



# CHESTERMERE

**Policy Name: Community Peace Officer Policy**

**Policy Number: 203**

<b>Effective Date:</b> May 14, 2024	<b>Approved By:</b> Council
<b>Policies Amended / Rescinded:</b> Policy 203 – Community Peace Officer Policy	<b>Policy Type:</b> Community Services

## **I. Authority**

1. The Chief Administrative Officer under the provisions of the Authorization to Employ Peace Officers as approved by the Director of Law Enforcement for the Province of Alberta.

Community Peace Officers are employees of the City of Chestermere (City) who have been appointed as a Community Peace Officer by the Alberta Justice and Solicitor General Public Security Division.

## **II. Policy Statement**

1. The City of Chestermere is a city with a population of approximately 25,000 residents and encompasses an area of 33 square kilometres around Lake Chestermere (2.6 square kilometres). While much of the Chestermere consists of modern roadways and infrastructure, the City began as a summer village and parts of that road infrastructure remains along with areas of the city that reflect the earlier way of life. The City recognizes this uniqueness and endeavors to take measures that respects the City and its residents to provide a safe environment for residents and visitors and to protect the City's infrastructure including roadways, bridges, parks, the lake, and other municipal controlled property from undue liability. The City recognizes its obligation to enforce non-compliance with the City's municipal bylaws.



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### **III. Application & Effective Date**

1. This Policy amendment is effective May 14, 2024.

### **IV. Purpose**

1. The primary purpose of the Community Peace Officers is protection of the City's infrastructure, enforcement of the City's municipal bylaws, and ensuring traffic safety through proactive patrols and enforcement.

### **V. Ranks**

1. The current ranks are Sergeant and Officer. Other ranks may be added as determined appropriate by the City.

### **VI. Responsibilities**

1. Community Peace Officers are responsible for:
  - a. To uphold the Mission and Vision of the City of Chestermere.
  - b. Those powers and duties set out in their Peace Officers appointment provided by the Alberta Solicitor General, Public Security division.
  - c. To enforce the bylaws of the City of Chestermere and other laws which the Peace Officer is authorized to enforce within the geographical boundaries of the City of Chestermere.
  - d. To respond to and investigate complaints.
  - e. To conduct routine and proactive patrols of the city and the City's infrastructure.
  - f. To issue Offence Notices and Summons when required.



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- g. To issue bylaw contraventions and other applicable laws within the Peace Officer's Appointment.
- h. To attend court and provide evidence when required.
- i. To ensure traffic safety through proactive patrols.
- j. To ensure school zone safety through proactive and reactive enforcement.
- k. To attend and respond to emergency situations such as motor vehicle collisions, structure fires, and medical events when assistance is required by Chestermere Fire Services.
- l. To conduct beach and parkway patrols on foot, bicycle, or UTV.
- m. To assist and liaise with RCMP when required.
- n. To abide by all Standard Operating Procedures in effect for Community Peace Officers.
- o. To adhere to the Levels of Service as outlined in Appendix A, which may be updated by the City as required.

### **VII. Code of Conduct**

1. A Community Peace Officer must not violate any federal, provincial, or municipal law or bylaw which are applicable to the City of Chestermere Peace Officer.
2. A Community Peace Officer must act within the authority of the Community Peace Officer's appointment provided by the Alberta Solicitor General, Public Security Division.
3. A Community Peace Officer must not act in a manner which is disorderly or inappropriate, or which would bring the administration of justice into disrepute, or brings discredit to the reputation of law enforcement, or is harmful to the City of Chestermere.
4. A Community Peace Officer must apply the law fairly and equally to everyone.



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5. In performing Peace Officer duties, the Community Peace Officer must not discriminate against anyone on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.
6. A Community Peace Officer must not withhold or suppress a complaint, or a report, about a Peace Officer, Police Officer, or any other type of Peace Officer.
7. A Community Peace Officer must promptly and diligently perform his duties without neglect unless there is lawful excuse.
8. A Community Peace Officer has a duty of confidentiality and must not disclose confidential information other than as may required by law or to lawfully perform duties as a Peace Officer.
9. A Community Peace Officer must account for property or currency which the Peace Officer receives during the course of their duties as a Peace Officer and maintain continuity of and diligently log and store as per policies and procedures.
10. A Community Peace Officer must not request, accept, or receive a gift, payment, pass, subscription, testimonial, or favor without the approval of the City of Chestermere.
11. A Community Peace Officer must not use the position of Peace Officer for unauthorized direct or indirect personal gain.
12. A Community Peace Officer must not be in possession of any firearm or weapon not on the specified and approved Peace Officers Appointment.
13. A Community Peace Officer must act with due care and attention while performing Peace Officer duties.
14. A Community Peace Officer must exercise sound judgement, and use the tools and resources provided to them for their intended purposes while using their time effectively, and performing the duties of a Community Peace Officer.




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15. A community Peace Officer must maintain a notebook which includes the start and end time of their shift and record necessary entries including but not limited to CPIC checks, radar/laser test times, and any other necessary information when dealing with members of public, or events.

**Adopted by Council:** May 14, 2024

**Resolution number:** 240514-20

**X**   
MAYOR

**X**   
CAO

Last reviewed date:

Next reviewed date:

Expiry date:

**Revision History (Completed by Legislative Services):**

Policy Title	Date approved	Resolution number



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## APPENDIX A

### CITY OF CHESTERMERE COMMUNITY PEACE OFFICER LEVEL OF SERVICE



ENFORCEMENT ACTIVITY	PRIORITY LEVEL	PROACTIVE OR REACTIVE ENFORCEMENT	EXAMPLE ACTIVITIES	% of time spent
<ul style="list-style-type: none"> <li>• Bylaw Enforcement</li> <li>• Traffic Enforcement</li> <li>• Commercial Vehicle Enforcement</li> </ul>	1	BOTH	<ul style="list-style-type: none"> <li>• Animal Control Bylaw</li> <li>• Traffic control bylaw for parked vehicles/RV's etc.</li> <li>• Unsightly premises files-grass/weeds/garbage etc.</li> <li>• Community Standards Bylaw (noise etc.)</li> <li>• Snow removal bylaw</li> <li>• Traffic Enforcement as part of regular duties</li> <li>• Directed patrols for problematic areas</li> <li>• School zone enforcement</li> <li>• Suspended drivers/DUI's being located</li> </ul>	30%
Emergency response	1	REACTIVE	<ul style="list-style-type: none"> <li>• Responding to Traffic collisions with CFD</li> <li>• Structure fires</li> <li>• Dog attacks</li> <li>• Calls where presence will likely deter further injury to people</li> <li>• Disaster events</li> <li>• Severe weather</li> </ul>	10%



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ENFORCEMENT ACTIVITY	PRIORITY LEVEL	PROACTIVE OR REACTIVE ENFORCEMENT	EXAMPLE ACTIVITIES	% of time spent
			<ul style="list-style-type: none"> <li>Assist Police</li> <li>Assist EMS/Fire</li> </ul>	
<ul style="list-style-type: none"> <li>Provincial Policy/Court and File prep</li> <li>Administrative</li> </ul>	1	BOTH	<ul style="list-style-type: none"> <li>Preparing and investigating files</li> <li>Preparing court packages</li> <li>Disclosure request submissions</li> <li>Evidence Collection</li> <li>Trials/Provincial Court</li> <li>Policy compliance</li> <li>JOIN Review</li> <li>Staffing/Scheduling</li> <li>Report Review</li> <li>APIS Submissions</li> </ul>	25%
Community Engagement	2	PROACTIVE	<ul style="list-style-type: none"> <li>Child seat education</li> <li>Foot patrols in dog parks</li> <li>Beach walk patrols</li> <li>UTV Patrols</li> <li>Marine Patrols</li> <li>City Events/fundraisers</li> <li>Stuff the cruiser event</li> </ul>	10%
School Resource	2	BOTH	<ul style="list-style-type: none"> <li>Anti Bullying Bylaw</li> <li>Education/presentations</li> <li>Youth reading programs</li> <li>School lockdown drills</li> <li>Traffic/Pedestrian safety</li> <li>Morning school drop off/afternoon pick up patrols</li> <li>Hallway walks</li> <li>Weekly meet with Principal</li> </ul>	10%
Warrant Apprehension or Arrests	2	REACTIVE	<ul style="list-style-type: none"> <li>Officers will encounter subjects wanted on outstanding warrants while dealing with other matters</li> <li>Deal with Provincial matters and get assistance with Criminal by RCMP</li> <li>Follow up on Municipal Enforcement warrants</li> </ul>	5%



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ENFORCEMENT ACTIVITY	PRIORITY LEVEL	PROACTIVE OR REACTIVE ENFORCEMENT	EXAMPLE ACTIVITIES	% of time spent
Proactive Patrols/Deterrence	2	PROACTIVE	<ul style="list-style-type: none"><li>• Proactive patrols of City infrastructure</li><li>• City Parks</li><li>• City Beaches</li><li>• Prevention of crime/vandalism</li></ul>	10%
			TOTAL	100%