



# TOWN POLICY

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**TITLE:** Disciplinary Policy

**POLICY NUMBER:** ME-140

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## ADMINISTRATION POLICY: **Disciplinary Policy**

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-140

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**EFFECTIVE DATE:** May 29, 2020

**SUPERSEDES:** New

**UPDATED:** May 29, 2020

**UP FOR REVIEW:** May 29, 2025

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### **Policy Statement:**

Community Peace Officers hold a position of authority within the community and by the very nature of their responsibilities, are subject to public scrutiny. Peace Officers are held to a high standard of integrity, and are expected to act professionally and lawfully both in their personal and professional lives. Should acts of misconduct occur, the Peace Officer shall be held accountable and disciplined accordingly.

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### **GUIDELINES:**

A progressive disciplinary process shall generally be used, however in the event of a serious act of misconduct; the Town may apply discipline in proportion to the seriousness of the offence.

### **ELIGIBILITY:**

This Policy shall apply to the following acts of misconduct by Community Peace Officers:

1. Failure to comply with the terms of the Peace Officer's appointment
2. Commission of an offence in contravention of an Act of the Parliament of Canada or the Legislative Assembly of Alberta,
3. Violation of the Peace Officer's Code of Conduct, as identified in the attached Code of Conduct, which has been found to have merit in whole or in part,
4. Any actions which discredit the integrity of the Peace Officer and/or his/her office.



**PROCEDURE:**

If, through a formal investigation or any other means, the Peace Officer is found to have committed an act of misconduct, the Peace Officer’s supervisor may take one of the following disciplinary measures:

1. Issue a verbal warning to the Peace Officer
2. Issue a written warning(s) to the Peace Officer
3. Place the Peace Officer on probation
4. Suspend the Peace Officer
5. Dismiss the Peace Officer

**REVISION HISTORY**

Date	Description
May 29, 2020	New Policy

**APPROVAL: Jeff Shaw** ..... **DATE: May 29, 2020** .....

*Chief Administrative Officer, Jeff Shaw*

*(signed copy kept in CAO policy binder)*