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Page: 1 of 3

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Policy Subject/Title: Community Peace Officer Duties and Responsibilities

Signature of Approval by Authorized Personnel:


Karrie Gau, CAO

Supersedes: N/A

Date of Last Update

N/A

Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to outline the duties and responsibilities of Community Peace Officers with respect to Automated Traffic Enforcement.

The use of Automated Traffic Enforcement within the Town of Wainwright must adhere to the Province of Alberta Automated Enforcement Technology Guidelines and Automated Enforcement Technology Training Guidelines.

PROCEDURES:

1. Duties and Responsibilities

1.1 Automated Traffic Enforcement

Community Peace Officer (CPO) means a person employed or engaged by the Town of Wainwright, which is an authorized employer, in the capacity of a CPO under the Peace Officer Act of Alberta and complies with any other conditions approved in the Peace Officer Regulations, Policy and Manual.

- a. A CPO shall enforce only those laws listed in their Provincial Appointments.

- b. In no event shall a CPO act in an official capacity outside of his appointed jurisdiction or his appointed authority.
- c. A CPO will carry Peace Officer ID Card at all times while performing duties.

1.2 Certification

All Automated Traffic Enforcement operators must hold a valid Town of Wainwright CPO appointment. In addition to meeting all the requirements of the Automated Traffic Enforcement Training Guidelines, all operators must complete the following training and certifications:

- a. Province of Alberta Laser Certification;
- b. Automated Enforcement Equipment Specific Certification;
- c. Completion of Alberta Solicitor General's approved Training Program.

1.3 Community Peace Officer Job Description

- a. Under the direction of the Police of Jurisdiction, deliver automated traffic enforcement services using approved automated traffic enforcement equipment;
- b. Operate within enforcement guidelines and appointments;
- c. Patrol to approved locations to conduct automated enforcement;
- d. Compile reports as required;
- e. Complete data entry and uploads/downloads as required;
- f. Prepare court files and testify in court as required;
- g. Attend training courses as required.

1.4 Equipment Testing for Laser

The following tests are mandatory and will be conducted at the start and end of each shift:

- a. Self-test;
- b. Fixed distance test;
- c. Zero velocity test;
- d. Scope alignment.

2. Notebooks

- 2.1 A CPO's notebook is a fundamental investigative tool. It is essential that notebooks be properly compiled, complete and accurate in order to support investigations, corroborate evidence and increase the CPO's credibility in court.
- a. A CPO may use notebook entries to refresh their memory for court if the notes were made at or near the time of occurrence.
 - b. Types of entries in notebook:
 - i. Date/time and hours working;
 - ii. Road and weather conditions;
 - iii. Laser unit number;
 - iv. Test of laser system;
 - v. Approved zone(s) worked;
 - vi. Any other observations or actions taken.
 - c. Notebooks must be kept for a minimum of two years from last entry, or conclusion of any court matters arising from the entries.