

TOWN OF HIGH PRAIRIE

Policy Number No. 16-2007	Approval Date May 9, 2007	Resolution Number # 199/07
Supersedes	Effective Date Upon Alberta Justice Approval	Legal Authority Peace Officer Act
Amended:	Amendment Date	Resolution Number

TITLE: The Handling of Public Complaints and Administration of Discipline for Peace Officers Policy.

Policy Statement:

The Provincial Government has established the Peace Officer Act and requires that each Employer establish a policy to define the handling of public complaints and administration of discipline for Peace Officers is required pursuant to Part 2 of Peace Officer Act. This policy also references the reporting relationship between the Town of High Prairie and the Director of Law Enforcement ("Director") as appointed until the Police Act.

RECEIPT OF COMPLAINT

1. The Complaints or other information about inappropriate conduct of a Peace Officer shall be directed to the Town Manager ("CAO") at the Town of High Prairie Municipal Office in High Prairie. The CAO shall be deemed as the Employer under the terms and references under the Peace Officer Act.

All Complaints must be accepted and dealt with according to the established policy. Complaints must be in writing. Complaints received verbally shall be recorded in writing.

2. The Complaint shall immediately be forwarded to the CAO. Should the CAO deem that it may be more effective to do so, the CAO may designate two or more independent persons, a "Panel", to be responsible for investigating and handling the specific Complaint. In such situations, the Panel shall report to the CAO.
3. The CAO shall acknowledge receipt of the Complaint in writing to the person making the Complaint, and the Peace Officer against whom the complaint was



made if appropriate, and the Director as to the status of the Complaint investigation, at least every forty five (45) days.

The Employer shall, on a monthly basis, submit details of these Complaints made to the Public Security Division.

INVESTIGATION

4. The CAO shall personally investigate the Complaint personally, or establish a Panel to investigate it.
5. If the CAO or Panel is satisfied that a misconduct has been committed, then corrective and/or disciplinary action shall be taken.
6. The CAO or Panel may resolve minor Complaints informally, with a solution that is satisfactory to all parties.
7. Upon conclusion of the investigation of a Complaint, the CAO shall notify the Complainant, the Peace Officer(s) involved, and the Director of the disposition of the Complaint using wording in Section 22 of the Peace Officer Ministerial Regulation.

DISCIPLINARY ACTION

8. The CAO or Panel shall present the allegations that have been made and the findings of the investigation to the Peace Officer.
9. The Peace Officer shall be given an opportunity to make a full response to the allegations and supporting evidence.
10. The CAO or Panel shall hear the explanation of the Peace Officer and any other information that is relevant to determine the facts. The CAO or Panel shall determine if the complaint is unfounded or unsubstantiated or that the Peace Officer has committed a misconduct.
11. If the CAO or Panel finds the Peace Officer has committed a misconduct, the CAO or Panel may take one of the following disciplinary actions:
 - a. warn the Peace Officer;
 - b. reprimand the Peace Officer;



- c. suspend the Peace Officer without pay for a period not exceeding five (5) days;
- d. the CAO may, or the Panel may recommend to the CAO to, dismiss the Peace Officer.

NOTIFICATION AND APPEAL

12. The CAO or Panel shall notify the Complainant and the Peace Officer in writing of the results of the investigation, the action taken, and the right to appeal the decision.

The Complainant shall be notified that the appeal must be filed in writing, within thirty (30) days of receiving the decision and forwarded to the CAO for review by the Protective Services Committee of the Town of High Prairie.

13. After reviewing the information, the Protective Services Committee may dismiss the appeal, or allow the appeal. If the appeal is allowed, the Protective Services Committee may impose discipline as outlined in Paragraph 11 of this Policy, or vary the discipline as they determine.
14. The Protective Services Committee shall notify the Complainant and Peace Officer in writing of the results of the appeal.
15. The decision of the Protective Services Committee is final.

Approved by Council:

Date

May 9/07
John Brodrick
Mayor John Brodrick

[Signature]
Town Manager Larry Baran