

PART II

REVISED REGULATIONS OF SASKATCHEWAN

This Part of the Gazette contains revised regulations, and amendments to those regulations, which are part of *The Revised Regulations of Saskatchewan* being compiled over the next few years. Amendments to existing regulations, which are not yet revised, are printed in Part III.

CHAPTER P-15.01 REG 1

The Police Act, 1990

Section 12

Order in Council 918/91, dated October 24, 1991.

(Filed October 25, 1991)

ORDER

The Honourable Lieutenant Governor in Council, on the recommendation of the Minister responsible for the Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, approves *The Municipal Police Clothing and Rank Regulations, 1991* made by the commission in accordance with the attached Schedule.

ORDER OF THE SASKATCHEWAN
POLICE COMMISSION

The Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, makes *The Municipal Police Clothing and Rank Regulations, 1991* in accordance with the attached Schedule.

Dated at the City of Saskatoon, this 25th day of September, 1991.

R. D. Laing
Chairperson of the Saskatchewan
Police Commission

Certified True Copy

R. D. Laing
Chairperson of the Saskatchewan
Police Commission

SCHEDULE

PART I

Title, Interpretation and Application

1 These regulations may be cited as *The Municipal Police Clothing and Rank Regulations, 1991*. ^{Title}

- Interpretation 2** In these regulations:
- "clothing" (a) "clothing" includes all articles of uniform and accessories worn with a uniform;
- "executive officer" (b) "executive officer" means the chief or Deputy Chief of Police;
- "officer" (c) "officer" means all other commissioned officers;
- "rank" (d) "rank" means an appointment or position held in a police service from constable to chief, inclusive;
- "uniform" (e) "uniform" means a basic working uniform worn during a normal tour of duty.
- Application 3** These regulations apply to all police services established under *The Police Act, 1990* and supersede any regulation or order governing a police service in matters covered by these regulations that is inconsistent with them.

PART II

Uniforms and Accessories

- For all ranks 4(1)** Uniforms for all ranks are to include the following items:
- (a) tunic;
 - (b) trousers;
 - (c) shirt, long or short sleeve;
 - (d) tie, clip-on style;
 - (e) tie-clip;
 - (f) boots, Oxfords or Wellingtons;
 - (g) forge cap;
 - (h) fur cap;
 - (i) gloves;
 - (j) storm jacket, with zip-in lining and collar;
 - (k) coats, rainwear, nylon, reversible; Burberry, knee length for officers and executive officers; and
 - (l) socks.
- (2) Accessories for all ranks are to include the following:
- (a) metal or fabric cap badge;
 - (b) gloves, white nylon or cotton and black leather unlined gloves for officers and executive officers;
 - (c) belt, waist;
 - (d) lanyard, nylon;
 - (e) metal cap badge;
 - (f) service and rank insignias;
 - (g) plastic cap cover;

- (h) equipment belt;
- (i) baton ring;
- (j) holster;
- (k) handcuff pouch;
- (l) speed loader and holder; and
- (m) badge and identification card holder
- (n) shoulder flash may be included in accessories for officers and executive officers, and may be of a distinctive design for officers and executive officers of police services with more than five sworn personnel;
- (o) breast badge — may be included in accessories for officers and executive officers if requested.

(3) The following items of clothing and accessories are optional and are to be supplied if and when required by a member in the performance of duty:

- (a) parka, with hood;
- (b) glove, pack;
- (c) skirt, female members;
- (d) flashlight;
- (e) sweater;
- (f) flashlight ring;
- (g) mini-mag holder;
- (h) knife holder; or
- (i) breeches and boots or leggings to be used by members assigned to motorcycle duty.

5 The colour of buttons, metal badges and fittings, rank insignia and other accessories or trim is to be either gold or silver or a combination of both for all ranks provided that chiefs may exercise a local option as to the colour or combination of colours to be used on the uniforms of their personnel.

Colour of buttons and accessories

6 The uniform for male executive officers and officers is to be as follows:

Male executive officers and officers

- (a) cloth — good quality, dark navy blue;
- (b) tunic design — tailored, form fitting, single-breasted front closing with four buttons, notched lapel, two patch-type breast pockets with flap and button, two pouch-type pockets below the waistline with flap and button, epaulets, belt loops or metal belt holder on either side, cloth belt with a military style buckle;

(c) trouser design — full cut slack design, two side pockets, two rear pockets with tabs to button, waistband with belt loops, special pockets as required, a red stripe with a minimum width of 2.54 centimetres extending from the waist to the bottom of the trouser leg, no cuffs.

Male
members

7 The uniform for male members is to be as follows:

- (a) cloth — good quality, dark navy blue;
- (b) tunic design — tailored, form fitting, single breasted front closing with four buttons, notched lapel, two patch-type breast pockets with flap and button, epaulets, belt loop or metal belt holder on either side, cloth belt with military style buckle;
- (c) trouser design — full cut slack design, two side pockets, two rear pockets, special pockets as required, waistband with belt loops, a red stripe with a minimum width of 2.54 centimetres extending from the waist to the bottom of the trouser leg, no cuffs.

Female
members

8 The uniform for all females in all ranks is to be as follows:

- (a) cloth — good quality, dark navy blue;
- (b) tunic design — tailored, form fitting, single-breasted front closing with four buttons, notched lapel, two patch-type breast pockets with flap and button, two pouch-type pockets below the waistline with flap and button, epaulets, belt loop or metal holder on either side, cloth belt with military style buckle;
- (c) trouser design — full cut slack design, pockets as required, a red stripe with a minimum width of 2.54 centimetres extending from the waist to the bottom of the trouser leg, no cuffs;
- (d) skirt design — A-line style, appropriate length, two slash pockets on side seam.

Outer
garments

9(1) Outer garments for all ranks is to be as follows:

- (a) storm jacket — dark navy blue colour, waterproof, windproof material 76.20 centimetres in length, a zip-in/zip-out liner stitched to all open sides of the jacket with detachable mouton fur collar, insulated to be 200 weight thinsulate or equivalent, a 30.48 centimetre two-way side zipper for easy accessibility to equipment, two-way front zipper closure, epaulets, two patchstyle breast pockets with button, two lower slash side pockets, a universal sized hood fastened by velcro, a drawstring in the liner, and a telescoping sleeve at shoulder;

(b) parka — dark navy blue colour, water repellent and windproof material, two-way zipper front closure, inside storm face, two large side pockets, one inside breast pocket on right side, storm cuffs, a waist cord or cummerbund, and a collar with detachable hood;

(c) topcoat — for officers and executive officers only, and navy blue in colour, Burberry style, knee length, with a quilted nylon zip-in lining, two slash side pockets, and fly-type button front;

(d) rain wear — knee length, dark navy blue in colour with a reversible side of safety orange, water repellent material, raglan sleeve, and zipper front with two side slash pockets;

(e) bomber jacket — shall only be issued for and worn by members as authorized by the Saskatchewan Police Commission;

(2) The outer material of the garments mentioned in subsection (1) is not to be of a composition that is either leather or material that approximates leather in appearance.

10(1) The headgear of officers and executive officers is to be as follows: Headgear

(a) forage cap — dark navy blue colour having a minimum of a 2.54 centimetre red band surrounding the base of the cap, a black plastic peak, two side buttons, a cap strap with municipal cap badge:

(i) the chief is to wear two rows of embroidery oak leaves on the cap peak;

(ii) the Deputy Chief of Police is to wear one row of embroidery oak leaves on the cap peak;

(iii) officers are to wear one bar embroidery on the cap peak;

(iv) a chief having an establishment of 50 or less is to wear one row of embroidery oak leaves on the cap peak;

(b) muskrat fur cap — klondike style with ear flaps held in upright position with a tie string and a cloth crown which is to be of navy blue material.

(2) The headgear for members is to be as follows:

(a) forage cap — dark navy blue colour having a minimum of a 2.54 centimetre red band surrounding the base of the cap, a black plastic peak, two side buttons, a black strap, and a municipal cap badge;

(b) muskrat fur cap — klondike style with ear flaps held in upright position with a tie string and a cloth crown which is to be of navy blue material.

(3) Notwithstanding subclauses (1) and (2), the commission, subject to any terms and conditions it deems fit, may approve alternate headgear or waive the requirement to wear headgear for an individual member or executive officer.

Shirts

11 Shirts for all ranks are to be as follows:

- (a) executive officers and officers — top quality white or light blue dress shirt with epaulets and two breast pockets with buttondown flap and pen slot;
- (b) other ranks — top quality light blue dress shirt with epaulets and two breast pockets with button-down flap and pen slot, in either long sleeves or short sleeves.

Hosiery

12(1) All males in all ranks are to wear navy blue or black socks.
(2) All females in all ranks are to wear a neutral or navy blue shade of hosiery.

Footwear

13(1) All males in all ranks are to wear a plain black Oxford or laced up ankle style boot with or without toe cap or Wellington style boot.
(2) All females in all ranks are to wear a plain black shoe or boot with or without toe cap.

Leather wear

14 Unless otherwise authorized by the commission, all leather accessories are to be black in colour and of good quality with no leather tooling, consisting of:

- (a) gloves for all ranks of good quality black leather with a good quality lining for winter wear;
- (b) mitts of plain black leather of good quality, with a good quality lining for winter wear;
- (c) a waist belt for all ranks of smooth black leather 3.81 centimetres in width, with an eye buckle;
- (d) equipment belts of plain black leather 5.72 centimetres wide, fully lined with fasteners and buckle;
- (e) holsters of black leather of the Bianchi open flap front break style, with safety with a safety strap, or other style of security type holsters approved by the commission;
- (f) handcuff pouches of black leather which are attached to the equipment belt;
- (g) ammunition pouches of black leather to be attached to the equipment belt;
- (h) baton rings of black leather with a belt loop with black metal or high impact black material ring;
- (i) mini-flashlight holders;
- (j) folding black knife holders;

PART III
Orders of Dress

15 All ranks are to ensure that articles of clothing on issue to them are properly fitted and worn and maintained in clean and tidy condition at all times. Clothing to be maintained

16 Seasonal dress is to be as follows and is to commence and terminate on dates ordered by the chief or his or her designate: Seasonal dress

(a) summer dress is to include the following items of clothing:

(i) executive officers and officers — shirt, clip-on tie, forage cap, trousers, shoulder boards or soft epaulet slip-ons with rank insignia, plain shoes and waist belt;

(ii) other ranks — shirt, forage cap, trousers, waist belt and plain shoes;

(b) winter dress is to include the following items of clothing:

(i) executive officers and officers — shirt with clip-on tie, trousers, plain shoes, forage cap or fur cap, tunic and Burberry topcoat or storm jacket or parka as appropriate;

(ii) other ranks — shirt with clip-on tie, fur cap, storm jacket or parka depending on weather and duty, trousers and plain shoes;

(iii) optional — navy coloured sweaters for under outer wear. Sweaters for indoors when approved by the chief and bearing only appropriate insignia;

(iv) scarfs are not to be worn;

(c) when spring dress or fall dress is worn, forage caps instead of fur caps are to be worn.

17(1) Uniformed members are to wear tunics when attending the following functions in uniform: Tunics

(a) formal parades and other occasions that are ordered by the chief;

(b) recruit training at the Saskatchewan Police College;

(2) A chief attending the Saskatchewan Police College for recruit training is to wear the uniform and accessories of a constable and will be considered a police constable during the period in training and graduation.

18 All ranks are to wear ties, dark navy blue or black in colour, at all times when in uniform, or while wearing a tunic, storm coat or parka. Ties

- Forage caps **19** A member wearing a forage cap is to wear the cap squarely on the head with the under side of the cap peak approximately three finger widths above the bridge of the nose.

PART IV

Ranks, Insignias, Service and Identification Badges

- Ranks **20** A service may have all or any of the following police ranks but no others:

- (a) chief;
- (b) Deputy Chief of Police;
- (c) Superintendent;
- (d) Inspector;
- (e) Staff Sergeant;
- (f) Sergeant;
- (g) Corporal;
- (h) Constable; and
- (i) Special Constable.

- Insignia for chiefs **21(1)** Subject to subsection (2), members of the following ranks are to wear on their shoulder straps the insignia described as follows:

- (a) chief, crown above three stars;
 - (b) Deputy Chief of Police, crown above two stars;
 - (c) Superintendent, crown above one star;
 - (d) Inspector, crown.
- (2) The chief of a police service that has an establishment of:
- (a) not more than 50 but not less than 26 persons is to wear crown above two stars as an insignia;
 - (b) not more than 25 but not less than six persons is to wear a crown above one star as an insignia; and
 - (c) five persons or less shall wear a crown as an insignia.

- Display of insignia **22(1)** Subject to subsections (2) and (3), members of one of the following ranks are to wear:

- (a) on the upper part of the right sleeve of the shirt;
 - (b) between the elbow and the shoulder seam;
- the following insignia:
- (c) Sergeant, three chevrons and a crown;
 - (d) Corporal, two chevrons.

(2) A staff sergeant shall wear an insignia of four inverted chevrons on the right sleeve of the shirt between the cuff and elbow.

(3) The insignias set out in subsections (1) and (2) are to be displayed on slip-on epaulets for outside garments of summer or winter dress worn by the members.

23(1) A special constable in charge of a police service for a rural municipality that has three or more members is to use the title “Chief Enforcement Officer” and holds the rank of Inspector. Special constable, status

(2) The council of a rural municipality, subject to the prior approval of the commission, may establish ranks other than Inspector for the rural municipality police service.

24 Every member is to wear a badge on the lapel of the tunic depicting the municipal crest of the municipality or a crest designated by the commission. Lapel badges

25 Every constable and non-commissioned officer is to wear, and every executive officer may wear, shoulder flashes: Shoulder flashes

(a) on the uppermost portion of both sleeves of all garments with sleeves except rain wear; and

(b) identifying the police service of which he or she is a member.

26 The shoulder flashes to be worn by members of a police service are to be of a design as shown in Appendix A or as designed by the board. Design of shoulder flashes

27(1) A member may wear on his or her tunic, storm jacket, parka and bomber jacket one or more badges: Service badges

(a) in the design of a maple leaf with one badge representing five years of service; and

(b) fastened 8.89 centimetres from the bottom of the left sleeve.

(2) A member who has been awarded recognition for long service may wear the badge or other indication of long service in addition to or instead of the badges mentioned in subsection (1).

28(1) Every constable or non-commissioned officer who is in uniform on duty is to wear a badge: Identification badges

(a) attached above the left breast pocket of the tunic or of the shirt when a tunic is not worn; and

(b) bearing the member’s identification number of the police service of which he or she is a member.

(2) A commissioned officer may wear a badge described in subsection (1) in the manner described in that subsection.

Firearm
badges

29 A constable or non-commissioned officer may wear a badge indicating proficiency in the use of firearms:

- (a) attached to the left sleeve of the tunic or storm jacket; and
- (b) above any badges described in section 27 worn by the member.

Identification
cards

30(1) The board of a police service shall issue a wallet size, laminated identification card to each member after his or her appointment.

(2) A card issued pursuant to subsection (1) is to be pale blue in colour with black printing, to be signed by the issuer and to contain the following information:

- (a) the name of the municipality that established the board;
- (b) the police service;
- (c) the name, rank, signature, photograph and date of appointment of the member.

(3) A card issued pursuant to this section may be in the form of the identification card in Appendix B.

(4) A new identification card is to be issued to each member on a change of rank of the member or every five years, whichever comes first.

HOLDERS

31 A black leather wallet-size holder designed to carry an identification card and breast badge shall be issued to all members.

PART V

General

Styles, etc.,
of dress

32 The styles and character of formal and dress uniforms of members are at the discretion of the chief and subject to the approval of the commission.

Supply of
clothing and
accessories

33(1) Any articles of clothing and accessories required by these regulations are to be supplied to each member of a police service by the municipality served by the police service.

(2) The replacement of articles of clothing and accessories is to be in accordance with the terms of any local agreement between the board and the police service.

34 The Director of Training and the Assistant Director of Training and any other employees at the Saskatchewan Police College that are designated by the commission may wear articles of clothing and rank insignia described in these regulations when approved by the commission where the clothing bears a clearly visible identification with the college. Dress of Director, etc.

35 Unless authorized by the commission, a Special Constable appointed under section 76 of the Act to enforce bylaws only shall not wear the articles of uniform or the accessories described in these regulations. Dress of special constables

36 Saskatchewan Regulations 90/81 are repealed. Sask. Reg. 90/81 repealed

37(1) Subject to subsection (2), these regulations come into force on the day on which *The Police Act, 1990* comes into force. Coming into force

(2) If these regulations are filed with the Registrar of Regulations after *The Police Act, 1990* comes into force, these regulations come into force on the day on which they are filed with the Registrar of Regulations.

APPENDIX A
Shoulder Flashes — Regulation 26



APPENDIX B
Identification Card — Regulation 30

POLICE SASKATOON	
_____	_____
<i>Rank</i>	<i>Name</i>

<i>Signature</i>	

<i>Date</i>	

<i>Signature</i> — Chief of Police Board or Council	

PHOTO

CHAPTER P-15.01 REG 2

The Police Act, 1990
Section 12

Order in Council 919/91, dated October 24, 1991.

(Filed October 25, 1991)

ORDER

The Honourable Lieutenant Governor in Council, on the recommendation of the Minister responsible for the Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, approves *The Municipal Police Training Regulations, 1991* made by the commission in accordance with the attached Schedule.

ORDER OF THE SASKATCHEWAN
POLICE COMMISSION

The Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, makes *The Municipal Police Training Regulations, 1991* in accordance with the attached Schedule.

Dated at the City of Saskatoon, this 25th day of September, 1991.

R. D. Laing
Chairperson of the Saskatchewan
Police Commission

Certified True Copy

R. D. Laing
Chairperson of the Saskatchewan
Police Commission

SCHEDULE

1 These regulations may be cited as *The Municipal Police Training Regulations, 1991*. Title

2 In these regulations:

(a) "Act" means *The Police Act, 1990*;

(b) "act of misconduct" means an offence against discipline described in *The Municipal Police Discipline Regulations, 1991* or a violation of the rules implemented by the director pursuant to clause 7(a);

(c) "college" means the Saskatchewan Police College continued pursuant to section 4;

(d) "director" means the Director of the college;

Interpretation

"Act"

"act of
misconduct"

"college"

"director"

"major
municipal
police
service"

(e) "major municipal police service" means a police service in a town or city with a population of 5,000 or more;

"recruit"

(f) "recruit" means a newly engaged member of a police service who requires training.

Application **3** These regulations apply to all police services.

Saskatchewan
Police
College

4 The Saskatchewan Police College is continued and is to be operated under the supervision of the commission.

Training
courses

5(1) Subject to subsection (2), the college is to provide the following training courses:

(a) a recruit training course including a physical fitness training class;

(b) in-service training courses consisting of:

(i) an operational investigators course;

(ii) a senior constables development course;

(iii) an introduction to police management course;

(iv) a police managers course;

(v) a multicultural training course; and

(vi) any other course that the commission may consider advisable.

(2) The college is to provide only those training courses described in subsection (1) that are approved by the commission.

Training
advisory
committee

6(1) There shall be a police training advisory committee consisting of:

(a) representatives from each of the major municipal police services;

(b) representatives from the police services other than major municipal police services; and

(c) members of the Saskatchewan Federation of Police Officers.

(2) The chairperson of the commission, from time to time, is to convene the committee established pursuant to subsection (1) to discuss training requirements.

Duties of
director

7 The director is to:

(a) draft and implement rules for the good conduct and guidance of all police personnel attending training courses; and

(b) enforce and maintain discipline over any member attending courses at the college, including the expelling of any member attending training courses for:

- (i) an act of misconduct; or
- (ii) failure to comply with the rules of the college.

8(1) Unless authorized by the commission, a recruit is to meet all the requirements prescribed in *The Municipal Police Recruiting Regulations, 1991* before he or she is admitted to the college. Recruit training course requirements

- (2) A recruit training class is not to exceed 32 members.
- (3) In order to pass the recruit training course, a recruit is to:
 - (a) obtain at least 60% in each subject;
 - (b) pass the physical fitness standards established by the commission; and
 - (c) pass the firearms standard established by the commission.
- (4) Subject to the approval of the director and the chief of the service to which the recruit belongs, a recruit may participate in supplementary testing of his or her physical fitness at the dates and times set by the director.

9(1) If a recruit has attended the recruit training course and has failed to obtain 60% in one or more subject, the commission may, on the recommendation of: Supplementary exams

- (a) the chief of the service to which the recruit belongs; or
- (b) if the police service to which the recruit belongs has only one member, the board;

authorize the recruit to write a supplementary examination in each of those subjects.

(2) The director is to set the dates and times for writing supplementary examinations.

10 A recruit who does not:

- (a) obtain the mark prescribed in clause 8(3)(a);
- (b) pass the fitness standards mentioned in clause 8(3)(b); and
- (c) pass the firearms standard mentioned in clause 8(3)(c);

is considered to have failed the recruit training course and is not qualified to serve in a police service as a regular constable. Failure of course

11(1) The director is to provide monthly assessment reports on each recruit to the chief of the service to which the recruit belongs. Assessment reports

(2) The director is to report promptly what, in the director's opinion, is:

- (a) a lack of application;
- (b) a poor attitude; or

(c) an act of misconduct;

by a recruit to the chief of the service to which that recruit belongs.

(3) If the service to which the recruit belongs consists of only one member, the director is to send any report required by this section to the board that employs the recruit.

Authority to repeat training course

12 Where a recruit has to discontinue a recruit training course:

- (a) because of illness or injury; or
- (b) for any reason, other than one described in clause (a), that the commission considers valid;

the commission may, on receipt of a recommendation by the chief of the service to which the recruit belongs, or, if the service has only one member, the board may, authorize the recruit to repeat the recruit training course.

In-service training requirements

13(1) All members who have a least three but not more than five years of practical police experience are to attend the operational investigators course mentioned in section 5.

(2) All members who have at least six but not more than 10 years of practical police experience are to attend the senior constables development course mentioned in section 5.

(3) All members who are eligible for promotion to the first noncommissioned rank or who have been promoted to that rank or who are required to supervise other members are to attend the introduction to police management course mentioned in section 5.

(4) All members who hold the rank of corporal or are otherwise eligible for promotion to the rank of sergeant or staff sergeant are to attend the police managers course mentioned in section 5 or the senior police administration course at the Canadian Police College or any other equivalent course approved by the commission.

(5) All members who attend a training course mentioned in this section are to obtain a mark of not less than 65% in each written examination pertaining to that course in order to pass it.

(6) A member who fails to obtain the mark prescribed in subsection (5) is to rewrite an alternate examination within six months.

Certificate

14 The director is to present to each member who successfully completes a training course mentioned in these regulations a certificate that is:

- (a) issued by the college; and
- (b) signed by the director and the chairperson of the commission;

indicating that the member has passed the course and the period during which the course was taken.

15 On or before December 31 of each year, the chief of each police service is to supply the director with an updated list of members including, with respect to each member, the member's:

List of members

- (a) rank;
- (b) name; and
- (c) years of service;

and any training courses mentioned in these regulations that the member has successfully completed.

16(1) The commission may direct that a member attend any of the training courses mentioned in these regulations or undergo any other police training that the commission considers necessary.

Direction to take a course

(2) Where the commission has issued a direction to a member pursuant to subsection (1), the member is to attend the training course or undergo the other police training, as the case may be.

(3) The commission may direct a board or chief to provide training and refresher courses to the members of a police services as the commission considers necessary.

17 *The Municipal Police Training Regulations* are repealed.

R.R.S. c.P-15
Reg 3
repealed

18(1) Subject to subsection (2), these regulations come into force on the day on which *The Police Act, 1990* comes into force.

Coming into force

(2) If these regulations are filed with the Registrar of Regulations after *The Police Act, 1990* comes into force, these regulations come into force on the day on which they are filed with the Registrar of Regulations.

CHAPTER P-15.01 REG 3

The Police Act, 1990 Section 12

Order in Council 920/91, dated October 24, 1991.

(Filed October 25, 1991)

ORDER

The Honourable Lieutenant Governor in Council, on the recommendation of the Minister responsible for the Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, approves *The Municipal Police Equipment Regulations, 1991* made by the commission in accordance with the attached Schedule.

ORDER OF THE SASKATCHEWAN
POLICE COMMISSION

The Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, makes *The Municipal Police Equipment Regulations, 1991* in accordance with the attached Schedule.

Dated at the City of Saskatoon, this 25th day of September, 1991.

R. D. Laing
Chairperson of the Saskatchewan
Police Commission

Certified True Copy

R. D. Laing
Chairperson of the Saskatchewan Police
Commission

SCHEDULE

- Title **1** These regulations may be cited as *The Municipal Police Equipment Regulations, 1991*.
- Interpretation **2** In these regulations:
- “Act” (a) “Act” means *The Police Act, 1990*;
- “chief of police” (b) “chief of police” means a chief as defined by the Act and includes any member of the police service to which the chief of police belongs who is designated in writing by the chief of police to act on his or her behalf to perform a specific function for the purposes of these regulations;
- “firearm” (c) “firearm” means a revolver, rifle or shotgun;
- “major police service” (d) “major police service” means a police service of a municipality having a population of 5,000 or more;
- “Saskatchewan Police College” (e) “Saskatchewan Police College” means the Saskatchewan Police College continued pursuant to *The Municipal Police Training Regulations*;
- “special constable” (f) “special constable” means a special constable who is appointed pursuant to section 76 of the Act;
- “special equipment” (g) “special equipment” includes:
- (i) spotlights;
 - (ii) riot helmets;
 - (iii) riot sticks;
 - (iv) tear gas;
 - (v) tear gas launchers;
 - (vi) tear gas guns; and

(vii) body protectors;
that have been approved by the chief of police of the police service to which the member using those items belongs.

3(1) Subject to subsection (2), these regulations apply to every police service and, where any regulation or order governing a municipal police service conflicts with these regulations, these regulations prevail. Application

(2) These regulations do not apply to special constables except where expressly stated.

4(1) Subject to section 5, where a member is not required to take recruit training at the Saskatchewan Police College, no chief of police shall issue a firearm to or permit use of a firearm by that member during the course of duty of the member unless that member has attended and successfully completed a course of training established or approved by the minister in the handling and use of a firearm. Training and testing

(2) The chief of police of a police service other than a major police service or the board or council responsible for the police service shall make arrangements for the testing of its police personnel by the chief of police of a major police service.

(3) The chief of police of a major police service shall prepare a report on the results of any testing performed by him or her pursuant to this section and forward the report to:

- (a) the board, council or chief of police, as the case may be, who required the testing; and
- (b) the commission.

(4) The chief of police of a police service is to annually ensure that all the members of that police service who are issued firearms are qualified to the standards approved by the commission for passing the recruit training course at the Saskatchewan Police College.

5 Where a chief of police of a police service considers it necessary to do so in order to deal with or control situations determined by the chief of police to be emergency situations, the chief of police may issue to members and special constables of that police service those firearms and items of special equipment that the chief of police considers appropriate. Overriding discretion of chief of police

6(1) A municipality for which a police service has been established is to provide revolvers, for use by members who have been authorized by the chief of police to carry and use revolvers in the course of duty, that: Revolvers

- (a) are of a .38 special calibre;

- (b) are all steel, double action;
- (c) are blue;
- (d) have barrels that are 10.16 centimetres long;
- (e) have a hammer block safety;
- (f) have swing-out cylinders;
- (g) weigh at least 850.50 grams; and
- (h) have a single action trigger pressure of not less than 1.3608 kilograms and not more than 2.2680 kilograms.

(2) A municipality for which a police service has been established is to provide revolvers, for use by members who have been authorized by the chief of police to carry and use revolvers in the course of duty and who have been assigned to plain-clothes duty, that:

- (a) are of a .38 special calibre;
- (b) are all steel, double action;
- (c) are blue or have a stainless steel finish;
- (d) have barrels that are 5.08 centimetres long;
- (e) have a hammer block safety;
- (f) have swing-out cylinders;
- (g) weigh at least 708.75 grams; and
- (h) have a single action trigger pressure of not less than 1.3608 kilograms and not more than 2.2680 kilograms.

Ammunition 7 A municipality for which a police service has been established is to provide ammunition in a quantity that is sufficient for the requirements of the service for use in revolvers described in section 6, and that ammunition is:

- (a) to be factory loaded; and
- (b) at the discretion of the chief of police, to be either:
 - (i) .38 special calibre + P. 158 grain, solid bullets of lead alloy with a semi-wadcutter configuration; or
 - (ii) .38 special calibre + P. 158 grain, hollow point semiwadcutter configuration bullets of lead alloy.

Special authorization 8 A chief of police may authorize any member to carry:

- (a) a shotgun;
- (b) a rifle; or
- (c) both a shotgun and a rifle;

when, in the opinion of the chief of police, those firearms are required for the protection of the member or the public.

9(1) Where the chief of police has determined that a police service requires a shotgun or rifle for the protection of its members or the public, the municipality is to provide the police service with those shotguns or rifles that may be required for use by the members. Rifles,
shotguns

- (2) Shotguns provided pursuant to subsection (1) shall:
- (a) be 12 gauge;
 - (b) be pump action and five shot; and
 - (c) have rifle sighted cylinder bore barrels that are not less than 47.0 centimetres long with either rifle or bead sights and with an overall length of not less than 66.0 centimetres.
- (3) Rifles provided pursuant to subsection (1) shall:
- (a) have telescopes; and
 - (b) not exceed a calibre of .308.

10 A municipality for which a police service is established is to provide the special equipment that the chief of police has determined is required for use by members to enable the members to deal with situations determined by the chief of police to be emergency situations. Emergency
equipment

11 A municipality for which a police service is established is to provide the police service with: Radar,
cameras, etc.

- (a) radar sets, or other similar instruments, of a quality and in a quantity that the chief of police has determined will enable members to effectively enforce the provisions of *The Highway Traffic Act* and municipal bylaws;
- (b) one nightstick not exceeding 61 centimetres in length for each uniformed member;
- (c) one high quality flashlight equipped with at least two batteries for each member;
- (d) one set of handcuffs of good quality for each member;
- (e) finger printing equipment of a quality and in a quantity that the chief of police has determined will enable members to effectively perform their duties;
- (f) cameras and camera equipment of a quality and in a quantity that the chief of police has determined is necessary to enable members to effectively perform their duties;
- (g) a body protector of the latest construction that has been approved by the commission for each member who requests a body protector; and
- (h) an “approved screening device” as defined in section 254 of the *Criminal Code* (Canada).

● office
equipment

12(1) A municipality for which a police service is established is to provide the police service with office equipment of a quality and in a quantity that will enable members to effectively perform their duties.

(2) Without restricting the generality of subsection (1), a police service is to be provided with office equipment that includes:

- (a) typewriters;
- (b) desks;
- (c) chairs;
- (d) exhibit lockers that have been approved by the commission;
- (e) filing cabinets;
- (f) telephones;
- (g) a photocopier; and
- (h) radio equipment.

Space

13 A municipality for which a police service is established is to provide the police service with office space, private interview rooms, washrooms and lock-up facilities that are adequate to enable the members to perform their duties.

Motor
vehicles

14(1) In this section, blue and white colours will be identified by the General Fleet designation of blue 25718116 and white 257133137 of the Dupont of Canada colour chart.

(2) Unless otherwise authorized by the commission, a municipality for which a police service is established is to provide for use in patrol duties by members in uniform motor vehicles that:

- (a) have four doors;
- (b) have blue bodies and white roofs and doors;
- (c) display the municipal crest or a shoulder-flash style of crest that has been approved by the commission on both front doors;
- (d) display the word "police":
 - (i) in blue letters that are at least 17.7 centimetres high on both front doors immediately behind the crests mentioned in clause (c); and
 - (ii) in white letters that are at least 7.5 centimetres high on the rear trunk cover.

(3) Where the chief of police has determined that a motor vehicle provided pursuant to subsection (2) should be marked with a vehicle number, the motor vehicle is to be marked with a vehicle number that is at least 10 centimetres in height.

(4) Motor vehicles provided pursuant to subsection (2) are to be equipped with:

- (a) emergency lights that meet the standards prescribed in *The Vehicle Equipment Regulations, 1987*;
- (b) an operative sound horn or loudhailer;
- (c) an operative electronic siren;
- (d) spotlights as required;
- (e) emergency flares;
- (f) an operative fire extinguisher;
- (g) a blanket in good condition;
- (h) an orange traffic vest;
- (i) an instrument suitable for cutting seat-belts;
- (j) a manufacturer's police package; and
- (k) a first aid kit containing items that are prescribed in Part II of the Appendix to *The Occupational Health and Safety Regulations*.

(5) When a motor vehicle provided pursuant to subsection (2) is used frequently by members to transport persons who are in custody, the motor vehicle is to be equipped with a safety shield installed between the front and rear seat areas.

15 The chief of police is to supply the commission at the end of each year with a report in Form A of the Appendix respecting the discharge of firearms by members and by civilians involving police members.

Statistical information

16 *The Municipal Police Equipment Regulations* are repealed.

R.R.S. c.P-15
Reg 2
repealed

17(1) Subject to subsection (2), these regulations come into force on the day on which *The Police Act, 1990* comes into force.

Coming into force

(2) If these regulations are filed with the Registrar of Regulations after *The Police Act, 1990* comes into force, these regulations come into force on the day on which they are filed with the Registrar of Regulations.

APPENDIX

Form A

STATISTICAL INFORMATION — FIREARMS

[The Police Act, 1990 and The Municipal Police Equipment Regulations]

TO: Saskatchewan Police Commission

Police Service _____ Year Ending December 31, 19____.

1. Total number of cases in which:

(a) Police discharged firearms _____

(b) Suspects discharged firearms _____

2. Type of offences in which firearms were discharged by:

(describe)

(a) Police _____

(b) Suspects _____

3. Type of firearms discharged in each case by:

(a) Police _____

(b) Suspects _____

4. Number of persons involved in each case a firearms was discharged:

(a) Police _____

(b) Suspects _____

5. Times of offences involving the discharge of firearms by either police or suspects:

Date _____ Time of day _____

6. Number of shots fired during the course of duty by police with:

(a) Revolver _____

(b) Shotgun _____

(c) Rifle _____

7. Number of persons injured:

(a) Police _____

(b) Suspects _____

(c) Civilians _____

Remarks: _____

Dated at _____, Saskatchewan, this ____ day of _____, 199____.

Chief of Police

CHAPTER P-15.01 REG 4

The Police Act, 1990
Section 12

Order in Council 921/91, dated October 24, 1991.

(Filed October 25, 1991)

ORDER

The Honourable Lieutenant Governor in Council, on the recommendation of the Minister responsible for the Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, approves *The Municipal Police Discipline Regulations, 1991* made by the commission in accordance with the attached Schedule.

ORDER OF THE SASKATCHEWAN
POLICE COMMISSION

The Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, makes *The Municipal Police Discipline Regulations, 1991* in accordance with the attached Schedule.

Dated at the City of Saskatoon, this 25th day of September, 1991.

R. D. Laing
Chairperson of the Saskatchewan
Police Commission

Certified True Copy

R. D. Laing
Chairperson of the Saskatchewan
Police Commission

SCHEDULE

PART I

Title, Interpretation and Application

1 These regulations may be cited as *The Municipal Police Discipline Regulations, 1991*. Title

2(1) In these regulations:

- (a) "Act" means *The Police Act, 1990*; Interpretations
"Act"
- (b) "charge" means the details of an offence against discipline set out in Part III; "charge"
- (c) "code" means the list of disciplinary offences set out in Part III; "code"
- (d) "counsel" means a barrister and solicitor entitled to practice law in Saskatchewan; "counsel"

“hearing officer”

(e) “hearing officer” means a hearing officer appointed pursuant to *The Police Act, 1990*;

“service record of discipline”

(f) “service record of discipline” means that section of a member’s personnel file containing details of remedial orders and disciplinary punishments.

(2) In these regulations, a reference to a form is a reference to that form as it appears in the Appendix to these regulations.

Application

3 These regulations apply to police services and personnel and supersede any regulation or order governing a police service and its personnel that is inconsistent with them.

Advice as to future conduct

4 If the chief or the chief’s delegate considers that a member should be advised respecting his or her future conduct without resort to formal disciplinary action, he or she may refer the matter to the member’s supervisor to advise the member respecting his or her future conduct.

Advise not offence

5 Where a member has been advised respecting his or her future conduct that fact shall not be referred to as a disciplinary offence for discipline purposes and it shall not be entered on the member’s service or personnel record.

Remedial action

6(1) Pursuant to clause 48(1)(a) or 54(4)(a) of *The Police Act, 1990*, a chief may:

- (a) order a period of probation or close supervision for a member;
- (b) order a member to undergo counselling, treatment or training;
- (c) by order reprimand a member;
- (d) do any combination of things mentioned in clauses (a), (b) and (c); or
- (e) make any other order that he or she considers appropriate.

(2) Pursuant to clause 52(1)(a) or 55(4)(a) of *The Police Act, 1990*, a board may:

- (a) order a period of probation or close supervision for a chief;
- (b) order the chief to undergo counselling, treatment or training;
- (c) by order reprimand the chief;
- (d) do any combination of things mentioned in clauses (a), (b) and (c); or
- (e) make any other order that it considers appropriate.

(3) A remedial order pursuant to subsection (1) or (2) shall be entered on the service record of discipline of the member or chief being disciplined.

7(1) If the chief or member designated by the chief considers that a discipline charge should be laid against a member he or she will cause a notice to be prepared in Form A setting out the offence alleged to have been committed and advising the member that the hearing officer will notify the member of the date, time and place of the first hearing of the alleged offence. Discipline charge

(2) Subject to subsection (3), the notice mentioned in subsection (1) is to be served on the member alleged to have committed the offence not less than 10 days before the day of the first hearing, and is to be accompanied by:

- (a) copies of the statements made by witnesses;
- (b) a copy of the statement, if any, made by the member; and
- (c) a list of the names of those witnesses who will be called.

(3) Where the member to be served with the notice is absent without leave or, in the opinion of the chief, is avoiding being served with the notice, the hearing of the alleged offence may take place without the notice being served.

8 Neither the member charged nor the persons hearing the charge are entitled to a copy of the report or recommendations of the investigating officer. Privileged documents

9(1) The hearing officer may command the attendance of a witness by a notice in Form B served on the person who is to attend. Attendance at hearings

(2) A member attending a hearing is to attend in duty dress unless the chief or his or her delegate directs otherwise.

(3) The member is entitled to remuneration in the same manner as any relevant collective agreement provides in respect of attendance of the member in court.

10 At the commencement of a hearing the person prosecuting the charge is to present the details of the charge in Form A to the hearing officer. Commencement of hearing

11 Where a member who is charged is confined pursuant to the decision of a court or other lawful authority, or is absent without leave or is otherwise avoiding the proceedings, the hearing officer may: Commencement of hearing of confined member

- (a) proceed in the absence of the member by the entry of a formal denial to any charges which must thereafter be strictly proved before a finding of guilt may be entered; or

(b) adjourn the matter for a period no longer than 30 days to allow for the attendance of the member.

Plea of charged member

12(1) Subject to section 11, the hearing officer shall read the charge to the member charged and shall ask the member whether the charge is admitted or denied.

(2) The reply of the member obtained pursuant to subsection (1) shall be entered on a record of proceedings in Form C.

Procedure where charge admitted

13(1) Where the charged member admits a charge, the prosecutor shall present the facts relating to it to the hearing officer, and the charged member or his or her counsel or agent may make representations on the charged member's behalf.

(2) After hearing the facts and representation, if any, on behalf of the charged member, the hearing officer may determine the matter pursuant to section 58 of the Act.

Procedure where charge denied

14 Where the charged member denies a charge or the circumstances are such that the hearing officer orders a formal denial, the hearing officer is to set a date for the hearing.

Admission of facts

15 The prosecutor and the charged member or his or her counsel or agent may agree to admit certain of the facts in the case as evidence by agreement without proof of those facts, and the hearing officer may enquire as to the existence of any such agreements before any evidence is called.

Dismissal of charge

16 If, at the conclusion of the evidence for the prosecution, the hearing officer determines a *prima facie* case has not been made out, he or she shall dismiss the charge.

Evidence in defence

17 If, at the conclusion of the evidence for the prosecution, the hearing officer determines that a *prima facie* case has been made out, the hearing officer is to provide the charged member with an opportunity to call evidence in answer to the charge.

Submissions to hearing officer

18 After presentation of all the evidence, the prosecutor, followed by the charged member or counsel or agent on the member's behalf, has the right to make submissions to the hearing officer.

Determination of guilt

19 After presentation of all the evidence and submissions, the hearing officer, subject to section 21, is to find the charged member guilty or not guilty in respect of each charge and to provide written reasons for the decision.

20(1) The hearing officer shall dismiss a charge on which the hearing officer finds the member not guilty and, in respect of a charge on which he or she finds the member guilty, is to impose one of the penalties prescribed in the Act. Procedure on determination of guilt

(2) No record of charges which have been dismissed shall appear on a member's service record of discipline or any service or personnel file.

(3) A finding of guilt and a punishment imposed on a member are to be entered as disciplinary offences on the member's service record of discipline when:

- (a) the appeal period expires and there is no appeal; or
- (b) on the disposition of any final appeal.

21(1) The hearing officer may adjourn the hearing from time to time including at the close of submissions and before a verdict or punishment. Adjournment of hearings

(2) No adjournment between a finding of guilt and the imposition of a punishment may be for more than eight days unless otherwise agreed by all parties to the hearing.

(3) Subject to subsection (4), an adjournment is to be to a stated date.

(4) Where criminal proceedings arise out of the incident for which the hearing is being conducted, an adjournment of disciplinary proceedings may be for an indefinite period.

22(1) Subject to subsection (3), where the hearing officer imposes a fine on a member, the member shall pay the fine immediately. Fine imposed, payment

(2) Where a member fails to pay a fine immediately, the amount of the fine may be deducted from the member's salary.

(3) A hearing officer may by order require a member on whom a fine was imposed to make specified periodic or other payments or may order the amount of the fine to be deducted from the member's salary.

23(1) Subject to subsections (2) and (3), no proceedings to prosecute a charge shall be commenced after the expiry of six months from the day on which the alleged charge should have been discovered. Limitation of time for proceedings

(2) Where the minister orders a special inquiry pursuant to section 88 of the Act, proceedings for a charge may be commenced within three months after the report and recommendations of the inquiry have been received by the board.

(3) Where a matter has been referred to the minister or the Attorney General of Canada pursuant to section 47 or 51 or subsection 54(3) of the Act, proceedings to prosecute a charge may be commenced within three months after the completion of the investigation by the minister or the Attorney General of Canada.

Commence-
ment of
proceedings

24 For the purposes of these regulations, proceedings to prosecute a charge are commenced when a notice in Form A is served on a member charged or, in the case of a member who is absent without leave, or is avoiding service of the notice, when the notice is signed by the chief or his or her delegate.

Suspended
member, not
to exercise
powers, etc.

25 Where a member is suspended from duty, the member is not to exercise his or her powers as a peace officer and is not to wear the uniform or use the equipment of the police service of which he or she is a member.

Pay for
suspended
member

26(1) Where a member is under suspension, he or she is to receive pay and allowance during the period of his or her suspension for at least 30 days and thereafter at the discretion of the board.

(2) The hearing officer at a hearing:

(a) if he or she finds a member guilty of a charge which was involved in the decision to suspend the member, may make any orders as to full or partial pay for any unpaid period of suspension as he or she deems proper; and

(b) pursuant to section 53(9) of the Act, if he or she finds a member not guilty of all charges involved in the decision to suspend the member, is to order that the member receive all of the pay, remuneration, pension benefits and seniority to which he or she would have been entitled during the period of suspension.

Service record
of discipline

27(1) Subject to subsection (2), a chief is to maintain a service record of discipline in respect of each member.

(2) A chief is to order that:

(a) all entries regarding a minor offence be expunged from the service record of discipline of a member where:

(i) two years have expired from the date of any last recorded punishment; and

(ii) there have been no further entries on the service record of discipline since the date of punishment;

(b) all entries regarding major offences be expunged from the service record of discipline of a member where:

(i) five years have expired from the date of the last recorded punishment; and

- (ii) there have been no further entries on the service record of discipline since the date of punishment.
- (3) For the purposes of these regulations:
 - (a) the date of punishment of a member is:
 - (i) the date the punishment was imposed, if there was no appeal of the finding for which the punishment was imposed;
 - (ii) the date when the punishment was imposed or affirmed by the appropriate appellate body where there was an appeal of the finding;
 - (b) a previous disciplinary offence is any valid unexpunged entry made pursuant to these regulations on a member's service record of discipline.
- (4) A member, on written notice to the chief or his or her delegate, has the right to inspect his or her service record of discipline to ensure that only valid unexpunged entries are contained in it.
- (5) Clause 2(a) applies for expunging remedial orders entries on a member's service record of discipline.

28 The chief is to supply:

- (a) statistics on disciplinary offences, within the meaning of this Part, in Form D; and
- (b) immediately at the end of each month;

Statistical report of disciplinary offences

to the commission.

29 These regulations establishing the procedure in the hearing of charges against members apply with any necessary modification to proceedings before a hearing officer where a charge is laid against a chief.

Procedure when chief charged

PART II

Appeals to The Saskatchewan Police Commission

30 A notice of application to appeal shall be in Form E and shall set forth the nature of the proceedings or conviction, the punishment imposed and the grounds on which the appeal is based.

Notice of appeal

31 A person who desires to appeal is to serve a notice of application to appeal on:

Service of notice of appeal

- (a) the hearing officer; and
- (b) an employee or a member of the commission;

not later than 30 days after the person desiring to appeal receives notice of the decision from which the appeal is intended.

Time for
service of
notice of
appeal

32 The commission, before or after the expiration of the time for service of an application to appeal, may extend the time for service of the application for a period not exceeding 30 days.

Record, etc.,
to commission

33 When a notice of application to appeal is served on the hearing officer, the hearing officer shall immediately forward to the commission:

- (a) the original proceedings or the original charge sheet with particulars of the proceedings, decision and the punishment imposed;
- (b) the record of the hearing of the charge including all documents, evidence and exhibits.

Notice of
hearing

34 The commission shall notify all parties of the time and place for the hearing of the appeal.

Right of
representa-
tion

35 At the hearing of an appeal, the appellant, chief and board are entitled to appear and to be represented by counsel or an agent.

PART III Discipline Code

Major offence
against
discipline

36 A member of a police service commits a major offence against discipline if he or she is guilty of:

- (a) discreditable conduct, that is if he or she:
 - (i) withholds or suppresses a complaint or report against a member of the police service or a member of the public;
 - (ii) wilfully makes a false, misleading or inaccurate oral or written statement or entry in any official document or record;
 - (iii) without lawful excuse destroys, mutilates or conceals any official document or record, or alters, erases or adds to any entry in it; or
 - (iv) fails to properly account for, properly safeguard or secure, or make a prompt return of any money or property received by him or her in the course of his or her duty;
- (b) insubordination, that is if he or she, without lawful excuse, disobeys or omits or neglects to carry out any lawful order;
- (c) neglect of duty, that is if he or she, without lawful excuse, neglects or omits promptly and diligently to perform a duty as a member of the police service;

- (d) improper disclosure of information, that is if he or she, without proper authority, communicates to any person any information which he or she has acquired as a member of a police service;
- (e) corrupt practice, that is if he or she:
 - (i) accepts a bribe;
 - (ii) in his or her capacity as a member of the police service and without the consent of the board of police commissioners or municipal council, directly or indirectly solicits or receives any gratuity, present, subscription or testimonial;
 - (iii) places himself or herself under a pecuniary or other obligation to any other person in a manner that might affect the proper performance of his or her duties as a member of the police service; or
 - (iv) improperly uses his or her position as a member of the police service for private advantage;
- (f) abuse of authority, that is if he or she:
 - (i) without good and sufficient cause, makes an arrest; or
 - (ii) uses any unnecessary violence to any prisoner or other person with whom he or she may be brought into contact in the execution of his or her duty;
- (g) improper use of firearms, that is if he or she:
 - (i) without proper authorization and when on duty carries or discharges any firearm other than one issued to him or her by the police service;
 - (ii) having discharged a firearm when on duty, other than while on a firearm training exercise, fails to report the incident to his or her senior officer as soon as is practicable thereafter;
 - (iii) fails to exercise discretion and restraint in the use and care of firearms;
 - (iv) draws his or her revolver except when he or she reasonably believes it may be necessary for the protection of his or her life or the life of another, or when he or she believes that it is necessary in the apprehension or detention of a person whom he or she believes to be dangerous; or
 - (v) discharges a firearm in the performance of duty except where, on reasonable grounds, he or she believes it necessary:
 - (A) for the defence of his or her life or the life of another;
 - (B) to effect the apprehension, when other means are insufficient, of a person whom he or she, on reasonable or probable grounds, believes to be dangerous;

- (C) to destroy a potentially dangerous animal or one that is so badly injured that humanity requires its removal from further suffering; or
- (D) to give an alarm or to call assistance for an important purpose when no other means can be used;
- (h) damage to police property, that is if he or she wilfully causes any waste or loss of or damage to any police property or other property entrusted to his or her care in the course of his or her duty;
- (i) misuse of intoxicating liquor or drugs in a manner prejudicial to duty, that is if he or she:
 - (i) when reporting for or while on duty is unfit for duty as a result of the use of intoxicating liquor or the non-medical use of a drug;
 - (ii) without proper authority, makes any use of, or receives from any other person, any intoxicating liquor or a drug other than one prescribed by a medical practitioner when on duty;
- (j) criminal conduct, that is if he or she is found guilty of an indictable offence or any offence punishable on summary conviction pursuant to any statute of Canada or any province or territory in Canada.

Minor offence
against
discipline

37 A member of a police service commits a minor offence against discipline if he or she is guilty of:

- (a) discreditable conduct, that is if he or she:
 - (i) acts in a disorderly manner or in a manner prejudicial to discipline or reasonably likely to bring discredit on the reputation of the police service;
 - (ii) negligently makes a false, misleading or inaccurate oral or written statement or entry in any official document or record;
 - (iii) is oppressive or abusive in conduct or language towards any other member of a police service;
 - (iv) contravenes the provisions of *The Police Act, 1990*, or a regulation made or enacted in accordance with it;
- (b) insubordination, that is if he or she is insubordinate by word or action;
- (c) neglect of duty, that is if he or she:
 - (i) fails to work in accordance with orders or leaves an area, detail or other place of duty without authorization or sufficient cause or, having left his or her place of duty with authorization or sufficient cause, fails to return without undue delay; or

- (ii) is absent from, or is late for, duty without reasonable excuse;
- (d) improper disclosure of information, that is if he or she:
 - (i) makes an anonymous communication to any police authority or any member of a police service; or
 - (ii) signs or circulates a petition or statement in respect of any matter concerning the police service other than:
 - (A) through the grievance procedure; or
 - (B) in the bona fide performance of his or her duties as a representative of a certified police union, association or federation;
- (e) abuse of authority, that is if he or she:
 - (i) is discourteous or uncivil to any member of the public; or
 - (ii) undertakes without the permission or instruction of a senior officer any service or execution of documents involved in a civil process;
- (f) damage to police property, that is if he or she:
 - (i) by negligence causes any waste or loss of or damage to any police property or other property entrusted to his or her care in the course of the member's duty; or
 - (ii) knowingly fails to report any loss of or damage to any property mentioned in subclause (i) entrusted to his or her care in the course of the member's duty, however caused;
- (g) improper wearing of uniform and improper personal appearance, that is if he or she:
 - (i) is improperly dressed while on duty or wearing a uniform at any time in a public place;
 - (ii) is unkempt or unclean in person, uniform clothing or equipment while on duty;
 - (iii) while on duty and not in uniform, appears in any dress or affects any mannerism likely to bring ridicule on the police service;
 - (iv) appears in public dressed partly in identifiable uniform and partly in civilian attire;
 - (v) while in uniform on the street in public view, uses chewing gum or tobacco in any form; or
 - (vi) while on leave wears a police service uniform without authorization of the chief of police.

38(1) A chief or a board may elect to prosecute a major offence as a minor offence.

Major offence
treated as
minor offence

(2) Where a major offence is prosecuted as a minor offence, it shall be deemed to be a minor offence for all purposes under the Act or these regulations.

Attempts
constitute
offence

39(1) It is a major offence against discipline to attempt to commit a major offence against discipline.

(2) It is a minor offence against discipline to attempt to commit a minor offence against discipline.

Parties to
offences

40 A member of a police service commits an offence against discipline who:

- (a) actually commits it;
- (b) does, or omits to do, anything for the purpose of aiding another person to commit it;
- (c) abets any person committing it; or
- (d) counsels or procures another member to commit it.

Charges
divisible

41 A charge pursuant to *The Police Act, 1990* is divisible and where the offence charged, as described in this regulation or as described in the charge, includes another offence, whether that offence is a major offence or minor offence, the charged member may be convicted:

- (a) of the included offence that is proved notwithstanding that the whole offence that is charged is not proved; or
- (b) of an attempt to commit the included offence.

PART IV Complaints

Record of
public
complaint

42 A public complaint received pursuant to section 38 of the Act shall be recorded on a complaint form in Form F.

Report of
resolution
of public
complaint

43 The report of the investigator to the commission regarding the resolution of a public complaint pursuant to subsection 39(10) of the Act shall be made in or on Form G.

PART V Repeal and Coming Into Force

Repeal

44 Saskatchewan Regulations 92/81 are repealed.

Coming into
force

45(1) Subject to subsection (2), these regulations come into force on the day on which *The Police Act, 1990* comes into force.

(2) If these regulations are filed with the Registrar of Regulations after the day on which *The Police Act, 1990* comes into force, these regulations come into force on the day on which they are filed with the Registrar of Regulations.

NOVEMBER 8, 1991

APPENDIX

Form A

The Police Act, 1990
(Section 7)

NOTICE OF FORMAL DISCIPLINE PROCEEDINGS

Police Service _____ Date _____

(1)

To: _____

Pursuant to *The Police Act, 1990* and *The Municipal Police Discipline Regulations, 1991*, you are alleged to have committed a discipline offence, namely: (2)

Be advised that you will be notified by a hearing officer designated by the minister responsible for *The Police Act, 1990* of the time, place and purpose of a hearing to answer this matter

Signed _____
(3) Chief of Police or
Chairman of the Board

Witness for the prosecution (4)

I acknowledge service of this form

Date _____

Signed _____
(Charged Member)

1. Insert here the full name, rank and service number of the charged member.
2. Insert the appropriate heading from Discipline Code, the date, time and place of the alleged discipline offence, and sufficient particulars to identify the nature of the allegation, followed by the appropriate section of Discipline Code. If there is more than one charge, each is to appear as a separately numbered paragraph on a new form.
3. Should the chief of police be charged, the chairman of the board is to sign the Notice.
4. List the full names of witnesses appearing for the prosecution.

THE SASKATCHEWAN GAZETTE

Form B
THE POLICE ACT, 1990
(Section 9)

NOTICE REQUIRING THE ATTENDANCE OF A WITNESS

To: _____
(Name of Witness) (Address)

Whereas _____ has been charged with a discipline
(name accused)
offence under the discipline code, in that he did (describe offence)

and it has been made to appear that you are likely to give material evidence for the
_____, under authority granted by section 17 of
(Prosecution or Defence)

The Police Act, 1990 you are hereby required to appear before me on _____, the
_____ day of _____ A.D. 19____ at _____ o'clock at _____
_____ to give evidence concerning the said charge,
and to bring with you any book, papers or other documents in your possession or under your
control that relate to the said charge, and, more particularly, the following:

Dated this _____ day of _____, A.D. 19____ at _____, Saskatchewan.

(Hearing Officer)

I acknowledge receipt of this notice.

Date _____ Signed _____
Witness

NOVEMBER 8, 1991

Form C
THE POLICE ACT, 1990
(Section 12)

Police Service _____
Charged Member (1) _____
Details of alleged discipline offence (2)

Reply to allegations: Admit:
Deny:

HEARING

Date(s) of hearing	Disposition	Reason (e.g. for adjournment)

Finding:

Punishment:

Date _____ Signed _____
Hearing Officer

Appeal to Saskatchewan Police Commission

Date(s) of Hearing	Disposition	Reason

Date _____ Signed _____
Chairman,
Saskatchewan Police Commission

1. Enter the full name, rank and service number of the accused Member.
2. This section shall contain the charge(s) as drafted on Form A.

THE SASKATCHEWAN GAZETTE

Form D
 THE POLICE ACT, 1990
 (Section 28)

Statistical Information — Internal Discipline

To: Saskatchewan Police Commission

Police Service _____ Year ending December 31, _____

1. Discipline					Number
(a) Discipline offences — charges laid					_____
(b) Discipline offences — convictions					_____
(c) Discipline offences — dismissed					_____
(d) Discipline offences — pending					_____
2. Discipline Offences — Convictions and Penalties	Number	Major	Minor		Penalties or Remedial Action
(a) Discreditable conduct	_____	_____	_____		_____
(b) Neglect of duty	_____	_____	_____		_____
(c) Insubordination	_____	_____	_____		_____
(d) Improper disclosure of information	_____	_____	_____		_____
(e) Corrupt practice	_____	_____	_____		_____
(f) Abuse of authority	_____	_____	_____		_____
(g) Improper use of firearms	_____	_____	_____		_____
(h) Damage to police property	_____	_____	_____		_____
(i) Improper wearing of uniform and improper personal appearance	_____	_____	_____		_____
(j) Misuse of liquor or drugs	_____	_____	_____		_____
(k) Criminal conduct	_____	_____	_____		_____
(l) Others	_____	_____	_____		_____
3. Appeals to Saskatchewan Police Commission result	Number	Major	Minor		Penalties or Remedial Action
(a) Disciplinary offence proved	_____	_____	_____		_____
(b) Case dismissed	_____	_____	_____		_____
(c) New hearing	_____	_____	_____		_____
(d) Punishment sustained	_____	_____	_____		_____
(e) Punishment altered	_____	_____	_____		_____
(f) Pending	_____	_____	_____		_____

Date _____ Signed _____

Chief of Police

NOVEMBER 8, 1991

Form E
THE POLICE ACT, 1990
(Section 30)

NOTICE OF APPLICATION FOR PERMISSION TO APPEAL

POLICE SERVICE: _____

CHARGED MEMBER: _____

DISPOSITION AT HEARING: _____

In the matter of an Appeal by _____ of the order of Hearing Officer
(name of appellant)
_____ with respect to the charge of _____
(name of Hearing Officer) *(list matters under appeal)*
on the _____
(list date of order):

I hereby give notice that I desire to apply to the Saskatchewan Police Commission, or a commissioner thereof, for permission to appeal all or part of the order of the Hearing officer in the above noted matter.

The following are my grounds of appeal *(here set out grounds of appeal fully)*.

DATE: _____ SIGNED: _____
(Signature of appellant or his/her agent or counsel)

THE SASKATCHEWAN GAZETTE

Form F
THE POLICE ACT, 1990
(Section 42)
PUBLIC COMPLAINT

SURNAME	FIRST NAME AND INITIAL	DATE AND TIME REPORTED
---------	------------------------	------------------------

HOME ADDRESS	POSTAL CODE	TELEPHONE HOME () BUSINESS ()
--------------	-------------	------------------------------------

WAS ANYONE INVOLVED IN THE COMPLAINT LESS THAN 18 YEARS OLD AT THE TIME OF THE INCIDENT? YES NO	IF YES, GIVE NAME	POSSIBLE THIRD PARTY COMPLAINT
---	----------------------	-----------------------------------

DETAILS OF COMPLAINT

DATE	TIME	A.M. P.M.	LOCATION	POLICE SERVICE
------	------	--------------	----------	----------------

SPECIFIC ALLEGATIONS OF MISCONDUCT:

- 1.
- 2.
- 3.
- 4.
- 5.

(Continue over)

SUMMARY OF INCIDENT:

Complainant's Signature Date

(Continue over)

NOVEMBER 8, 1991

NOTE: — An intentionally false complaint under *The Police Act, 1990* may result in criminal charges for public mischief or obstructing a Peace Officer.

— You will receive a written report at the conclusion of the investigation into your complaint. Where the investigation is not completed within 45 days, you will receive an interim report on the status of your complaint with a further report every 30 days until the matter is concluded.

— Where a complaint results in a discipline hearing being ordered, you will be advised of the time, date and place of the hearing. You have the right to attend that hearing and to be represented by counsel.

DETAILS OF INJURIES SUSTAINED FROM COMPLAINT INCIDENT

ATTENDING PHYSICIAN	ADDRESS	TELEPHONE ()	DATE ATTENDED
---------------------	---------	------------------	---------------

HOSPITAL ATTENDED	ATTENDING PHYSICIAN	TELEPHONE ()	DATE ATTENDED
-------------------	---------------------	------------------	---------------

MEMBERS INVOLVED	POLICE SERVICE
1.	
2.	
3.	

WITNESS	NAME	ADDRESS	TELEPHONE ()
1.			()
2.			()
3.			()
4.			()

COMPLAINT RECEIVED BY:	LOCATION	DATE
------------------------	----------	------

THE SASKATCHEWAN GAZETTE

Form G
THE POLICE ACT, 1990
(Section 43)

Statistical Information — Complaints

TO: SASKATCHEWAN POLICE COMMISSION

RE: POLICE SERVICE _____

1. Complaints (No.)	_____		
2. Decision Following Investigation			
(a) Informal Resolution	_____		
(b) Discipline — Charged	_____		
— Remedial Action Ordered	_____		
(c) Advice	_____		
(d) No Action	_____		
3. Type of Complaint/Charge		Major	Minor
(a) Discreditable Conduct	_____	_____	_____
(b) Neglect of Duty	_____	_____	_____
(c) Insubordination	_____	_____	_____
(d) Improper Disclosure of Information	_____	_____	_____
(e) Corrupt Practice	_____	_____	_____
(f) Abuse of Authority	_____	_____	_____
(g) Improper Use of Firearms	_____	_____	_____
(h) Damage to Police Property	_____	_____	_____
(i) Improper Wearing of Uniform and Improper Personal Appearance	_____	_____	_____
(j) Misuse of Liquor/Drugs	_____	_____	_____
(k) Criminal Conduct	_____	_____	_____
(l) Others	_____	_____	_____
4. Nature of Duty of member Involved			
(a) Uniform Patrol	_____		
(b) Detective (Plain Clothes)	_____		
(c) Traffic Duty	_____		
(d) Others	_____		
5. Multiple Complaints			
If more than one complaint received against a member, indicate number and brief particulars thereof	_____		

DATE _____

SIGNED _____
Complaints Investigator

CHAPTER P-15.01 REG 5

The Police Act, 1990
Section 12

Order in Council 922/91, dated October 24, 1991.

(Filed October 25, 1991)

ORDER

The Honourable Lieutenant Governor in Council, on the recommendation of the Minister responsible for the Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, approves *The Municipal Police Recruiting Regulations, 1991* made by the commission in accordance with the attached Schedule.

ORDER OF THE SASKATCHEWAN
POLICE COMMISSION

The Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, makes *The Municipal Police Recruiting Regulations, 1991* in accordance with the attached Schedule.

Dated at the City of Saskatoon, this 25th day of September, 1991.

R. D. Laing
Chairperson of the
Saskatchewan Police Commission

Certified True Copy

R. D. Laing
Chairperson of the
Saskatchewan Police Commission

SCHEDULE

- 1 These regulations may be cited as *The Municipal Police Recruiting Regulations, 1991*. Title
- 2 In these regulations: Interpretation
- (a) "Act" means *The Police Act, 1990*; "Act"
 - (b) "applicant" means a person who makes application for employment as a peace officer in a police service; "applicant"
 - (c) "chief" includes any officer delegated by the chief to act on his or her behalf; "chief"
 - (d) "commissioned officer" means a rank of a police service from inspector to chief, inclusive; "commissioned officer"
 - (e) "major police service" means a police service of a municipality that has a population of 5,000 or more; "major police service"

“non-commissioned officer”

(f) “non-commissioned officer” means a rank of a police service from corporal to staff sergeant, inclusive.

Qualifications 3(1) No person is to be appointed a member of a police service unless he or she:

- (a) is 18 years of age or more;
- (b) is certified by a qualified medical practitioner to be in good health, mentally and physically, and fit for duty as a member of a police service;
- (c) produces evidence that, in the opinion of the chief of the police service, a recruiting officer of the police service, the board responsible for the police service or the commission who or that, as the case may be, is reviewing the application, is sufficient to show that the applicant has successfully completed a minimum of a grade 12 education or equivalent;
- (d) has a good command of English, both written and oral;
- (e) is in possession of a valid motor vehicle operators licence;
- and
- (f) is of good moral character and habits.

(2) Unless authorized by the commission, no person is to be appointed chief of a police service unless the person is a graduate of a recognized recruit training course and has a minimum of at least three years practical police experience.

Application procedure

4(1) A police service receiving an application for employment is to have the applicant:

- (a) complete an application in Form 1 of the Appendix;
- (b) fingerprinted and subjected to a fingerprint, C.P.I.C. and local indices check to determine any criminal record;
- (c) complete an educational examination as outlined in sections 5, 6 and 7;
- (d) complete Form 2 in respect of the applicant;
- (e) submit to a preliminary interview based on information provided pursuant to clauses (a) through (d);
- (f) submit to a polygraph test consistent with the policy of the chief of the police service;
- (g) submit to a formal interview by the chief to determine if the proper motivation and attitude exists for employment as a peace officer, the results of which may be recorded on Form 5.

(2) Prior to a formal interview, the chief is to ensure that a thorough background and character investigation has been completed in respect of the applicant.

5(1) The chief is to ensure that each applicant completes an educational examination approved by the commission. Educational examination

(2) The educational examination will be provided to major police services only and the chief is to ensure that the examination is afforded the security required by the classification.

6 An applicant who has failed to obtain a satisfactory pass mark on the educational examination may be authorized by the chief to rewrite the examination after 60 days. Rewrite of exam

7 An applicant is to have only two opportunities to write the educational examination unless otherwise authorized by the commission. Two opportunities

8 On completion of an interview as required by clause 4(1)(g), the applicant may be given a conditional offer of employment by the chief. Conditional offer for employment

9(1) A conditional offer of employment to an applicant is to be conditional on the successful completion by an applicant of: Conditions of offer

(a) a medical examination administered by a qualified medical practitioner pursuant to the medical examination for police officers; and

(b) subject to a medical reason that would bar an applicant from undergoing a job related physical test administered by the police service, of a physical test administered by the police service.

(2) The results of the medical examination pursuant to clause (1)(a) are to be recorded on Form 4.

(3) The results of the physical test pursuant to clause (1)(b) are to be recorded on Form 3.

10(1) If an applicant is found acceptable, the chief is to ensure that the applicant is duly sworn in as a peace officer for the city, town or village, as the case may be, by taking the oath in Form 6 before a person legally qualified to administer oaths. Acceptance and rejection procedure

(2) The appointment of an applicant is to be as a Probationary Constable and the member is to remain on probation for a minimum period of six months after successfully completing the Saskatchewan Police College Recruit Training Course.

(3) The minimum period of probation, including the time attending the Saskatchewan Police College Recruit Training Course, is not to be less than one year.

Notice of
rejection

11 An applicant who has been found to be unsuitable by the chief for employment as a peace officer is to be notified in writing of the rejection of his or her application.

12(1) Subject to subsection (2) the provisions of these regulations apply with any necessary modification to the appointment of a chief or any other commissioned officer, non-commissioned officer or Constable, in which case:

(a) the board, council or chief is to ensure that these regulations are administered either by administering them through a member of the board, council or the chief, or making arrangements to have them administered by a chief of a major police service;

(b) when required, the educational examination is to be administered by the chief of a major police service, or a person appointed by the chief.

(2) Subject to the approval of the commission, these regulations do not apply to the appointment of a chief, commissioned officer, noncommissioned officer or Constable who has more than one year of experience with another police service or has completed either the Saskatchewan Police College Recruit Training Course or an equivalent recruit training course sponsored by another police service in or outside the province.

Names of
certain
applicants to
be forwarded
to commission

13 The identities of all applicants writing examinations who have not been found suitable for engagement are to be forwarded to the commission for filing along with the marks obtained.

Names of
certain
applicant to
be forwarded
to commission

14(1) The identity of all suitable applicants who are not engaged are to be forwarded to the commission for filing in a central depository.

(2) This information will be available to all police services.

Oaths
of office

15(1) The oath or affirmation to be taken or subscribed to pursuant to subsection 36(1) or section 79 of the Act, is to be in Form 6.

(2) The oath or affirmation to be taken or subscribed to pursuant to subsection 84(6) of the Act is to be in Form 7.

(3) The oath or affirmation to be taken or subscribed to pursuant to section 5 or subsection 27(16) or 29(3) of the Act is to be in Form 8.

Application

16 These regulations apply to all police services and supersede any regulation or order governing a police service in the recruitment of personnel.

17(1) Saskatchewan Regulations 93/81 are repealed. Repeal

(2) *The Municipal Police Recruiting Amendment Regulations, 1990* are repealed.

18 Subject to subsection (2), these regulations come into force Coming into
force on the day on which *The Police Act, 1990* comes into force.

(2) If these regulations are filed with the Registrar of Regulations after the day on which *The Police Act, 1990* comes into force, these regulations come into force on the day on which they are filed with the Registrar of Regulations.

APPENDIX
 FORM 1
 [Clause 4(1)(a)]
 Application for Police Employment

Personal Data (Please Print)

Surname		Given Names	
Address (Number, Street, City, Postal Code)			Residence Telephone No.
			Business Telephone No.
Are you over the age of 18 years?		Yes	No
What languages do you speak		Read	Write
			Position Applied For
			Social Insurance Number

Education

Highest Level Achieved

Employment

Present/Last Employer	Your Title
Address	Supervisor's Title
Reason for Leaving	Current/Final Salary
	Date of Employment From _____ To _____ M's we contact you please <input type="checkbox"/> Yes <input type="checkbox"/> No

General

Do you have a valid Driver's Licence Yes No Licence No. Operator Chauffeur

Any previous application for a Police appointment Yes No. If "Yes" state where and explain

Have you ever been charged with or convicted of a criminal, traffic or other offence other than an offence for which you have received a pardon that has not been revoked. This is to include any offence for which voluntary penalty has been paid Yes No. If "Yes" state where and explain

Briefly explain why you would like to join the Force

_____ Date Available _____ Date of Application _____ Applicant's Signature

NOVEMBER 8, 1991

FORM 2
[Clause 4(1)(d)]
Personal History Form
Application Procedure

INSTRUCTIONS

The information provided on this form will be used as an aid in assessing your suitability for the position for which you are applying. If you are selected, it will form the basic background for your personal life. Therefore, it is important that the form be filled out completely, accurately and legibly. All statements are subject to investigation and verification. Incorrect statements may bar or remove you from employment.

The information you provide will not be used by itself to make a final employment decision. Information from other selection techniques will also be considered.

Print legibly in ink or complete with typewriter.

In addition to the information requested on this form, it is necessary to attach the following documents:

- (a) original or photocopy of your high school diploma or other educational certificate
- (b) original or certified copy of discharge certificate from Her Majesty's Armed Forces or another Police Force.

Note: — If your application is not accepted, all documents will be returned to you. You are to understand that you must submit to being fingerprinted to determine if you have any criminal record and for further identification purposes.

PERSONAL DATA — PERSONAL HISTORY FORM				Position Applied For	Social Insurance Number
Surname		Given Names			
Address (Number, Street, City, Province, Postal Code)				How long have you lived at this address	Residence Telephone No
				Business Telephone No	
Last Three Previous Canadian Addresses	1		From	To	
	2				
	3				
Height _____ feet _____ inches			Weight _____ pounds		

Languages	Weak	Fair	Proficient
English			
French			
Other (Specify)			

GENERAL INFORMATION — PERSONAL HISTORY FORM

Hobbies/Sports

For Official Use Only

Financial Status

Have you any loan, debt, wage assignment or judgment pending against you? Yes No If "Yes" give details

Name of Creditor	Type — Loan, Garnishee, Judgment	When Occurred	Original Amount	Monthly Payment	Amount of arrears if any	Balance Outstanding

Have you ever been sued for non-payment of a debt? Yes No If "Yes" give details

Have you ever applied for appointment to a Police Service? Yes No If "Yes" give details

When are you available for work	Can we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------------------	---

THE SASKATCHEWAN GAZETTE

EDUCATION AND TRAINING – PERSONAL HISTORY FORM

					For Official Use Only	
Formal Schooling		School or Institution Name and Location	Dates Attended From	To Year	Highest Level Obtained	Specifications (Special Honours)
Full Time Attendance	High School					
	Post Secondary					
Other Training	Evening and Correspondence Courses					
	Other Courses					

Were you ever suspended or dismissed Yes No If "Yes" explain _____

Other Qualifications/Experiences

Accountancy _____ <input type="checkbox"/>	Motor Boat _____ <input type="checkbox"/>
Architecture _____ <input type="checkbox"/>	Motor Cycle _____ <input type="checkbox"/>
Automobile/Mechanic _____ <input type="checkbox"/>	Photography _____ <input type="checkbox"/>
Aviator _____ <input type="checkbox"/>	Public Speaking _____ <input type="checkbox"/>
Bookkeeping _____ <input type="checkbox"/>	Records Management _____ <input type="checkbox"/>
Boxing _____ <input type="checkbox"/>	Sail Boat _____ <input type="checkbox"/>
Data Processing _____ <input type="checkbox"/>	Scuba Diving _____ <input type="checkbox"/>
Drafting _____ <input type="checkbox"/>	Sculpturing _____ <input type="checkbox"/>
Drawing _____ <input type="checkbox"/>	Shorthand _____ W P M <input type="checkbox"/>
Filing _____ <input type="checkbox"/>	Swimming _____ <input type="checkbox"/>
Fire Arms _____ <input type="checkbox"/>	Switchboard _____ <input type="checkbox"/>
(Ham) Radio _____ <input type="checkbox"/>	Teaching/Instructing _____ <input type="checkbox"/>
Heavy Construction Equipment _____ <input type="checkbox"/>	Telex _____ <input type="checkbox"/>
Judo _____ <input type="checkbox"/>	Typing _____ W P M <input type="checkbox"/>
Karate _____ <input type="checkbox"/>	Truck and Tractor Trailer _____ <input type="checkbox"/>
Morse Code _____ <input type="checkbox"/>	Other _____

NOVEMBER 8, 1991

EMPLOYMENT HISTORY – PERSONAL HISTORY FORM

For Official Use Only

Note: Begin with your last employment and continue in reverse time order. List and describe in detail every position which you have held to a maximum of 5 Employers. Include military service if applicable, and also part-time and summer employment. If you have held two or more positions with the same Employer, list and describe each one.

Employer		Address			
Reason for Leaving			Final Salary		
Supervisor's Title	Your Title	Duties	From	Date	To
Employer		Address			
Reason for Leaving			Final Salary		
Supervisor's Title	Your Title	Duties	From	Date	To
Employer		Address			
Reason for Leaving			Final Salary		
Supervisor's Title	Your Title	Duties	From	Date	To
Employer		Address			
Reason for Leaving			Final Salary		
Supervisor's Title	Your Title	Duties	From	Date	To
Employer		Address			
Reason for Leaving			Final Salary		
Supervisor's Title	Your Title	Duties	From	Date	To
Were you ever discharged or asked to resign <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" explain					

THE SASKATCHEWAN GAZETTE

MEDICAL INFORMATION – PERSONAL HISTORY FORM

For Official Use Only

Will you permit us to investigate any facts concerning your medical history Yes No

GENERAL INFORMATION – PERSONAL HISTORY FORM

Automobiles

Do you possess Saskatchewan Drivers Licence		Licence Number		Experience		Miles driven (estimate)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Operator	<input type="checkbox"/> Chauffeur	Yrs			
Have you ever had your Drivers Licence suspended <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' give details							
List all accidents you were involved in as the driver							
Date	Location	Total Damage	Anyone injured		Were you charged		Do you own a car
			Yes	No	Yes	No	<input type="checkbox"/> Yes <input type="checkbox"/> No
							Licence Number
							Make and Year
Do you have any damage or injury suits pending resulting from a traffic accident <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' give details							

Federal and Provincial Statutes

Have you ever been charged (including charges dismissed) of any crime or offence under the Statutes of Canada including the Criminal Code or Statutes of any province or the law of any country including traffic and liquor offences <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' give details			
Offence	Location	Date	Disposition (Convicted, Dismissed, Withdrawn)

Character References

List 4 people not related to you, and excluding employers, whom we may personally contact or write, who are competent to judge your character, temperament and habits and who have definite knowledge of your qualifications and fitness for the position for which you are applying				
Name	Occupation	Address	Telephone	Years Known

This is confidential information and will be treated as such.

I hereby certify that the foregoing information is true and complete to the best of my knowledge and belief.

_____ Date

_____ Applicant's Signature

FORM 3

[Subsection 9(3)]

Job Related Physical Test

“The Police Officer’s Physical Abilities Test is a job-related physical test that approximates the physical activity performed by police officers. The test has been developed as a result of observations respecting the level of physical fitness actually required to fulfil a police officer’s responsibilities.

Following the explanation of each of the test stations candidates must be given every opportunity and sufficient time to practise each of the stations and inclusive activities to their level of competence and confidence. Usually 15 to 30 minutes allows sufficient time for a group of 20 or so candidates to acquire the necessary experience to complete the test.

The test stations must be organized in accordance with the Appendix to this Form.

The test has been completed successfully only if the timed portion of the test is completed within 4 minutes 15 seconds or less and the weight has been carried in a controlled manner 15.24 metres (50 feet) and returned to the floor.

STATION 1 1/4 Mile Mobility/Agility Run (402.43 metres)

On the command GO, the candidate completes the mobility run course as quickly as possible (six trips = 1/4 mile) (402.43 metres).

- (a) On the command GO, the candidate must run to the outside of marker 1 which is placed 6 metres out and 36 metres to the left of the centre start position;
- (b) Proceeding from outside marker 1, the candidate must run diagonally across the course and jump the 1.83 metre (6 foot) mat obstacle while running. On landing from the jump he/she continues to run around the outside of the second marker placed 12 metres (40 feet) out from the centre start position and 3 metres (10 feet) to the right of the centre line;
- (c) The candidate then runs to the stair obstacle, the centre of which is placed on the centre line 18 metres (60 feet) from the start line. The candidate runs up, over and down the stairs, in any manner, as quickly as possible and proceeds to marker 3 at the outer end of the course 24 metres (80 feet) from the start line;
- (d) Having run to the end marker placed on the centre line 24 metres (80 feet) from the start marker, the candidate then runs around the outside of the marker turning sharply to run back over the stairs and on to marker 4;

- (e) Marker 4 is placed opposite marker 2 and in line with marker 1. The candidate runs around the outside of the marker turning to run diagonally across the course and jumping two short obstacles (bars) 71 centimetres in height and placed across two pairs of chairs (about 3 metres apart). The candidate continues to run around marker 5 placed opposite marker 1 and in line with marker 2 and then outside of the start marker to enter the course a second time;
- (f) The candidate must successfully complete six laps of this course prior to proceeding to STATION 2;
- (g) Should the candidate not clearly jump the mat, he/she must redo the jump prior to going onto the stairs. Further, should the candidate knock a stick off the chairs he/she must stop and replace the stick prior to moving on to complete the course. The candidate must run to the outside of all markers and replace all markers that are displaced during the run.

STATION 2a Pull Activity — 36.36 kg (80 lbs.)

Immediately following the running of the mobility course the candidate must run around the outside of the start marker and proceed to the pull activity station 36.36 kg (80 lbs.).

- (a) At the pull station the candidate picks up the rope which is attached by cable over a pulley to an 36.36 kg (80-lb.) weight. The candidate pulls on the rope until the 36.36 kg (80-lb.) weight is off the floor;
- (b) While maintaining a balanced position, and with the arms bent at the elbow, the candidate must move from one side of the weight to the other (i.e. describe a 180 degree arc) while keeping the weight off of the floor;
- (c) The candidate must complete six arcs touching the floor at the horizontal line of the weight three times on each side of the weight;
- (d) Should the candidate allow the weight to touch the floor while moving through this activity he/she must start this station over until six arcs have been successfully completed without the weight recontacting the floor (mat). The candidate's arms must not straighten to ensure the demonstration of required shoulder girdle strength. Repeat the activity until six successful arcs have been completed;
- (e) This station has been designed to be completed comfortably within 15 seconds. Following the last line touch, the candidate may drop the weight to the floor and proceed to the push station.

STATION 2b Push Activity — 36.36 kg (80 lbs)

At the push activity station the candidate steps between the push handles, picks them up and holds them at a comfortable position in front of his/her chest/waist. The handles are constructed of solid material to ensure that the hands and arms do not cross the chest ensuring that the candidate is demonstrating shoulder girdle strength. The elbows must drop behind the line of the body so as to allow the handles to rest on the shoulder area with the elbows fully flexed. The total combined time recommended for the pull and push activity is 30 seconds.

- (a) While holding the arms in an acceptable position, the candidate pushes the weight, attached by cables to the push handles, off the floor and keeps it off the floor (mat) as he/she moves through six arcs, touching each line (horizontal to the weight position) three times as in the successful performance of the pull station;
- (b) As in the pull station, the weight can not touch the floor (mat) throughout the performance of the push activity;
- (c) Six arcs must be completed without the weight being allowed to touch the floor (eg. if the weight touches during the second arc, the next line touch would again be number 1). Following the sixth line touch, the handles are dropped to the mat and the candidate moves quickly to the modified squat thrust and stand station (station 3).

STATION 3 Modified Squat Thrust and Stand Station and Rail Vault

On arrival at the modified squat thrust and stand station the candidate immediately begins the activity. The activity is designed to take approximately one minute. A 91.44 cm (3-foot) rail (vault apparatus) is placed on (between) two 2.44 metre (8 foot) mats so that following each rail vault the candidate lands on a mat.

- (a) From a standing position the candidate bends down and places the hands on the mat in front of the feet. From this position the feet are thrust out to the rear, the arms are bent at the elbows and the chest is placed on the mat. Once the chest has touched the mat the body is pushed up and the legs and feet are co-ordinatively brought back under the body (demonstrating functional ranges of flexibility) as the person stands erect and places the hands on the rail (either in front of or behind the body) readying him/herself for the rail vault. The candidate is not allowed to grasp the rail for the purposes of assisting him/herself to the standing position;
- (b) With the hands being the only part of the body touching the rail, the candidate vaults the rail and lands in an upright standing position on the opposite side of the rail on the mat;

- (c) Following his/her landing on the other side of the rail, the candidate completes a reverse squat thrust and stand by bending the knees and body to place the hands behind the feet and to the side and sits down on the mat. The arms and legs are extended as the shoulder blades (upper back) touch the mat. The position of the legs is not important. Immediately on the shoulder blades touching the mat, the candidate regains the seated position on the mat rolling onto the feet without allowing the body to turn to the side (demonstrating functional ranges of flexibility), and stands erect again not allowing the hands to grasp the rail until the standing position is gained;
- (d) With the rail again beside the candidate, the candidate grasps the rail in the preferred position and again vaults the rail without touching the rail with any part of the body other than the hands and lands in the erect balanced position on the other side of the mat. Once this position has been demonstrated the candidate immediately completes the squat thrust and stand activity to the chest as previously described;
- (e) The squat thrust and stand and rail vault activity is continued, alternating between front and back squat thrust and stand positions until 10 repetitions (5 to the front and 5 to the back each interrupted by a rail vault following the first chest related activity) have been completed;
- (f) Should an error be committed during an activity in this station, that activity must be repeated until demonstrated successfully. If the person uses the hands to pull him/herself up from the sitting position, for example, he/she must repeat the activity again. Similarly, should the foot be placed on the rail to assist in the rail vault or if the candidate lies on the rail rolling over it rather than vaulting it – demonstrating insufficient shoulder girdle and back strength in co-ordination with sufficient leg power to perform the activity, the vault must be repeated.

TIME PORTION OF THE POPAT COMPLETED

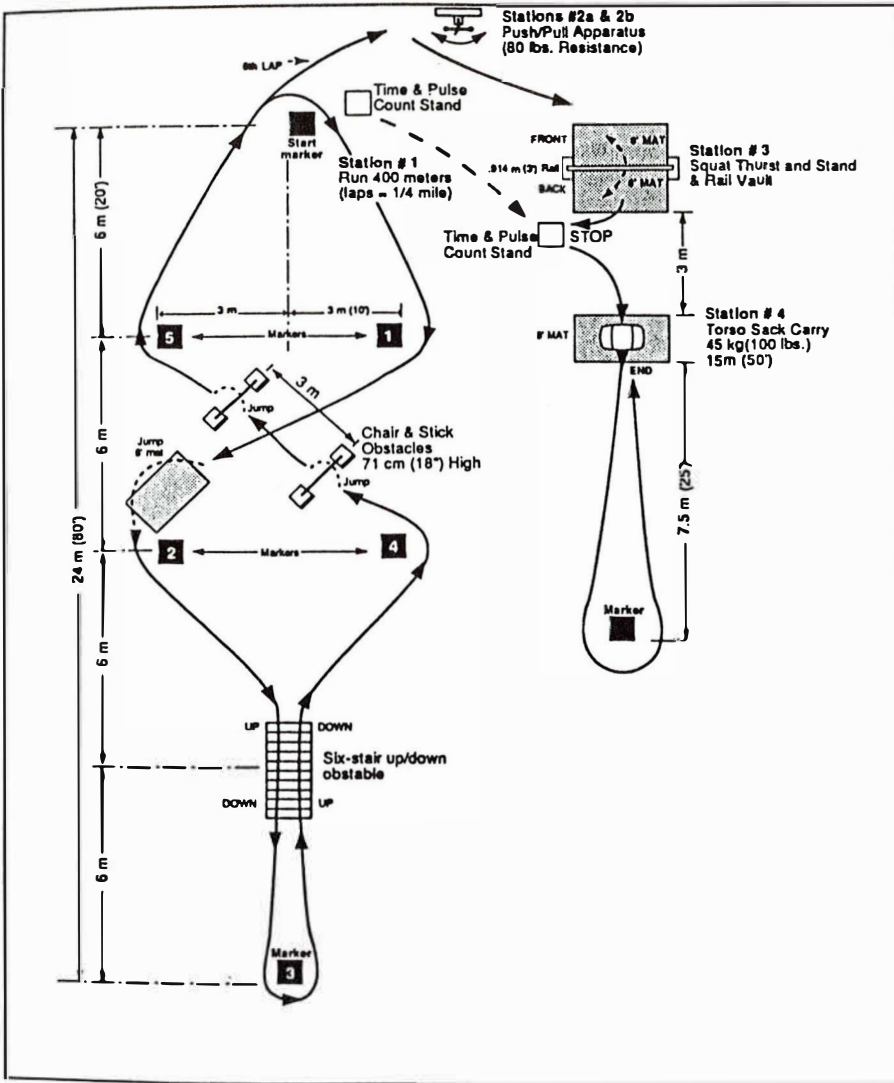
Immediately on regaining the standing position from the last squat thrust and stand to the back, time is recorded to the nearest second. Immediately following the record of time (within five seconds) the candidate's heart rate is taken for a period of 10 seconds. The only purpose of the heart rate record is to reflect on the level of work performed by the candidate associated with their time to completion of the critical suspect control phase of the POPAT.

STATION 4 Weight Carry — 45.36 kg (100 lbs.)

Once the time and heart rate have been recorded (eg. within 30 seconds) the candidate should pick up the 45.36 kg (100-lb.) torso sack in a careful and safe manner and carry the sack, while holding it in front of the body, out around the marker placed 7.62 metres (25 feet) away and bring it back and place it on the floor under control. The torso sack must be carried with two hands/arms holding the sack and may not be placed on a hip or a shoulder. It may be picked up in any fashion.

APPENDIX

The Appendix is the prescribed diagram of the test:



FLOOR PLAN: POLICE OFFICERS' PHYSICAL ABILITIES TEST

NOVEMBER 8, 1991

FORM 4

[Subsection 9(2)]



Saskatchewan Police Commission

Medical Examination Form for Police Applicants

Police Department: _____

Examined by: _____ Date: _____

Address: _____ Phone: _____

Applicant:

Surname: _____ Christian Names: _____

Address: _____ (Street) DOB: _____ Sex: _____

(City or Town) (Province) (Postal Code)

Name of Family Physician: _____ Phone: _____

Health History

Have you ever had or are you suffering from

Table with 3 columns: Question, Yes, No. Contains 33 numbered health history items such as 'Illness or injuries since previous exam', 'Lung disease or chronic cough', 'Back injuries and/or back problems', etc.

34. Other: _____

Details of Positive Health History

Physical measurement section including Height, Weight, Physique, Complexion, Skin disease, Hair colour, Eye colour, Chest measurements, Vision with/without aids, and Glasses Required.

THE SASKATCHEWAN GAZETTE

Physical Examination

Blood Pressure		Pulse	
Systolic	Diastolic	Irregular <input type="checkbox"/>	Regular <input type="checkbox"/>
		Normal	Abnormal
1	Lymphatic System	<input type="checkbox"/>	<input type="checkbox"/>
2	Hearing (cv) R L	<input type="checkbox"/>	<input type="checkbox"/>
3	Ears (drums) R L	<input type="checkbox"/>	<input type="checkbox"/>
4	Head	<input type="checkbox"/>	<input type="checkbox"/>
5	Nose (passages)	<input type="checkbox"/>	<input type="checkbox"/>
6	Mouth (teeth)	<input type="checkbox"/>	<input type="checkbox"/>
7	Throat (tonsils)	<input type="checkbox"/>	<input type="checkbox"/>
8	Chest	<input type="checkbox"/>	<input type="checkbox"/>
9	Lungs	<input type="checkbox"/>	<input type="checkbox"/>
10	Heart	<input type="checkbox"/>	<input type="checkbox"/>
11	Spine	<input type="checkbox"/>	<input type="checkbox"/>
12	Abdomen	<input type="checkbox"/>	<input type="checkbox"/>
13	Hernia	<input type="checkbox"/>	<input type="checkbox"/>
14	Genito-urinary	<input type="checkbox"/>	<input type="checkbox"/>
15	Varicocele	<input type="checkbox"/>	<input type="checkbox"/>
16	Hemorrhoids	<input type="checkbox"/>	<input type="checkbox"/>
17	Extremities		
	(a) Hands	<input type="checkbox"/>	<input type="checkbox"/>
	(b) Feet	<input type="checkbox"/>	<input type="checkbox"/>
	(c) Varicose veins	<input type="checkbox"/>	<input type="checkbox"/>
18	Reflexes	<input type="checkbox"/>	<input type="checkbox"/>

Females Only

Breast Examination — to determine presence of nodules or tumors.

Gynaecological History — with pelvic examination including pap smear.

Laboratory Examination

Blood Wassermann	Haemoglobin	E.S.R.	Blood group	Rh.
Urinalysis				
Albumen	Sugar		Microscopic	
Chest X-Ray				
Film No.	Where taken			

Report:

ECG — after age 39 years

Other studies as deemed necessary

Is applicant physically fit for employment as a Police Officer?

Yes
No

Temporary Rejection

FORM 5
 [Clause 4(1)(g)]
 Assessment Form

1. Procedure Check List		3. Criteria Check List			
Step	Description	No	Option	Below Standard	Above Standard
Preparation	Quiet/private room Free from interruptions Support material on hand Also /tests reviewed UIClear area noted Applicant put at ease Reasonable environment established				
The Applicant	Talks about self Describes job/interests Shows interest in service Interviewer clarifies points				
The Job	Interviewer describes: Rewards/frustrations Desired characteristics Working conditions Hours/salary Applicant clarifies points				
The Assessment	Both parties compare relevant points with applicant's qualifications				
Clearing	Applicant thanked for time spent, time taken etc.				
Decision To Reject	Advise applicant Forward rejection letter				
Decision To Proceed	Advise applicant Give personal history forms to applicant Begin email screen				

Name of Applicant	2. Comments	No	Option	Below Standard	Above Standard
	Attitude				
	Common Sense				
	Desire				
	Honesty				
	Humility				
	Maturity				

Characteristics	No	Option	Below Standard	Above Standard
Ability				
Analytical				
Attitude				
Authoritative				
Aggressive				
Common Sense				
Communicator (oral)				
Cooperative				
Courteousness				
Dependability				
Desire				
Flexible				
Follow Directions				
Honesty				
Humility				
Initiative				
Intelligent				
Maturity				
Memory				
Motivation				
Objective				
Observant				
Organizing Ability				
Patience				
Physically Fit				
Problem Solver				
Questioner (skill)				
Self-control				
Sympathy				
Tact				
Conclusion				

	Reject:	
	Below Average	Average
	Above Average	

Date _____ Interviewer's Signature _____

FORM 6

[Section 10 and Subsection 15(1)]

Oath of Police

I, _____, do swear (or solemnly affirm) upon my
(name)
appointment as a _____ in the _____ that
(position) (police service)

I will, without favour or affection, malice or ill-will, to the best of my ability and knowledge, well and truly serve Her Majesty the Queen, uphold the principles in the *Canadian Charter of Rights and Freedoms*, preserve the peace, prevent crime and other offences, enforce the law and otherwise discharge the duties of my office faithfully and according to law. So help me God.

FORM 7

[Subsection 15(2)]

Oath of Arbitration Board Members

I _____, do swear (or solemnly affirm) that I will faithfully, truly and impartially, to the best of my knowledge, skill and ability, execute and perform the office of member of the board, appointed to _____ and will not, except in the discharge of my duties, disclose to any person any of the evidence or other matter brought before the board. So help me God.

FORM 8

[Subsection 15(3)]

Commission, Board or Regional Board Oath

I, _____, do swear (or solemnly affirm)
(name)
that I will faithfully and honestly fulfil the duties devolving upon me as a member of _____ and that I will not ask or receive any sum of money, services,
(office)

recompense or matter or thing whatever, directly or indirectly, in return for what I have done or may do in the discharge of any duties of my said office, except such remuneration as may be allowed me by law or by lawful order, and further, I will not reveal or disclose any confidential police information that may come to my attention except in relation to the execution of the duties of my office.

CHAPTER P-15.01 REG 6

The Police Act, 1990
Section 12

Order in Council 923/91, dated October 24, 1991.

(Filed October 25, 1991)

ORDER

The Honourable Lieutenant Governor in Council, on the recommendation of the Minister responsible for the Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, approves *The Municipal Police Report Forms and Filing System Regulations, 1991* made by the commission in accordance with the attached Schedule.

ORDER OF THE SASKATCHEWAN
POLICE COMMISSION

The Saskatchewan Police Commission, pursuant to section 12 of *The Police Act, 1990*, makes *The Municipal Police Report Forms and Filing System Regulations, 1991* in accordance with the attached Schedule.

Dated at the City of Saskatoon, this 25th day of September, 1991.

R. D. Laing
Chairperson of the
Saskatchewan Police Commission

Certified True Copy

R. D. Laing
Chairperson of the
Saskatchewan Police Commission

SCHEDULE

1 These regulations may be cited as *The Municipal Police Report Forms and Filing System Regulations, 1991*. ^{Title}

PART I
Interpretation and Application

2 In these regulations, “major police service” means a police service of a municipality that has a population of 5,000 or more. ^{Interpretation}

3 These regulations apply to all municipal police services subject to *The Police Act, 1990*, and supersede any regulations or orders governing a municipal police service in matters covered by these regulations that are inconsistent with them. ^{Application}

PART II
Appointment of Special Constables

- Appointment of special constable **4** An application for the appointment of a special constable pursuant to subsection 76(3) of *The Police Act, 1990* is to be in Form A in the Appendix.

PART III
Report Forms

- Forms to be used **5** The forms described in this section, printed in a format approved by the commission and published in a manual of municipal police forms, are the forms to be used by municipal police services for reporting or recording purposes:

- (a) PR(1) Action Request Form;
- (b) PR(2) Booking Form;
- (c) PR(3) Citizen Complaint Form;
- (d) PR(4) Complaint Report;
- (e) PR(5) Correspondence Form;
- (f) PR(6) Report of Seizure of Liquor Form (SLB Form 76);
- (g) PR(7) Exhibit/Property Form;
- (h) PR(8) Investigation Report — Criminal Code Driving;
- (i) PR(9) Investigation Report — Fraudulent Document;
- (j) PR(10) Investigation Report — General Occurrence (1);
- (k) PR(11) Investigation Report — General Occurrence (2);
- (l) PR(12) Investigation Report — Hit and Run;
- (m) PR(13) Investigation Report — Continuation Form;
- (n) PR(14) Investigation Report — Supplementary;
- (o) PR(15) Investigation Report — Young Offenders Form;
- (p) PR(16) Investigation Report — Missing Person(s);
- (q) PR(17) Investigation Report — Seized/Towed Vehicle;
- (r) PR(18) Investigation Report — Stolen Property;
- (s) PR(19) Investigation Report — Stolen Vehicle;
- (t) PR(20) Municipal Police — Monthly Report (Minimum Requirement);
- (u) PR(21) Statement Form — Continuation;
- (v) PR(22) Statement Form — “Warned”;
- (w) PR(23) Statement Form — “Witness”.

- Required forms **6** The forms described in this section are to be used by all municipal police services as a minimum requirement:

- (a) PR(2) Booking Form;
- (b) PR(3) Citizen Complaint;
- (c) PR(6) Report of Seizure of Liquor Form (SLB Form 76);
- (d) PR(7) Exhibit/Property Form;
- (e) PR(10) Investigation Report – General Occurrence;
- (f) PR(15) Investigation Report – Young Offenders Form;
- (g) PR(21) Statute Forms.

7 Form PR(6) of the Liquor Board, entitled Report of Seizure of Liquor, is to be supplied free of charge to all police services through the commission. Form for seizure of liquor

8 Any police service that utilizes a computer system may add or delete information on the report forms to suit its requirements. Alteration of forms

PART IV General

9 Any incident or complaint requiring police action is to be properly recorded on the appropriate form by the member concerned. Incident or complaint to be recorded

- 10(1)** Where a report form is being completed: Recording of time
- (a) the date is to be recorded with the year, month and day in that sequence;
 - (b) the year and day is to be written numerically; and
 - (c) the month is to be written alphabetically.
- (2)** When the time is recorded on a report form it is to be written as follows:
- (a) 13:00 eg. - one o'clock; or
 - (b) 13:08 eg. - eight minutes after one.

11 Subject to section 8, no addition, deletion or alteration shall be made to any report form unless it is authorized by the commission. Additions, etc., prohibited unless authorized

12 Information on all forms is to be recorded by typewriter or ballpoint pen. Information to be typed, etc.

PART V
Filing Systems

- Filing system requirements** **13(1)** Every police service is to maintain an adequate up-to-date filing system in accordance with the minimum standards set out in this section.
- (2) Every major police service shall ensure that all active files kept by it are stored in a secure area of the police building.
- (3) A police service, other than a major police service, is to store all files kept by it in metal file cabinets equipped with locks.
- (4) Every police service is to maintain a cross reference index system in respect of all files kept by it in addition to any other ledger or documents that may be in use.
- (5) On application, the commission may authorize additions, deletions or variations to a filing system.
- Case files** **14** All case and investigation files are to be indexed under statute headings according to the requirements of Statistics Canada for reporting offences and vehicle accidents.
- Administration** **15** Every police service is to maintain a file identified as A-100 Administration General, and further files as required, such as A-101 Monthly Report and those for Association Membership, Regulations, Department Organization and Establishment, Claims and Annual Reports.
- Personnel** **16** Every police service is to maintain a file identified as P-200 Personnel General, and further files as required, such as P-201 Personnel File for each member by name and badge number and those for Recruiting, Complaints Against Members, Honours and Awards, Evaluation and Performance, Promotion and Training.
- Finance** **17** Every police service is to maintain a file identified as F-300 Finance General, F-301 Budget, F-302 Building — Office Accommodation, and further files as required for Accounts Payable, Accounts Receivable, Petty Cash or any other financial matter.
- Equipment and supplies** **18** Every police service is to maintain a file identified as E-400 Equipment and Supplies General, and further files as required, such as E-401 Uniform and Kit and those for Office Equipment, Furniture, Firearms and Ammunition, Police Vehicles and Radar.
- Correspondence** **19** Every police service is to maintain a file identified as C-500 Correspondence General, and further files as required, such as C-501 Department of the Attorney General and those for the Saskatchewan Police Commission, the Local Police Board, Municipal Police Departments, the RCM Police and Federal Government Agencies.

20 Any police service that utilizes a computer system is exempt from the requirements of this Part. Exemption of computer systems

**PART VI
File Retention**

21(1) Every police service is to retain files kept by it for the periods set out in this section. Periods of retention

(2) A police service may, at its discretion, retain any files for a longer period than required by this section.

(3) Files are required to be retained for offences pursuant to any of the following provisions:

- (a) 47 Treason;
- (b) 49 Alarming Her Majesty;
- (c) 51 Intimidating Parliament or a Legislature;
- (d) 53 Mutiny;
- (e) 61 Seditious Offences;
- (f) 74 and 75 Piracy;
- (g) 119 and 120 Bribery;
- (h) 271 and 272 Sexual Assault;
- (i) 220 Cause Death by Criminal Negligence;
- (j) 235 Murder;
- (k) 236 Manslaughter;
- (l) 239 Attempted Murder;
- (m) 373(1) Threats;

(n) any offence for conspiracy to commit, attempting to commit or being an accessory to any of the listed offences.

(4) A police service that has:

- (a) not solved a case of an offence mentioned in subsection (3) is to keep its file in respect of the case indefinitely;
- (b) solved a case of an offence mentioned in subsection (3) is to keep its file in respect of the case for 10 years from the conclusion of the case.

(5) With respect to offences against the *Criminal Code* other than those mentioned in subsection (3), a police service that has:

- (a) not solved a case involving any of those other offences is to keep its file in respect of the case for 10 years;
- (b) solved a case involving any of those other offences is to keep its file in respect of the case for five years.

(6) Every police service that has a file involving an offence against a statute of Saskatchewan or a bylaw or resolution of a municipal corporation is to keep its file in respect of the offence for three years.

(7) Every police service is to:

(a) destroy all warrants issued in respect of a case on which it has a file at the time the file is destroyed;

(b) keep all of its administration and financial records for three years; and

(c) keep its personnel records for 10 years.

PART VII

Inspection

Inspection
of files

22 The commission, an employee of the commission, or a person appointed by the commission, may inspect the filing systems and other records of any police service at any time to ensure the accuracy and completeness of the files.

Repeal

23 Saskatchewan Regulations 32/82 are repealed.

Coming into
force

24(1) Subject to subsection (2), these regulations come into force on the day on which *The Police Act, 1990* comes into force.

(2) If these regulations are filed with the Registrar of Regulations after *The Police Act, 1990* comes into force, these regulations come into force on the day on which they are filed with the Registrar of Regulations.

NOVEMBER 8, 1991

APPENDIX

Form A

[Section 4]

APPLICATION FOR
APPOINTMENT OF SPECIAL CONSTABLES

TO: Minister of Justice
1874 Scarth Street
Regina, Saskatchewan
S4P 3V7

ATTENTION:
Director of Policing

It is requested that the following persons be appointed as Special Constables in and for the _____ of _____;

<i>NAME</i>	<i>DUTIES</i>
_____	_____
_____	_____
_____	_____
_____	_____

It is further requested that these persons be appointed as Special Constables subject to Part IV of *The Police Act, 1990*.

The appointees shall not carry firearms unless they have fully complied with section 82 of the Act and are specifically authorized by the Minister to carry firearms in the terms of their appointment.

The appointees are restricted in their functions to the jurisdiction for which they were appointed unless otherwise expressly stated in the terms of their appointment by the Minister.

(Where space above is insufficient, attach detailed description of proposed terms of appointment, duties and jurisdiction of each Special Constable requested. Where the terms of appointment or jurisdiction of an appointee are to be other than those listed above, state in full the alternate terms or jurisdiction requested and the reason for the request).

Chief of Police/Chairperson of Board or Council

REGINA, SASKATCHEWAN
Printed by THE QUEEN'S PRINTER
1991

