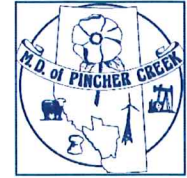


POLICY
Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **CODE OF CONDUCT - C-ES-001**

DOCUMENT DETAILS		
Responsibility: CAO	Associated Roles: Community Peace Officers, Bylaw Enforcement Officers	
Approved by: Reeve -  CAO- 	Approved Date: 2024-05-28	Revised Date: YYYY-MM-DD

PURPOSE

To establish guidelines that regulate the conduct and behaviour of Community Peace Officers, as required pursuant to Section 13 of the Peace Officer (Ministerial) Regulation, AR 312/2006, as amended from time to time.

APPLICATION

This Code of Conduct applies to all Community Peace Officers employed by the MD of Pincher Creek whether they are on duty or off duty.

A Community Peace Officer shall:

- Comply with the terms and conditions of the MD of Pincher Creek’s Authorization to Employ Peace Officers;
- Comply with the terms of the Peace Officer Appointment;
- Comply with all the terms included within this Code of Conduct;
- Not engage in disorderly or inappropriate conduct;
- Not 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 (including on social media);
- Not withhold or suppress information, complaints, or reports about any other Peace Officer;
- Promptly and diligently perform the Peace Officer’s duties and responsibilities;
- Not make or sign any false, misleading, or inaccurate statements;
- Not, without lawful excuse, destroy, mutilate, or conceal records or property or alter or erase an entry in a record;
- Respect when confidentiality must be maintained;

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **CODE OF CONDUCT - C-ES-001**

- Properly account for or return money or property that the Peace Officer receives in the Peace Officer's capacity as a Peace Officer;
- 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;
- Not use the Peace Officer's position for the Peace Officer's own advantage or another person's advantage;
- Not exercise the Peace Officers' authority as a Peace Officer when it is unnecessary to do so;
- Not consume alcohol while on duty, except in the performance of the Peace Officer's duties;
- Not consume controlled drugs and controlled substances under the *Controlled Drugs and Substance Act (Canada)*;
- Not, except in the performance of the Peace Officer's duties, possess controlled drugs and controlled substances, where that possession is prohibited by law.
- Not enter into licenced premises or licenced gaming facilities (casinos) while on duty unless required to do so in the lawful execution of that duty or to partake in a meal break only

Additional Considerations

Section 18.2.1 of the Public Security Peace Officer Program Policy and Procedures Manual (October 2023), as amended from time to time, notes that some sections of the Code of Conduct found at Section 13 of the Peace Officer (Ministerial) Regulation may require further explanation to assist employers in understanding if a breach has occurred.

S. 18.2.1 Public Security Peace Officer Program Policy and Procedures Manual

The following considerations apply to the noted sections and should not be viewed as limiting.

Many circumstances will arise that could subjectively, taking into account unique situational factors, be Code of Conduct breaches but not otherwise not fit within the parameters defined in this section. If questions arise regarding a specific incident, please contact the Program Manager.

NOTE: *This is designed to be explanatory only and some overlap with other sections of the Act and Regulations exists.*

S. 13(2)(d) Peace Officer (Ministerial) Regulation – Disorderly or inappropriate conduct, or acting in a way harmful to the discipline of Peace Officers or that is likely to discredit the office of Peace Officer could be described, in part, as follows:

- *Contravening:*

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **CODE OF CONDUCT - C-ES-001**

- *An Act of the Parliament of Canada*
- *An Act of the Legislature of Alberta*
- *Any Regulation made under an Act of either the Parliament of Canada or the Legislature of Alberta, where the contravention is of such a character it would be prejudicial to discipline or likely to bring discredit on the reputation of the employer*

- *Using oppressive or tyrannical conduct towards a subordinate;*

- *Using profane, abusive or insulting language to a co-worker or to any member of the general public;*

- *Willfully or negligently making a false complaint or statement*

- *Abetting in or knowingly being an accessory to suppressing information, complaints or reports about any other peace officer*

- *Differentially applying the law or exercising authority on the basis of race, colour, religion, sex, physical disability, mental disability, marital status, age, ancestry or place of origin*

- *Doing anything prejudicial to discipline or likely to bring discredit on the reputation of the MD of Pincher Creek*

- *When on duty, other than when on a firearm training exercise, discharging a firearm by accident, and not reporting the discharge of the firearm as soon as practicable to a supervisor*

- *Failing to exercise sound judgement and restraint in respect of the use and care of a firearm*

- *Being insubordinate to a supervisor by word or action*

- *Omitting or neglecting, without adequate reason, to carry out a lawful order, directive, rule or policy of the MD of Pincher Creek*

- *Neglecting, without a lawful excuse, to promptly and diligently perform duties as a Peace Officer*

- *Failing to work in accordance with orders or leaving an area, detail or other place of duty without due permission or sufficient cause*

- *Permitting a prisoner to escape on account of the Peace Officer being careless or negligent*

- *Failing to report a matter that is the Peace Officer's duty to report*

- *Failing to report anything a Peace Officer knows concerning a criminal or other charge*

- *Applying inappropriate force in circumstances in which force is used*

POLICY
Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **CODE OF CONDUCT - C-ES-001**

- *Participating in social media activities that present a negative or inappropriate image of Peace Officers*

S. 13(2)(k) Peace Officer (Ministerial) Regulation – Conflict of Interest or apprehension of lack of integrity could be described as:

- *A situation in which a Peace Officer, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest may exist even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the Peace Officer, the Peace Officer activity, and the officer of Peace Officer. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively.*

CODE OF CONDUCT BREACHES

Any Peace Officer who breaches this Code of Conduct, including a Peace Officer who fails to comply with policies and standard operating procedures set out by the MD of Pincher Creek, shall be subject to disciplinary procedures as set out in the MD of Pincher Creek Progressive Discipline Policy (January 9, 2007), as amended from time to time.

Should the breach be contrary to the provisions of the Peace Officer Act, Peace Officer Regulation, Peace Officer (Ministerial) Regulation or the Public Security Division Peace Officer Policy and Procedures Manual, the Peace Officer may be subject to investigation and disciplinary procedures outlined through the Peace Officer Program.