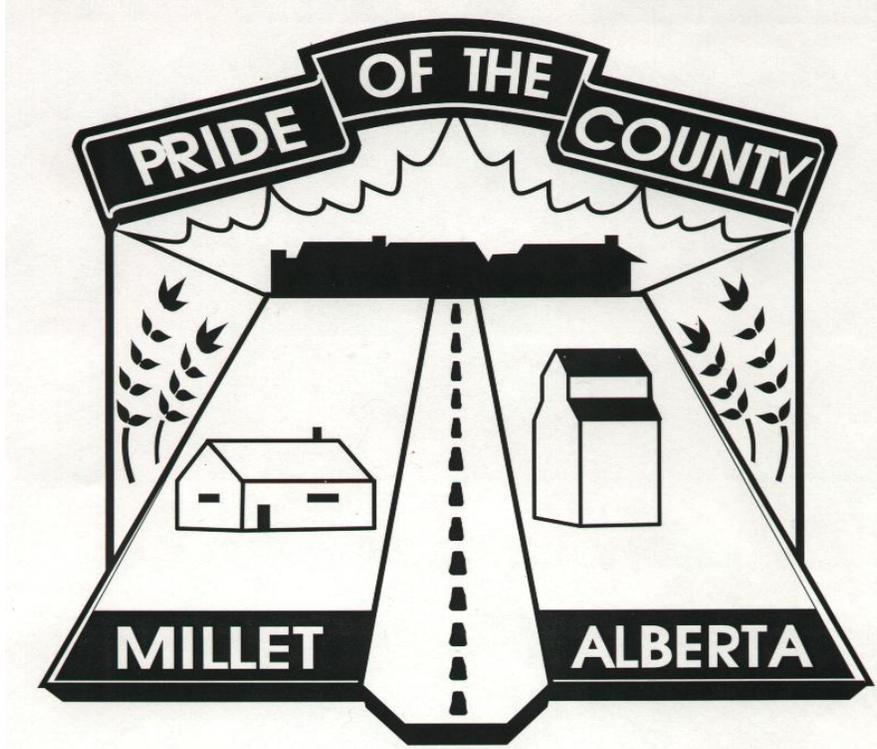


Town of Millet Enforcement Officer Call-out Policy
Policy # 15



**TOWN OF MILLET
ENFORCEMENT OFFICER CALL-OUT POLICY**

Policy Number: 15

Date of Issue: March 25, 2009

Motion Number: 88/09

Supersedes: New

Signature of Approval: _____

David Gursky, Mayor

POLICY STATEMENT:

To establish the regulations by which an Enforcement Officer is to be called out after regular working hours.

Town of Millet Enforcement Officer Call-out Policy
Policy # 15

PROCEDURES:

1. It is recognized that call out is an agreed part of the Enforcement Officer's duties. Call out is defined as being called into work outside of regular hours of work. Call out would not include short notice change of work hours or shift.
2. Call out will take place only in urgent circumstances and will not be considered for minor occurrences that can be dealt with when the Officer is back at work on a regular shift. Urgent circumstances would include a situation where imminent danger, injuries and/or substantial property damage is likely to occur. It also includes any time the Chief Administrative Officer deems necessary.
3. If the Enforcement Officer receives a request from a member of the public, the details of the call will be recorded. The Officer will evaluate the need to respond to the call and its urgency based on Article 2 of this policy. If the Officer believes the situation could result in injuries and/or property damage, he/she will notify the RCMP. If the RCMP are able to respond without the assistance of the Officer, the Officer will not respond. If the RCMP are unable to respond, the Officer will be expected to respond to the call.
4. It is recognized that the Enforcement Officer may not be available 24 hours a day, 7 days a week. Callers may leave a voice message outlining the complaint, with a reasonable expectation that the call will be returned no later than the next regularly scheduled shift of the Enforcement Officer. The message will also advise the caller to notify the RCMP if the call requires immediate response.
5. Every effort will be made with the RCMP to cooperate and form an open lane of communication in the execution of this policy.
6. Remuneration will be paid to the Officer as outlined in the employment letter of agreement.
7. The Chief Administrative Officer will have final authority in regards to any call out issue. The Enforcement Officer will ensure that the Chief Administrative Officer has a current list of all phone numbers for the Enforcement Officer.
8. The Enforcement Officer may use the Town vehicle outside the corporate limits of the Town of Millet outside regular business hours at the discretion of the Chief Administrative Officer. This clause supersedes Article 3 of Town of Millet Policy #1.