

# Community Safety Officer Program

## Frequently Asked Questions

### What is a Community Safety Officer?

A Community Safety Officer (CSO) is employed by a municipality or First Nation for the purpose of providing high priority/low risk to harm enforcement services. Through their Special Constable appointments, CSOs may enforce selected provincial statutes and may take on additional duties, such as attending property offence scenes (sections 334(b) and 430(1) of the *Criminal Code*) for the purpose of receiving information, evaluating and liaising with the police agency of jurisdiction as required.

### How much does it cost to employ a Community Safety Officer?

The cost for the first year should be anticipated as \$200,000. Municipalities can expect \$75,000-\$120,000 for subsequent years, depending on how the municipality chooses to amortize the required assets.

### What do those costs include?

Every year will include the following *approximate* costs:

- ⇒ Salary, as decided by the municipality. May vary based on duties: \$45,000-\$80,000.
- ⇒ Dispatching and monitoring services, cell phone, and recertification: \$26,000. The first year also requires the following *approximate* costs:
  - ⇒ Various assets, including a vehicle and the required modifications: \$60,000.
  - ⇒ Uniform: \$3,000.
  - ⇒ Supplies: \$10,000.
  - ⇒ Initial training at Saskatchewan Polytechnic: \$6,220.

### Can I partner with other municipalities to share costs?

This is possible as long as each municipality is approved to employ a CSO and the “shared” CSO has been granted a Special Constable appointment for each municipality. Municipalities must ensure that each have structured chains of command in place and each are responsible for dealing with any complaints that may arise from the public within their municipalities.

### What can a Community Safety Officer do?

A CSO provides a uniformed presence in the community. They can liaise with schools and community groups, engage in the enforcement of certain provincial statutes and attend scenes of minor property offences. Like other employees of municipalities and First Nations, CSO employers have control over the schedule and deployment of CSOs within the geographical boundaries of their jurisdiction pursuant to their Special Constable appointments.

## Who receives the fine revenue from tickets Community Safety Officers write?

Municipalities retain fine revenue from tickets pertaining to provincial statutes. Fine revenue is subject to deductions pursuant to section 19 of *The Summary Offences Procedure Regulations, 1991*. Municipalities are required to work with the Manager of the Fine Collection Branch and Provincial Prosecutions to ensure they are set up with Saskatchewan Justice databases, which are required in order to issue and enter violation tickets. This must be completed before the ministry will grant municipalities approval to employ CSOs.

## Who provides oversight for Community Safety Officers?

As the employer, the municipality is responsible for providing oversight for their CSOs and must do as follows:

- ⇒ Establish policies and procedures for public accountability in compliance with Part IV of the *Police Act, 1990*;
- ⇒ Be subject to regular and specific reporting requirements regarding CSO programs and CSO activities;
- ⇒ Ensure that a CSO's duties are restricted to those contained in their Special Constable appointment;
- ⇒ Conduct periodic supervisory reviews of CSO investigative files and develop other procedures for internal quality assurance; and
- ⇒ Adhere to the Community Safety Officer Program Policy.

## How do I choose an applicant?

Care should be taken in the selection of a potential candidate.

In general, candidates must be of good character, maturity, and have an exemplary background. To be considered for appointment as a Special Constable by the Minister Responsible for Corrections and Policing, municipalities should be aware that the following is required:

- ⇒ Grade 12 or equivalent qualification;
- ⇒ Minimum age of 18 years old;
- ⇒ Be of sound mind and good character;
- ⇒ No criminal record;
- ⇒ No outstanding criminal charges and is not the subject of a criminal investigation. A criminal record check, a police check and a vulnerable sector check must be completed and submitted by the approved employer.  
**NOTE:** *Criminal Record, police checks and vulnerable sector check will only be recognized as valid for thirty (30) days after the law enforcement agency has completed the check;*
- ⇒ Three reference checks satisfactory to the ADM have been completed;
- ⇒ Successful completion of an approved physical abilities evaluation test for uniformed enforcement roles; and
- ⇒ Successful completion of training course(s) approved by the Assistant Deputy Minister.

## Where do I start?

If you are interested in learning more or employing a CSO, please contact the Ministry of Corrections, Policing and Public Safety:

Suzanne Stubbs, Program Manager  
Ministry of Corrections, Policing and Public Safety  
(306) 953-2433  
[saskatchewan.ca](http://saskatchewan.ca)

### What training and certification is necessary?

A training program has been developed with Saskatchewan Polytechnic to certify CSOs for the enforcement of provincial statutes. An applicant must successfully complete this training as a pre-requisite for their Special Constable appointment

All CSOs must obtain and maintain certifications to carry a collapsible baton and oleoresin capsicum spray (OC spray).