



REPORT TO: Mayor and Members of Council

PREPARED BY: Jackie Tiedeman, Clerk

DEPARTMENT: Administration & Finance

DIVISION: By Law Enforcement

MEETING DATE: Wednesday, February-06-19

SUBJECT: Personal Protective Equipment Policy

RECOMMENDATION

Be it resolved that Council approve the Personal Protective Equipment Policy for the Municipal Law Enforcement Department as recommended by the Policy Committee on January 17, 2019.

EXECUTIVE SUMMARY

To provide guidance to municipal staff within this department as to proper equipment to carry out the duties of the Municipal Law Enforcement Officer(s) while dealing with the public and aggressive or dangerous animals in both rural and urban settings in a safe manner while maintaining a professional appearance.

LINK TO STRATEGIC PRIORITIES

Leadership: To Create a Positive, Open Organizational Culture By Recruiting, Retaining and Supporting Highly Skilled Staff

BACKGROUND

Under the *Occupational Health and Safety Act, R.S.O. 1990*, employers are required to “take every precaution reasonable in the circumstances for the protection of the worker”. The *Act* also prescribes that it is the “employers’ responsibility that equipment be maintained and used as intended”. There is no other specific legislation related to PPE with respect to a Municipal Law Enforcement Officer.

DISCUSSION

In April 2018, the vacant part-time By-law Enforcement Officer position was successfully filled. As part of the probationary period, a performance review was undertaken jointly between myself and Mr. Baker. During this review, the job description along with expectations were verbally discussed. As part of these discussions, Mr. Baker submitted his requests for personal protective equipment that he felt was necessary, due to his expertise and experience in similar past employment, in order to carry out his duties in a safe and professional manner.

As part of the process in reviewing this request, both myself and the Director of Emergency Services/Fire Chief searched various legislation, obtained statistics from surveys conducted by the Ontario Municipal Health and Safety Representatives Association (OMHSRA) and the Municipal Law Enforcement Officers Association (MLEO) and spoke to surrounding lower tier municipalities in and around Middlesex County.

The findings of this research concluded that the only related document is in the Occupational Health and Safety Act which was recited under Background at the beginning of the report. The survey results conducted by the Ontario Municipal Health and Safety Representatives Association was mainly responded to by larger municipalities which have developed a PPE standard for MLEO. In reaching out to other area municipalities, there is no consistent level of PPE and in the absence of defining legislation there is no clear set level of protection. The MLEO indicated that it undertook a study to ultimately make recommendations of what a suitable minimum level of PPE however this has not been completed to date.

Mr. Baker attended the Policy Committee on November 15, 2018 and January 17, 2019 to explain the equipment requests and how they would be used as there was no prior policy for this position. The Committee concurred that the policy outlined reasonable requests and subsequently recommended the policy be brought before Council for consideration. Although not included within the policy at this time, it was recommended that staff explore a two way radio for additional communication for the MLEO. It was undetermined as to where the base for a radio would be best suited in order to monitor potential calls for assistance.

FINANCIAL

Approved Operational Budget

Each year, as part of the operational budget for each department, yearly equipment needs, including PPE, is included.

Some preliminary costs for this equipment would be:

Protective Vest \$900-\$1,200.00 (Expiry 4-6 years)

Collapsible Bite Stick \$150.00 -\$200.00 (No expiry)

Dog Spray \$50.00-\$80.00 (Expiry 4 years)

**These amounts represent costs per person requiring the equipment

ATTACHMENT

Draft PPE Policy for Municipal Law Enforcement Officer(s)

Prepared By: Jackie Tiedeman, Clerk

Reviewed By: Nandini Syed, CAO/Director of Finance (Treasurer)

Approved By: Nandini Syed, CAO/Director of Finance (Treasurer)

Section: By-law Enforcement Health and Safety

Subject: Protective Personal Equipment

Policy Number: TBD

Version: 1 – January 2019

Review Frequency: Annually

Approved by: Council

Approval Date: TBD

Application: This policy applies to Municipal Law Enforcement Officers of the Municipality of North Middlesex

Notes:

Legislative Authority: *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*

Intent

To obtain proper personal protective equipment in order to carry out duties of Municipal Law Enforcement Officer while dealing with the public in both rural and suburban settings in a safe manner while maintaining a professional appearance.

Guidelines

1. Protective Ballistic / Slash proof /Stab proof Vest

Protective Vest must be worn at all times when out in public in order to prevent injury:

- i. Impact of objects
- ii. from Jumping Dogs
- iii. from sharp objects
- iv. Falls onto blunt objects
- v. Potential Violent Subjects

2. Bite Stick

Municipal Law Enforcement Officers that enforce or investigate animal complaints shall carry a collapsible bite stick as this will prevent injury: This provides reach to the officer while backing away from a potential dog attack along with protection and the ability to disengage from an unknown area where an aggressive animal appears.

- i. Used when animals charge, attack or attempt to attack and or show signs of aggression. Enabling the officer to back away keeping the dangerous / aggressive animal at a distance.
- ii. Used in a serious bodily harm encounter.

Protection from attacking animals, charging animals and aggressive dogs.

Bite sticks/Batons can be obtained from any fishing or hunting or gun stores.

NOTE: Recommended is the 21 to 26 inch ASP NON SPRING LOADED Collapsible Baton. ASP is the most reliable and utilized in the industry.

3. Dog Spray

Municipal Law Enforcement Officers that investigate and or respond to calls of dangerous or aggressive dogs shall carry Dog Spray containing no more than **0.50% Capsaicin**.

Capsaicin is the ingredient in the spray that causes the burning and irritation in the animals face and eyes that stops the potential attack.

This tool would only be used in the event of a dog attack an aggressive dog situation or any other aggressive animal situation where the officer fears for his or her personal safety to temporarily disable a dangerous and or aggressive dog.

NOTE: This product can be purchased at most hardware stores, fishing and tackle shops. Recommended product is P-SDAD-07 SABRE Red Dog Spray or other similar product,

4. Clothing

- i. Some operations require the wearing of spectra Kevlar GLOVES for protection of the hands.
- ii. Reflective vest or jacket when conducting traffic while conducting business along roadways

5. Other Equipment

- i. That the municipally owned vehicle be equipped with a flashing caution light, similar to that used by the Public Works Department, to be used when conducting business along the roadways.
- ii. That a municipally owned cell phone be provided to the primary MLEO

Training

Officers authorized to carry Dog spray and a Bite Stick would be issued the approved PPE once the officer has attended a 1 day Use of Force workshop for the purposes of dealing with Dangerous and Aggressive animals has been completed or have an equivalent Use of Force certification.

Compliance

Storage & Maintenance of Dog spray & Bite Stick

Municipal Law Enforcement Officers authorized to carry the Dog Spray and Bitestick while on duty will store these items in the municipal vault at the end of each business day

Misuse of the above listed equipment will result in employee counselling and may result in disciplinary action up to and including termination of employment. Proper maintenance logs and up keep of all equipment is crucial to maintain a functional ability.

As the Bite stick & Dog Spray are use of force protection options. A use of force report would be completed by the officer explaining the situation and use of the equipment which would then be attached to the occurrence report.

DRAFT