



TOWN POLICY

ADMINISTRATION POLICY:

Peace Officer & Bylaw Officer Code of Conduct

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-051

APPROVAL:  APPROVED BY CAO
Jeff Shaw

EFFECTIVE DATE: December 13, 2016

SUPERSEDES: Policy #P-51

UP FOR REVIEW: December 6, 2021

Policy Statement:

As an authorized employer of Peace Officer(s) the Town of Cardston is required by the Peace Officer Act, Regulations and Policy to set a Code of Conduct for its Peace Officer(s) while conducting their duties.

The purpose of this policy:

As per requirements of the Alberta Peace Officer Act, Ministerial Regulation, Municipalities employing Peace Officers must have a Code of Conduct in place.

GUIDELINES

When representing the Town of Cardston, employees "are the Town of Cardston" to the person with whom they are conducting business. Community Peace Officers of the Town are expected to conduct themselves in accordance with the following guidelines.

Community Peace Officers shall:

- 1) Comply with the terms and conditions of the employer's authorization;
- 2) Comply with the terms of the peace officer's appointment;
- 3) Comply with the employer's code of conduct for peace officers;
- 4) Not:
 - (a) engage in disorderly or inappropriate conduct, or
 - (b) act in a way that would be harmful to the discipline of peace officers or that is likely to discredit the office of peace officer;
- 5) Not withhold or suppress information, complaints or reports about any other peace officer;
- 6) Promptly and diligently perform the peace officers' duties and responsibilities;
- 7) Not make or sign false, misleading or inaccurate statements;
- 8) Not, without lawful excuse:





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- (c) destroy, mutilate or conceal records or property, or
- (d) alter or erase an entry in a record;
- 9) Respect when confidentiality must be maintained;
- 10) Require peace officers to properly account for or return money or property that the officer receives in the peace officer's capacity as a peace officer;
- 11) Not engage in activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of peace officer;
- 12) Refrain from using the peace officer's position for the peace officer's own advantage or another person's advantage;
- 13) Refrain from exercising the peace officer's authority as a peace officer when it is unnecessary to do so;
- 14) Refrain from consuming alcohol while on duty.

