



TOWN POLICY

ADMINISTRATION POLICY: Municipal Enforcement Officer Safety Policy

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-121

EFFECTIVE DATE: May 3, 2019

SUPERSEDES: New

UP FOR REVIEW: May 3, 2024

Policy Statement:

It is the policy of this department that officers shall wear Personal Protective Equipment and utilize other Officer Safety Tools and Systems, to ensure the proper performance of his/her duties and his/her safety.

The purpose of this policy is to:

This policy is intended to provide both Community Peace Officer's and Bylaw Enforcement Officer's with instructions on when and how to use Personal Protective Equipment (PPE) and other Safety Systems and Protocols, so that officers may safely perform their duties and to provide safety to all occupants of patrol vehicles.

ALBERTA FIRST RESPONDERS RADIO COMMUNICATIONS SYSTEM (AFRRCS)

- 1) The Town of Cardston Municipal Enforcement works on the Alberta First Responder Radio Communications System (AFRRCS). Municipal Enforcement will follow any and all Policies and Procedures associated with the use of this service.

TWO-WAY RADIO AND COMMUNICATIONS WITH PROVINCIAL RADIO CONTROL CENTRE (PRCC)

- 1) The Town of Cardston Municipal Enforcement is connected through the Provincial Radio Control Centre (PRCC) for welfare monitoring and radio communications.
- 2) Mobile Two-Way radios, approved by the Chief Administrative Officer for the Town of Cardston or his/her designate, will be equipped in all Municipal Enforcement patrol vehicles.
- 3) Portable Two-Way radios, approved by the Chief Administrative Officer for the Town of Cardston or his/her designate, will be provided to every Community Peace Officer employed by the Town of Cardston.





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SAFETYLINK

- 1) The Town of Cardston Municipal Enforcement is connected to the Provincial Radio Control Centre through a smart phone application known as SafetyLink.
- 2) SafetyLink shall be downloaded and available on any Community Peace Officer's cellular smart phone.

KNOWN-RISK PROTOCOL

- 1) All Officers shall use Known-Risk Protocol when attending calls for service, or while approaching all incidents. This will directly correspond with the Report Exec Policy.

PROCEDURES

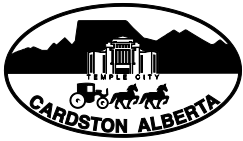
1) Administration

This department has employed the use of Personal Protective Equipment (PPE), Two-Way Communications, and other safety tools to accomplish the objective of officer safety.

2) Two-Way Radio's and Communications with Provincial Radio Control Centre (PRCC)

- A) It is designated mandatory that all Community Peace Officer's will wear and use a Portable Two-Way radio whenever that Community Peace Officer is on shift, and throughout the entirety of the shift.
- B) It is designated mandatory that all Community Peace Officer's will ensure that the Portable Two-Way radio that they are assigned is on and functional during a shift, and will ensure that they are always available to respond to incoming transmissions. Should an officer find a defect with the portable two-way radio it is his/her responsibility to immediately report the defect to a supervisor so the issue may be corrected.
- C) Officers shall use professional and courteous language when transmitting through the Two-Way radio communications.
- D) Officers shall use their assigned Call-Sign when transmitting on the Two-Way radio's. When transmitting out Officers will use the following when calling for dispatch or another unit or person;
 - i. "Control from your Call-Sign (ex 5Charlie2)"
 - ii. "Call-Sign of unit you're looking for (ex 5Charlie1), from your Call-Sign" (ex5Charlie2)
- E) Officers shall use the approved "10-Codes" (Appendix "A") and approved Phonetic Alphabet (Appendix "B") while transmitting through the radio.
- F) Officers will radio to PRCC at the beginning of their shift and go "10-36" and officers will radio to PRCC at the end of their shift and go "10-35".
- G) Officers will radio through to PRCC any time they are conducting a traffic stop (10-11), and officers will provide PRCC with the following;
 - i. location of the traffic stop,
 - ii. make, model, and colour of the vehicle they have stopped, and
 - iii. the licence plate number and province of issue displayed on the vehicle.





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- H) Officers shall radio through to PRCC any time they are attending a residence alone and provide PRCC with the location of the residence and the reason for the attendance.
- I) Officers shall wear the approved portable on his/her belt or on his/her chest with external body armour Molle capabilities.
- J) It is officer discretion if he/she would like to wear an ear piece approved by the department.

3) SafetyLink

- A) It is the responsibility of each Community Peace Officer employed by the Town of Cardston that he/she is using SafetyLink throughout any regular scheduled shift. This includes ensuring that they sign on and off at the beginning and ending of each shift, along with the use of the officer welfare checks conducted approximately once an hour throughout the shift.
- B) Officers shall ensure SafetyLink is working properly throughout every shift, and any defects will be immediately reported to a supervisor.

4) Known-Risk Protocol

- A) No Municipal Enforcement Member shall attend any call for service or incident, if there is previous knowledge of any weapon being involved in the incident, or an incident where the officer believes on reasonable grounds that there is a direct threat of grievous bodily harm or death to the officer as a result of responding to the incident.
 - i. Exception to this may be found in Section 7(C) of this Policy.
- B) Any officer that is dispatched or responds to a call for service at any residential or commercial location, shall query that particular address through the Cardston Municipal Enforcement ReportExec software, prior to attendance.
 - i. If upon conducting a query through ReportExec the officer finds that the address has an existing "caution" the officer shall;
 1. take another Peace Officer with him/her to the location; or
 2. ask for assistance from an on Duty RCMP member to attend the location with him/her.
 3. No Municipal Enforcement Member shall attend any address that has an existing "Caution" without at least one other responding Peace Officer or Police Officer.
- C) In the event that an officer receives a call for service for an in progress situation, that the officer believes on reasonable grounds that there could be a non-human threat present at the location which could cause grievous bodily harm or death, the officers shall;
 - i. Take another Peace Officer with him/her to the location; and assess the situation with the other officer from a safe distance, prior to making a determination on whether or not the officers would be safe dealing with the situation.
 1. If both officers agree that the threat present is highly likely to result in grievous bodily harm or death to the officers, and the situation is a direct threat to the public, the officers shall notify on duty Cardston RCMP Members of the situation and request assistance.
 - ii. If there is not another Peace Officer available to assist the initial responding officer, the officer shall request assistance from an on duty Cardston RCMP Member.





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iii. An example of an incident for the purpose of subsection (C) shall include but is not limited to dog attacks in progress.

5) Supervisory Responsibilities

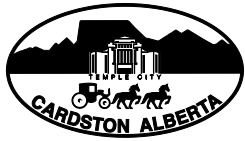
- A) Supervisory personnel shall ensure that Officer's utilize PPE in accordance with policy and procedures defined herein.
- B) Supervisors shall be responsible for ensuring PPE is free of any defects or malfunctions, to ensure that PPE is working correctly and in accordance with policy.

REVISION HISTORY

Date	Description
May 3, 2019	New Policy

APPROVAL: *Jeff Shaw***DATE:** *May 3rd, 2019*.....
Chief Administrative Officer, Jeff Shaw





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Appendix "A" 10-Codes

- 0-1 Signal Weak
- 10-2 Signal Good
- 10-3 Stop Transmitting
- 10-4 Message Received
- 10-5 Relay
- 10-6 Busy
- 10-7 Temporarily Out of Service
- 10-8 Back In Service
- 10-9 Say Again
- 10-10 Negative
- 10-11 Traffic Stop
- 10-12 Stand By
- 10-13 Existing Conditions
- 10-14 Message/Information
- 10-15 Message Delivered
- 10-17 Enroute
- 10-18 Urgent
- 10-19 (In) Contact
- 10-20 Location
- 10-21 Call by Phone
- 10-22 Disregard
- 10-23 At Scene
- 10-24 Assignment Completed
- 10-25 Report to (meet)
- 10-26 ETA
- 10-27 License (Check)
- 10-28 Ownership (Check)
- 10-29 Records (Check)
- 10-30 Danger/Caution:
 - V Violence
 - E Escapee
 - M Mental
 - S Suicidal
 - F Firearms
- 10-33 Help Me Quickly
- 10-34 Time
- 10-35 Off Duty
- 10-36 On Duty
- 10-40 Possible (Warrant) Hit
- 10-41 Hit Confirmed
- 10-44 In Charged Category
- 10-46 In Prohibited Category:
 - F Firearms
 - L Liquor
 - D Driving
- 10-62 Unauthorized Listeners
- 10-63 Tow Truck
- 10-64 Ambulance
- 10-65 Escort (prisoner/mental)
- 10-68 Intoxication
- 10-70 Are you OK?
- 10-71 Complaint (call for service)
- 10-75 Meal Break
- 10-76 On Portable
- 10-85 Auto Theft
- 10-86 Theft
- 10-87 Drugs





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Appendix "B" **Phonetic Alphabet**

A – Alpha

B – Bravo

C- Charlie

D – Delta

E – Echo

F – Foxtrot

G – Golf

H – Hotel

I – India

K – Kilo

L – Lima

M – Mike

N – November

O – Oscar

P – Papa

Q – Quebec

R – Romeo

S – Sierra

T – Tango

U – Uniform

W – Whiskey

X – Xray

Y – Yankee

Z – Zulu

