**Working Alone Procedures for Bylaw Enforcement Officers**

**Background:**

Bylaw Enforcement Officers (BEO) are frequently called upon to work by themselves for the duration of their shift. Their only assistance may be police or other agencies such as Animal Control or contract security guards.

**Procedure:**

1. BEO commences shift by notifying Base One (250 758-5222) or RCMP (250 755-3260) Base One/RCMP will require BEO name, unit number and shift duration.
2. BEO will advise Base One/RCMP how often they wish to be checked during the course of their shift.
3. BEO will notify Base One/RCMP when attending locations where they anticipate problems
4. When entering City Annex (238 Franklyn Street) ensure that alarm is turned off. Alarm is located on support column directly in line with front entrance. Alarm will activate approximately one minute after entering building
5. If alarm activates, there are instructions available for resetting alarm
6. Alarm/disarm codes are available from supervisor upon request
7. BEO will utilize log book when entering or leaving building (Log book is located on upper landing at front entrance of building) Check log book before exiting building to ensure no one has signed in. If someone has signed in, DO NOT reset the alarm
8. BEO will not attend squats, nuisance calls or flagged properties without a second person present