

**New Report**

**Follow Up**

*This report refers to one incident only.*

Authorized Employer	Employer File No.
Peace Officer(s) Involved	
Location of Incident	Date and Time of Incident

**Event** (choose all that apply)

**Time**

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> Use of a firearm discharged at a person/not as part of peace officer duties   | Immediately     |
| <input type="checkbox"/> Peace Officer involved in serious injury or death of a person   | Immediately     |
| <input type="checkbox"/> Complaint of excessive force (public or internal)   | Immediately     |
| <input type="checkbox"/> Peace Officer involved where weapon was used by another person  | Immediately     |
| <input type="checkbox"/> Peace Officer involved in serious/sensitive matter  | Immediately     |
| <input type="checkbox"/> Charge or arrest of Peace Officer under the Criminal Code, the Controlled Drugs and Substances Act or any other enactment of Canada | Immediately     |
| <input type="checkbox"/> Charge or arrest of a Peace Officer under an enactment of Alberta (except minor traffic)  | Immediately     |
| <input type="checkbox"/> Peace Officer found to have violated the employer's code of conduct   | Immediately     |
| <input type="checkbox"/> Suspension or termination of a Peace Officer  | Immediately     |
| <input type="checkbox"/> Use of baton  | 2 business days |
| <input type="checkbox"/> Use of OC spray   | 2 business days |
| <input type="checkbox"/> Use of Conducted Energy Weapon/tear gas   | 2 business days |
| <input type="checkbox"/> Use of other weapon as detailed on policy   | 2 business days |
| <input type="checkbox"/> This is a public complaint about a Peace Officer (not captured above)   | 1 month         |
| <input type="checkbox"/> This is an Authorized Employer initiated investigation (not captured above)   | 1 month         |
| <input type="checkbox"/> Other report (specify) _____  | 1 month         |
| <input type="checkbox"/> This is a disposition of a current or previous investigation or incident  | 1 month         |
| <input type="checkbox"/> complaint dismissed, not investigated, discontinued or resolved informally  |                 |
| <input type="checkbox"/> complaint dismissed as frivolous, vexatious or made in bad faith  |                 |
| <input type="checkbox"/> complaint is unfounded  |                 |
| <input type="checkbox"/> complaint is unsubstantiated  |                 |
| <input type="checkbox"/> complaint is found to have merit in whole or in part  |                 |
| <input type="checkbox"/> No incidents to report for the calendar month of _____, 20 ____   | 1 month         |
| <input type="checkbox"/> This is an update to an ongoing investigation as required by the Act  | 45 days         |

**Provide details of reported incident, including the following if applicable:**

- Copy of occurrence report if significantly completed.
- Is the Authorized Employer initiating an investigation?
- Authorized Employer's file number (required).
- Have improper/excessive Use of Force allegations been reported to the police agency of jurisdiction?
- Peace Officer's status during investigation (i.e. suspended, working, etc.)
- Given and surname of Peace Officer involved.

**If this is a follow up report:**

- Is the original employer file number included for cross-referencing?
- Describe progress made on investigation since the last report.
- Describe expected duration of investigation.
- If concluded, what is the disposition of the investigation in accordance with section 22(1) of the Peace Officer Ministerial Regulation?
- If complaint is found to have merit in whole or in part, what action was taken?
- Was the complainant advised in writing of their right to appeal the decision of the Authorized Employer to the Director of Law Enforcement?

**Details:**

Employer File No. \_\_\_\_\_

**Attachments:**

\_\_\_\_\_  
Name and Signature of person submitting report

\_\_\_\_\_  
Date

**This form can be faxed or mailed to:**

Manager  
Public Security Peace Officer Program  
10th floor, 10365-97 Street  
Edmonton AB T5J 3W7

Fax (780) 427 5916