



TOWN POLICY

ADMINISTRATION POLICY:

Volunteer Main Street Patrol Protocol

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-075

APPROVAL:  APPROVED BY CAO
Jeff Shaw

EFFECTIVE DATE: March 25, 2014

SUPERSEDES: Policy #V-35

UP FOR REVIEW: December 20, 2021

Policy Statement:

The Town of Cardston recognizes the important role which volunteers play in complementing, supporting and supplementing the work of paid employees within the organization.

Safety in the community is seen as a shared responsibility not just that of the municipal or policing sector. The creative and organized participation of citizens in the process is vital.

To this end we are committed to development of a volunteering protocol that is accessible, comprehensive and fully inclusive, which compliments and supports our Vagrancy, Safety and Security Strategy.

This activity is strictly voluntary and there will be no compensation forthcoming from either the Town of Cardston or the RCMP. The Town of Cardston will insure those volunteers who are registered and are compliant with the procedure outlined below.

The purpose of this policy is to:

Enable us to meet these objectives and at the same time ensure the safety of volunteers, as far as is reasonably practicable.

Procedure:

- All volunteers must sign in at the RCMP detachment prior to their patrol
- All incidents will be reported to the RCMP and recorded in the incident summary
- All volunteers are to act as "eyes and ears" for the RCMP and shall not engage in enforcement of any kind
- Illegal activity should be reported through the 911 system
- Volunteers who have radio contact with the RCMP shall only use such contact in the case where immediate police attendance is required
- Volunteers are not to attain personal information from either business owners or citizens but shall leave that responsibility to the enforcement authority





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- All volunteers should be prepared to offer a sworn statement for any illegal activity they may witness and be willing to attend court if necessary
- Volunteers will not approach or question any persons while they are inside any business establishment or repeatedly go into business establishments

