Follow Up

Authorized Employer	Employer File No.
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Peace Officer(s) Involved

Location of Incident	Date and Time of Incident
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Event (choose all that apply)	Time Limit
<input type="checkbox"/> Use of a firearm discharged at a person/not as part of peace officer duties	Immediately
<input type="checkbox"/> Peace Officer involved in serious injury or death of a person	Immediately
<input type="checkbox"/> Complaint of excessive force (public or internal)	Immediately
<input type="checkbox"/> Peace Officer involved where weapon was used by another person	Immediately
<input type="checkbox"/> Peace Officer involved in serious / sensitive matter	Immediately
<input type="checkbox"/> Charge or arrest of Peace officer under the Criminal Code, the Controlled Drugs Substances Act or any other enactment of Canada	Immediately
<input type="checkbox"/> Charge or arrest of a Peace Officer under an enactment of Alberta (except minor traffic)	Immediately
<input type="checkbox"/> Peace Officer found to have violated the employer's code of conduct	Immediately
<input type="checkbox"/> Suspension or termination of a Peace Officer	Immediately
<input type="checkbox"/> Use of baton	2 business days
<input type="checkbox"/> Use of OC spray	2 business days
<input type="checkbox"/> Use of Conducted Energy Weapon/tear gas	2 business days
<input type="checkbox"/> Use of other weapon as detailed on policy	2 business days
<input type="checkbox"/> This is a public complaint about a Peace Officer (not captured above)	1 month
<input type="checkbox"/> This is an Authorized Employer initiated investigation (not captured above)	1 month
<input type="checkbox"/> Other report (specify) _____	1 month
<input type="checkbox"/> This is a disposition of a current or previous investigation or incident	1 month
<input type="checkbox"/> complaint dismissed, not investigated, discontinued or resolved informally	
<input type="checkbox"/> complaint dismissed as frivolous, vexatious or made in bad faith	
<input type="checkbox"/> complaint is unfounded	
<input type="checkbox"/> complaint is unsubstantiated	
<input type="checkbox"/> complaint is found to have merit in whole or in part	
<input type="checkbox"/> No incidents to report for the calendar month of _____, 20__	1 month
<input type="checkbox"/> This is an update to an ongoing investigation as required by the Act	45 days

Provide details of reported incident, including the following if applicable:

- Copy of occurrence report if significantly completed.
- Is the Authorized Employer initiating an investigation?
- Authorized Employer's file number (required).
- Have improper/excessive Use of Force allegations been reported to the policy agency of jurisdiction?
- Peace Officer's status during investigation (i.e. suspended, working, etc.)
- Given and surname of Peace Officer involved.

If this is a follow up report:

- Is the original employer file number included for cross-referencing?
- Describe progress made on investigation since the last report.
- Describe expected duration of investigation.
- If concluded, what is the disposition of the investigation in accordance with section 22(1) of the Peace Officer Ministerial Regulation?
- If complaint if found to have merit in whole or in part, what action was taken?
- Was the complainant advised in writing of their right to appeal the decision of the Authorized Employer to the Director of Law Enforcement?

Details:

Employer File No. _____

Attachments:

Name and Signature of person submitting report

Date

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This form can be faxed or mailed to:

Manager
Public Security Peace Officer Program
10th Floor, 10365 – 97 Street
Edmonton, Alberta T5J 3W7

Fax: (780) 427-5916