



TOWN POLICY

POLICY NUMBER: 2102

REFERENCE:

ADOPTED BY:

Town Council
5 May 1999

PREPARED BY: Administration

DATE: 5 May 1999

TITLE: Special Constable Policy for Use, Storage & Service/Handling of a Shotgun/Rifle

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Policy Statement

The Town of Strathmore will provide guidelines for the use, storage and service/handling of shotguns/rifles by the Special Constables.

1. **Definitions**

- 1.1 Council means the Council of the Town of Strathmore.
- 1.2 Special Constable means a person appointed as a Special Constable under Section 42 of the Police Act.
- 1.3 Town Manager means the Town Manager of the Town of Strathmore as appointed by Council.

2. **Responsibilities**

- 2.1 Council
 - 2.1.1 To approve the use of shotguns/rifles by the Special Constables.
- 2.2 Town Manager
 - 2.2.1 To present to Council any recommendations for changes in this policy.

2.2.2 To ensure that the Special Constables are adequately trained in the proper handling and care of firearms.

2.2.3 Administer and ensure consistent application of this policy.

2.3 Special Constables

2.3.1 To adhere at all times to the provisions of the Criminal Code of Canada (Storage, Handling and Transportation of Firearms).

3. **Use of a Shotgun/Rifle**

3.1 Special Constables will only discharge the shotgun/rifle for the purpose of animal control, i.e. stray dog control or to end the life of a suffering or injured animal, in accordance with the Stray Animals Act and the Dangerous Dogs Act.

3.2 Special Constables will not, at any time, load the shotgun/rifle for the purpose of demonstration. If required, a demonstration will be for the benefit of educating individuals about the service and safe handling of a shotgun/rifle. The Special Constable will ensure that the shotgun/rifle shells are locked in a safe place, during any firearms safety demonstration.

3.3 Special Constables shall not at any time, use the shotgun/rifle to subdue individuals in situations requiring force. This Policy will strictly be adhered to. Special Constables who violate this Policy will, dependent on the nature of the consequences, be subject to discipline in accordance with the policies of the Town of Strathmore or criminal charges, if the action so merits.

3.4 The pointing of the shotgun/rifle at anytime by the Special Constable, whether loaded or unloaded, toward any other Special Constable or civilian may result in immediate disciplinary action, or in criminal charges.

3.5 The shotgun/rifle shall not at anytime be used to apprehend a fleeing individual or engage in any form of arrest by use of deadly force. If the Special Constable uses the shotgun/rifle in any fashion deemed unauthorized, that Special Constable may be subject to disciplinary action or to criminal charges.

3.6 Shotgun/rifle ammunition will only be used for the purpose identified in Section 3.1 of this Policy. In addition, ammunition can be used at a gun range identified for the purpose of training or ensuring that the shotgun/rifle is in good working order.

4. **Storage of a Shotgun/Rifle**

- 4.1 Special Constables must ensure that the shotgun/rifle is placed in a proper locking mechanism mounted on the passenger side of the console, hidden by the car dash. The shotgun/rifle shall remain unloaded in the vehicle until such time as the Special Constable requires it, as per Section 3.1. The Special Constable shall ensure that the shotgun/rifle is not stored in an unlocked vehicle.
- 4.2 When going off duty, the Special Constable shall store the shotgun/rifle in a locked compartment in the office, or, in a locking device in a vehicle parked in a locked garage.

5. **Servicing/Handling of a Shotgun/Rifle**

- 5.1 The Special Constable shall be fully responsible for the care, service and handling of the shotgun/rifle and must strictly comply with this Policy, as well as the provisions of the Criminal Code of Canada and Regulations.
- 5.2 The Special Constable shall not take the shotgun/rifle out in the presence of civilians for the purpose of display, or shall he/she allow the shotgun/rifle to enter into the control of unauthorized personnel at any time.
- 5.3 The Special Constable shall ensure that the shotgun/rifle is in clean operating order at all times, and shall routinely conduct an inspection from barrel to the end of the stock.
- 5.4 No Special Constable shall alter or change the shotgun/rifle's internal or external mechanisms, without the consent of the Town of Strathmore. This does not pertain to the grips of the weapon, where the Special Constable may change them as required.
- 5.5 In addition to any disciplinary action, criminal charges may result from the loss, damage or theft of a shotgun/rifle. The Special Constable shall be responsible to replace lost, damaged or stolen, shotgun/rifle at his/her own expense.
- 5.6 A shotgun/rifle is the property of the Town of Strathmore and the issuing of a shotgun/rifle does not imply ownership of that firearm by the Special Constable.
- 5.7 While on duty the Special Constable shall only use that shotgun/rifle issued to him/her by the Town of Strathmore. Ammunition used shall be restricted to that which has been sanctioned and authorized. No unauthorized ammunition will be discharged from the shotgun/rifle at any time unless permission to do so is

granted by the Town of Strathmore, by a form written for the specific purpose. This form must clearly identify the purpose, as well as identifying the time frame.

5.8 The Special Constable shall immediately report the loss or damage of the shotgun/rifle to the local R.C.M.P., as well as the Town of Strathmore.

5.9 Special Constables shall maintain an adequate level of training with a shotgun/rifle.

6. **Report to Alberta Justice**

6.1 Pursuant to Section 8 of the Special Constable Regulation, the Town of Strathmore shall report to the Public Security Division of Alberta Justice every incident in which a Special Constable when on duty, other than on a firearm training exercise or engaged in the destruction of a domestic or wild animal, discharges a firearm whether intentionally or by accident.

7. **End of Policy**