

Town of High Prairie

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| Policy Number 35-2007 | Approval Date September 26, 2007 | Resolution Number 454/07 |
| Supersedes | Effective Date September 26, 2007 | Legal Authority <i>Peace Officer Act</i> |
| Amendments: | Amendment Date | Resolution Number |

TITLE: Peace Officer Record Keeping Policy

Policy Statement:

The Provincial Government has established the *Peace Officer Act* and requires that each Employer establish a policy to define a Record Keeping Policy for Peace Officers, pursuant to Section 14, 15 and 16 of the Peace Officer (Ministerial) Regulation.

Employee Documentation:

1. Training and certificates
2. Copies of complaints, investigative results, and disposition. Any discipline resulting from complaints may be kept on the peace officer's file at the employer's discretion.
3. Date of cessation of employment and reason for such.
4. Oath of Office
5. Peace Officer appointment.

Record Management System Should Include:

1. Investigations relating to authorities found on the authorization.
2. An exhibit handling process showing records pertaining to storage and disposal.
3. Record system capable of documenting calls and complaints that are made to the authorized employer and peace officers
4. Record system capable of documenting all serious incidents involving the authorized employer and peace officers.



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5. Memorandum of Understanding in effect with police agencies
6. Expired memorandum of understandings

Town of High Prairie Record Management Systems will include:

1. Peace Officers employed with the Town of High Prairie have individual human relations files kept at the work site in which all material required under section 14 of the Ministerial Regulation is kept.
2. Peace Officers employed with the Town of High Prairie utilize a paper-based tracking system which manages the information required by section 15 and 16 of the Ministerial Regulation. All investigations are tracked numerically, each new file is assigned a sequential number, and, if required, a hard copy paper file is generated. The hard copy file is where occurrence reports, statements, findings, and other investigative material is kept.
3. Incoming calls relating to investigations are tracked by the receptionist on an electronic occurrence log and assigned out as necessary to a peace officer.
4. Peace Officers at the Town of High Prairie are not involved in seizing exhibits and are prohibited from doing so by policy, therefore, no exhibit handling has been created. (Or if an agency may or does exhibit the details of the process must be communicated.)
5. All serious or sensitive situations must be reported to the supervisor who creates a file and reviews the incident in accordance with agency policy and standard Occupational Health and Safety Guidelines. The supervisor manages these incidents and assigns each incident a file number using the investigative record system.
6. Memorandums of understanding are kept in a file titled "MOU" for tracking purposes.

Approved by Council: September 26, 2007

Date


Mayor Rick Dumont


Town Manager, Larry Baran