

<b><i>COUNTY OF WETASKIWIN NO. 10</i></b>  <b>Municipal Policy &amp; Procedures Manual</b>	<b>FUNCTION:</b>  <b>2000 PROTECTIVE SERVICES</b>
	<b>SECTION:</b>  <b>2100 COMMUNITY PEACE OFFICERS</b>

**PUBLIC SECURITY PEACE OFFICER PROGRAM**  
**POLICY & PROCEDURES MANUAL**  
**POLICY #2105**

**POLICY STATEMENT**

The County of Wetaskiwin No. 10 believes that all employees should have a clear understanding of what is expected of their roles and responsibilities within their position of employment. The Solicitor General's Office has provided a Peace Officer Program Policy & Procedures Manual for Employees which provides specific guidelines for Peace Officers employed by Municipal Government within the Province of Alberta. All members of the County of Wetaskiwin Protective Services are expected to adhere to the guidelines of the Peace Officer Program Policy & Procedures Manual and therefore, must educate themselves to the contents of that document.

**PROCEDURES**

1. All members of the Protective Services Department are required to read the Peace Officer Program Policy & Procedures Manual for Employees twice every year, and sign off that they have done so by the following dates:
  - a. April 30<sup>th</sup>
  - b. October 31<sup>st</sup>
  
2. The Assistance Chief Administrative Officer is responsible for ensuring that all Community Peace Officers have reviewed the Peace Officer Program Policy & Procedures Manual twice a year and have completed the "Sign Off" sheet which indicates that they have "read, understood, and will comply with knowing the guidelines contained within the Peace Officer Program Policy & Procedures Manual."
  
3. The "Sign Off" sheet shall be stored in the personnel files of each Community Peace Officer within the Payroll Department.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	February 21, 2006	06/47 C	1 of 1