

Municipal District of Mackenzie No. 23

Title	AUXILIARY CONSTABLES	Policy No.	ENF001
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Legislation Reference	Municipal Government Act, Section 5
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PURPOSE

Auxiliary Constables are citizens who are appointed Peace Officers for the purpose of complementing the M.D. of Mackenzie Constabulary. They provide limited assistance in both normal and emergency enforcement operations.

Policy Statement and Guidelines

1) General:

- a) As Auxiliaries are volunteers of the M.D. of Mackenzie No. 23, they are subject to certain benefits as outlined in Section 2 (b).
- b) An identity card issued to an Auxiliary Constable does not imply that the person is a member or volunteers of the M.D. of Mackenzie No. 23 when not accompanied by a regular member of the M.D. of Mackenzie Constabulary.
- c) An Auxiliary Constable will perform only the duties authorized in Section 4.
- d) An Auxiliary Constable must wear the uniform provided by the M.D. of Mackenzie Constabulary when performing duties on behalf of the M.D. of Mackenzie No. 23.
- e) An Auxiliary Constable does not receive remuneration for services rendered except as provided in Section 5.

Procedures

2) Qualifications:

- a) An applicant who volunteers as an Auxiliary Constable must:
 - i) be a Canadian Citizen;
 - ii) be of good character;
 - iii) have a mature and responsible attitude;
 - iv) have successfully completed a high school education or have equivalent work related experience;
 - v) possess a valid drivers license;
 - vi) be eligible for Special Constable status;
 - vii) have no apparent business or employment conflict of interest.

- b) A person appointed as an Auxiliary Constable, before being tasked by the M.D. of Mackenzie Constabulary, must:
 - i) be covered by insurance by the M.D. of Mackenzie No. 23 against injury and civil liability; and
 - ii) have completed a training program, approved by the Director of Enforcement Services, for Auxiliary Constables.
- c) An Auxiliary Constable may, subject to conditions set by the Department of Justice of the Province, be restricted when exercising the powers of a Peace Officer to occasions when the Auxiliary Constable is in the company of and directed by a member of the M.D. of Mackenzie.

3) Program Administrative:

The Director of Enforcement Services:

- a) May designate a regular member as the Auxiliary Constable Co-ordinator.
- b) Shall maintain up-to-date departmental directives on the program.
- c) Shall maintain the minimum level of competency and proficiency of Auxiliary Constables through periodic refresher training.
- d) Shall maintain a file on all correspondence, appointments and other documents pertaining to each Auxiliary Constable.
- e) Shall have the Auxiliary Constable Co-ordinator interview each Auxiliary Constable at least once each year to:
 - i) assess the program;
 - ii) identify training needs;
 - iii) discuss problems.
- f) Shall submit a performance report on each Auxiliary Constable once each year
- j) Shall if an Auxiliary Constable's conduct is such that it would bring the program or the M.D. of Mackenzie Constabulary into disrepute:
 - i) notify the person that his/ her services are terminated, and;
 - ii) report the circumstances and reason for termination to the Department of Justice.
- k) Shall have the Auxiliary Constable Co-ordinator report regularly to the Director of Enforcement Services on performance of all Auxiliary Constables and the program in general.

4. Duties and Restrictions:

- a) Duties that Auxiliary Constables may perform under direct control of a regular member are:
 - i) Crime Prevention Programs, e.g. Operation Identification, Building Security, Neighborhood Watch, Traffic Check;
 - ii) Crowd Control, e.g. to maintain the peace at functions, parades and other public events;

- iii) jobs that do not require direct involvement in an investigation, e.g. guarding a crime scene to protect evidence; and
- iv) other duties as authorized by the Director of Enforcement Services.

- b) Duties that Auxiliary Constables may not perform are:
 - i) the operation of a police vehicle, except in an emergency;
 - ii) the issuance of a traffic ticket or execution of a warrant unless accompanied by a regular member of the M.D. of Mackenzie Constabulary; or
 - iii) any investigation or enforcement action except when confronted with an emergency.

5. Pay or Compensation:

- a) The M.D. of Mackenzie No. 23 may pay a honoraria to an Auxiliary Constable during a declared emergency.
- b) When on duty during an emergency, an Auxiliary Constable may recover out of pocket expenses by submitting an expense claim form to the Director of Enforcement Services.

	Date	Resolution Number
Approved	June 18, 2002	02-459
Amended		
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