

1.0 Purpose

The purpose of this Policy is to establish governance direction for the authorization, control, and oversight of collapsible baton use by Special Constables employed by the Town of Yarmouth.

2.0 Authority

This Policy is enacted pursuant to:

- a. The Criminal Code of Canada, including sections 25, 26, 27, and 37
- b. The Nova Scotia Police Act
- c. Applicable Department of Justice regulations
- d. The National Use of Force Framework

3.0 Scope

This policy applies to:

- a. All employees of the Town of Yarmouth designated as Special Constables
- b. Any employee authorized to carry a collapsible baton as protective equipment

4.0 Statement

4.1 The Town of Yarmouth authorizes the use of collapsible batons strictly as a defensive tool consistent with the National Use of Force Framework.

4.2 The Baton use must be:

- a. Reasonable
- b. Necessary
- c. Proportionate
- d. In compliance with federal and provincial law

4.3 The baton shall be used for defensive purposes only, including protection of self or others, or to respond to animal attacks where necessary.

4.4 The baton is considered a reportable use-of-force tool. Any drawing, display, or use shall be documented in accordance with the associated Standard Operating Procedure (attached).

4.5 No employee shall carry or use a baton unless:

- a. Properly certified by an accredited trainer
- b. Current in required recertification
- c. In good standing under applicable provincial regulations

4.6 Allegations of excessive force shall be reviewed by the designated supervisor and may be referred to law enforcement where appropriate.

4.7 The Chief Administrative Officer (CAO) may delegate responsibilities under this Policy to a designated supervisor.

5.0 Oversight & Reporting

5.1 All use-of-force incidents involving a baton shall be reported and reviewed.

5.2 The Town shall maintain records of:

- a. Training certifications
- b. Equipment inventory
- c. Incident reports
- d. Decommissioning documentation

5.3 Where required, reporting shall be made to the Public Safety and Security Division – Security Programs Office.

6.0 Training Requirements

6.1 Certification and recertification shall occur at intervals not exceeding three (3) years, or more frequently if required by regulation.

6.2 Training shall include:

- a. National Use of Force Framework
- b. Legal authorities
- c. Defensive tactics
- d. Baton handling and safety

Clerk’s Annotation for Official Policy Book	
Date of Adoption: March 12 th , 2026	
I certify that this ‘Baton Policy’ was adopted by Council as indicated above.	
Town Clerk:	Date:

1.0 General Requirements

1.1 Batons remain the property of the Town of Yarmouth.

1.2 Batons shall:

- a. Be openly carried as part of approved uniform standards
- b. Remain secured when not in use
- c. Not be taken home

1.3 Batons shall not be removed from their holster unless operationally justified.

1.4 Loss of a baton must be immediately reported to a supervisor.

2.0 Authorized Use

2.1 The baton may only be used consistent with:

- a. The Criminal Code of Canada
- b. The National Use of Force Framework

2.2 Force must be reasonable and proportionate to the threat encountered.

2.3 Drawing or displaying the baton constitutes a reportable event.

3.0 Carrying Standards

3.1 The baton shall be carried:

- a. In a secure holster
- b. In a position that minimizes risk of weapon retention loss
- c. In accordance with training standards

3.2 Special Constables must maintain control of the baton at all times.

4.0 Inspection and Care

4.1 Special Constables shall conduct a visual inspection prior to each shift including:

- a. Structural integrity
- b. Signs of damage or wear

- c. Holster condition
- d. Functional extension and retraction

4.2 Maintenance shall be performed in accordance with manufacturer guidelines.

4.3 Damaged equipment shall be removed from service and reported immediately.

5.0 Maintenance and Repair

5.1 All repairs or replacements must be authorized by the designated supervisor.

5.2 Decommissioned batons shall be disposed of in accordance with Department of Justice or RCMP procedures.

6.0 Reporting Requirements

6.1 Any drawing, display, or use of a baton must be documented within 24 hours.

6.2 The report shall include:

- a. Special Constable name
- b. Date, time, and location
- c. Circumstances
- d. Individuals involved
- e. Witness information
- f. Description of force used
- g. Injuries, if any
- h. Video recording

6.3 Any incident involving injury requiring medical attention shall be immediately reported to law enforcement.

6.4 The designated supervisor shall review all reports and determine if further investigation or referral is required.