
Date

The following was approved by the Chief Administrative Officer (CAO) as an Administrative Policy on **2022-06-15**.

PURPOSE

The purpose of this policy is to provide direction to District of Lake Country Bylaw Officers as to the appropriate means for handling Oleoresin Capsicum (OC) Spray in a violent or threatening animal encounter. This policy will:

- A. ensure only authorized officers carry the OC Spray,
- B. ensure only trained officers carry the OC Spray,
- C. ensure a recertification occurs every 36 months or sooner if desired by the employer,
- D. set criteria and procedures specific to use,
- E. establish specific guidelines for the use of OC aerosol restraining spray,
- F. ensure officers use it only when warranted and in accordance with the guidelines and procedures set forth here in this policy,
- G. ensure appropriate usage reports are available and filled out every time by all officers who have deployed OC Spray,
- H. ensure proper storage of OC Spray cannisters.
- I. ensure the proper disposal of used or expired OC Spray cannisters.

AUTHORIZATION FOR USE

1. UNIFORMED EMPLOYEES

- 1.1 Only uniformed officers who are trained to carry OC Spray as a force option will carry OC Spray.
- 1.2 Only departmentally authorized and issued OC cannisters will be carried.
- 1.3 OC cannisters will only be carried in the prescribed manner on the duty belt/external vest.
- 1.4 Authorized officers are only authorized to be in possession of OC Spray for the purpose of duties or employment and does not extend to off-duty activities.

2. TRAINING

- 2.1 Officers electing to carry OC Spray must first complete an accredited training course on use of force including the care, handling, and use of OC Spray such as Frank McConnell's Red Sabre OC User training.
- 2.2 Officers authorized to carry OC Spray are to be re-certified every 36 months or sooner as desired by the Employer.

3. PROCEDURES

- 3.1 If an officer suspects that an encounter with an animal has a high probability of aggression or violence, call Animal Control and request an officer respond to keep the peace while work is performed. In the event of a threat, staff should withdraw from the property or situation.
- 3.2 If the officer is unable to withdraw, or persons other than the employee are threatened and the staff believes that an attack is imminent, OC Spray may be utilized in accordance with training.
- i) Whenever possible, officers should be upwind from the animal before using OC Spray and should avoid entering the spray area.
 - ii) Officers should always maintain a safe distance from the sprayed animal.
 - iii) A single spray burst of one second should be directed at the animal's eyes, nose, and mouth.
- 3.3 Officers shall not attempt to further restrain an animal that has been sprayed. That responsibility lies with the responding police and/or animal control officer.

4. USAGE CRITERIA GUIDELINES

- 4.1 If an officer has used OC Spray on an animal, the officer should make every effort, when appropriate and reasonable, to do the following:
- i) Advise the owner of the animal that it has been sprayed with OC Spray and that the effects are only short term and non-life threatening.
 - ii) If the owner or person in charge of the animal is not available, post a Warning Notice to the Resident where the owner is most likely to see the notice.
 - iii) If possible, monitor the animal from a safe location and distance to ensure its safety.
 - iv) Once an animal is restrained and no longer a threat to persons or the officer, the use of OC Spray is no longer justified. OC spray is not to be used punitively.

5. EFFECTS

- 5.1 In the event of OC Spray deployments that result in person or officer exposure, first aid is to be provided, where appropriate and reasonable, and the Provincial Ambulance service called.
- 5.2 All officer exposure and injuries are to be reported as soon as practicable to the Supervisor. All those involved in the incident should take part in the investigation as well as the Supervisor and a Joint Occupational Health and Safety rep. The investigation is to be recorded on the Employer Incident Investigation Report (EIIR) form and submitted to the OHS Specialist within 48 hours of the incident. <S:\Safety\6.0 Forms\OHS05-EIIR-Incident Investigation.dotx>

6. REPORTING

- 6.1 Use of OC Spray in the performance of Enforcement duties is a reportable incident.
- 6.2 All incidents of use including accidental discharge and intentional use are to be reported as soon as practicable to the Bylaw Enforcement Supervisor.

6.3 When there is no injury, a Near Miss Report Form <S:\Safety\6.0 Forms\OHS04-Near Miss Report.dotx> will be completed as soon as practicable and submitted for review by the Bylaw Enforcement Supervisor by the end of the shift in which the OC Spray was utilized. Copy to be provided to the OHS Specialist within 48 hours.

6.4 All pictures, the Warning Notice, the Near Miss Report, the EIRR and all other supporting information is to be entered into the Ticket Index and into Tickets by Number.

7. STORAGE

7.1 Officers electing to carry OC Spray will be issued a canister by the Department.

7.2 Officers will be responsible for maintaining their canister in an operational and charged state.

7.3 Department issued OC Spray shall be stored in a secure and locked location and left at work when not on duty.

8. REPLACEMENT AND DISPOSAL

8.1 It will be the officer’s responsibility to monitor the expiration date on their canister.

8.2 All expired or empty canisters will be submitted to the RCMP Detachment for disposal.

8.3 It will be the officer’s responsibility to seek replacement of any damaged, inoperable, or empty canister from the Bylaw Enforcement Supervisor.

8.4 Unexplained depletion of OC Spray canisters shall require a written report by the officer to the Bylaw Enforcement Supervisor.

8.5 All issued equipment including OC Spray canisters remains the property of the District of Lake Country.

Original signed by Tanya Garost
Chief Administrative Officer

Original signed by Reyna Seabrook
Corporate Officer

I have read and understand the above noted policy:

Employee’s Name

Employee’s Signature

Date signed: