

TOWN POLICY

ADMINISTRATION POLICY: Reporting Requirements

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-141

EFFECTIVE DATE: May 29, 2020

SUPERSEDES: New

UPDATED: May 29, 2020

UP FOR REVIEW: May 29, 2025

Policy Statement:

This Policy shall provide members of Cardston Municipal Enforcement (CME) with guidelines relating to the generation and completion of General Occurrence Reports and will provide guidance to members on when General Occurrence Case Reports shall be completed.

It will also outline required Peace Officer Program Reporting as per the Public Security Peace Officer Program, Policy and Procedure Manual.

The purpose of the policy is to:

Reports written by members of CME form an official record of their involvements in events. The timely completion of reports ensures that information is available for follow-up investigators, police of jurisdiction and the information Management Department of the Town of Cardston. The information contained in reports enhances intelligence gathering capabilities, aids in solving crimes, and may mitigate the risk that members are faced with in an operational environment. As a result, the importance of timely report completion cannot be overstated.

Every report written by a member of CME must provide full details of the results of their investigation. It is important to remember that the quality and content of the report will have significant affect on the users (e.g., follow-up investigators, Crown Council etc.). The accuracy and the details will determine if further follow-up will be required and what this follow-up will be. Therefore, it is necessary to ensure the highest standard of reporting to accurately reflect all investigations.

The Report Exec System enables the collection of large amounts of information in an electronic format. This format currently has one distinct record keeping subsystem: Records Management System (RMS). The effective utilization of this information management system supports this operational policy and enables members to access vast amount of crucial information.

It is also noted that in some cases Peace Officers will, in the course of their duties, come across situations that they will be required to report to the Peace Officer Program. This policy will set out what needs to be reported and when.

PROCEDURES:





TOWN POLICY

TITLE: Reporting Requirements

POLICY NUMBER: ME-141

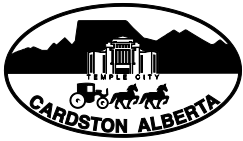
Policy Requirements:

1. CME utilizes a reporting management system referred to as Report Exec. All detailing investigations undertaken by members shall be completed in Report Exec.
2. Set out mandatory reporting requirements as outline in the Public Security Peace Officer Program, Policy and Procedure Manual.

CME Members Shall:

1. Submit a Case Report (CR) whenever:
 - a. A member has a public contact resulting in any type of investigation or arrest,
 - i. Exception given to a TSA investigation as a result of a traffic stop, where a violation ticket has been issued.
 - b. A member received a request for service;
 - c. A member believes on reasonable grounds that an offence was or will be committed;
 - d. There is an incident related to suspicious activity that involved persons or animals of interest to CME;
 - e. There is an incident that involves extensive CME resources, regardless of the outcome (e.g. a member is occupied in excess of 1 hour or multiple units are occupied for an extended period of time);
 - f. It is believed that there is potential value to the information for future investigations by CME or other agencies (e.g., RCMP or Fish and Wildlife);
 - g. A member received a request for disclosure from the court or from Crown Council;
 - h. A member issues a Part 2 Violation Ticket for any offence;
 - i. A member attended a request for assistance from another Town of Cardston department and the member utilizes any emergency equipment, or alters the regular flow of traffic;
 - j. In the opinion of the investigating member, their supervisor, or CAO, it would benefit CME or other agency to create a record containing information beyond what is captured in the member notebook, regardless of the nature of the incident.
2. Ensure when completing a CR that it contains, but not limited to, the following:
 - a. Cover page with synopsis,
 - b. Contacts of all persons involved; and





TOWN POLICY

TITLE: Reporting Requirements

POLICY NUMBER: ME-141

- c. Full narrative of the incident.
3. The Narrative shall be a comprehensive and chronological document. It shall lay out the background of the event, circumstances surrounding the incident, and actions taken by CME. It shall include the final results of the investigations and if further follow-up is required or anticipated.

Case Reporting:

1. CME members are considered the lead investigator of the case if they are the submitting member of the CR. The lead investigator is responsible for all potential queries that may arise from other agencies (e.g., RCMP). The submitting member shall remain the lead investigator unless there is a termination of employment, disciplinary suspension, or medical leave prior to the conclusion of the investigation.
2. When mentioning any person, animal or business in the text portions of the CR, ensure the entities are added as a CONTACT. Contacts added to the CR must be included in the text portion of the CR. Members shall accurately record all obtained fields for the person. The minimum criteria to index a person in the CR is as follows:
 - a. Surname;
 - b. First given name;
 - c. Date of birth or approximate age.
3. Ensure that the final Contact Type of a Contact is accurate before the CR is concluded. A Contact whose Contact Type changes throughout the investigation must be updated as soon as possible (e.g., Subject of Complaint to Suspect Chargeable).
4. Ensure the correct entry of Contact information; for example, ensure the proper spelling of names. This will ensure other offices will search and find the correct Contact in the future (e.g., GROS VENTRE BOY not GROS VENTURE BOY).

Incomplete Reports:

1. For officer safety, investigative and resource management reasons, it is important that members of CME have access to as much information as possible about the events that have occurred. If a complete CR cannot be submitted prior to the end of the members shift, the member shall:
 - a. Complete only the front page of the CR prior to their shift end;
 - b. Complete the entire CR prior to the end of their work set.





TOWN POLICY

TITLE: Reporting Requirements

POLICY NUMBER: ME-141

2. Section 1 does not apply to any incident where a member uses any type of force against a person. Any time a member uses any force against a person the full CR must be submitted prior to the conclusion of the shift, unless in the case of a serious use of force incident, in which case a member may submit a preliminary CR and may submit a full CR at a later time.

Dashboard and Task Dates:

1. Tasks can be assigned through supervisor, investigator, or CAO requesting a member to conduct further work in relation to a CR.
2. When receiving a follow-up request, members must comply with the request in the time allotted unless an extension is requested by the member and granted by issuer.
3. At least once daily during a scheduled shift, members are required to check their "Dashboard". It is recognized, however, that on occasion this may be impracticable due to operational reasons. Members are reminded that Dashboards are accessible through mobile laptops as well as the cell phone application.

Employer Reporting Requirements:

Immediate Reporting:

The following items shall be reported to the Peace Officer Program Immediately on form J3535:

- 1) Use of a firearm discharged at a person or not as part of peace officer's duties;
- 2) Peace officer involved in serious injury or death of a person;
- 3) Complaint of excessive force (public or internal);
- 4) Peace officer involved where weapon was used by another person;
- 5) Peace officer involved in serious or sensitive matter;
- 6) Charge or arrest of a peace officer under the Criminal Code, Controlled Drugs and Substances Act or any other enactment of Canada;
- 7) Charge or arrest of a peace officer under an enactment of Alberta (except minor traffic);
- 8) Peace officer found to have violated the employer's code of conduct;
- 9) Suspension, termination or resignation of a peace officer.

Report within two (2) business days

1. Use of baton.
2. Use of OC spray.
3. Use of Conducted Energy Weapon or tear gas.
4. Use of other weapon as detailed in policy.





TOWN POLICY

TITLE: Reporting Requirements

POLICY NUMBER: ME-141

Report within one (1) month

1. Lesser public complaint about a peace officer (not captured above).
2. Authorized employer-initiated investigation (not captured above).
3. Other type of report (not captured above).
4. Disposition of current or previous investigation or incident.

(Optional) monthly update to advise that there were no incidents to report

Report within 45 days

1. Update to the status of ongoing investigation until disposition.

Director, Designate or Police to Investigate

1. Use of a firearm discharged at a person or not as part of peace officer's duties.
2. Peace officer involved in serious injury or death of a person.
3. Complaint of excessive force (public or internal).
4. Peace officer involved where weapon was used by another person.
5. Peace officer involved in serious or sensitive matter.

Annual Report by Employer

1. Current name and position of the program contact person.
2. Updated list of peace officers employed and their positions within the agency.
3. A short summary describing the general nature of services provided by the peace officers, the operational practices of peace officers employed, and listing showing enforcement and enforcement-related activities that took place.
4. The report due date will be January 31 each year unless the employer advises the Director of alternate annual report date.

(Incident reporting form J3535 for above situations, except annual report, can be found on the Public Security Peace Officer Program website)





TOWN POLICY

TITLE: Reporting Requirements

POLICY NUMBER: ME-141

REVISION HISTORY

| Date | Description |
|--------------|-------------|
| May 29, 2020 | New Policy |

APPROVAL: Jeff Shaw **DATE: June 1, 2020**

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

