



Community Peace Officer

POSITION TITLE:	Community Peace Officer
REPORTS TO:	Manager of Protective Services/Fire Chief
REVISION DATE:	November 2015
WAGE:	CUPE Local 812 Wage Band 251-280
STATUS:	Permanent Full Time

Position Summary

The Community Peace Officer, through observation and the receipt of complaints, enforces Municipal Bylaws and Provincial Statutes within the community.

Key Duties and Responsibilities

1. Is responsible for local enforcement of Municipal Bylaws and Provincial Statutes including but not limited to:
 - Traffic Safety Act
 - Gaming and Liquor Act
 - Animal Protection Act
 - Dangerous Dogs Act
 - Stray Animal Act
 - Petty Trespass Act
 - Tobacco Reduction Act
 - Provincial Offences Procedures Act
2. Acts as a Peace Officer by observing traffic, conducting traffic stops, issuing warnings, violation tags, or provincial tickets as appropriate.
3. Receives and investigates complaints involving bylaw violations; issues tickets or compliance orders, advises complainant with respect to action taken; follows up with complainants when necessary to ensure compliance.
4. Maintains records of tickets and infractions for follow-up and/or prosecution purposes.
5. Assists Municipal Departments with the removal of parked or abandoned vehicles, snow removal, business licenses, property checks and various inquiries.
6. Works in cooperation with the local RCMP on criminal offenses related to municipal property, property damage reports and traffic issues.
7. Maintains and controls exhibits and lost and found items; maintains appropriate records and ensures that items are disposed of properly when required.

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8. Educates the public with respect to municipal bylaws and provincial statutes to improve compliance.
9. Prepares and delivers reports periodically to the Police Advisory Committee with respect to enforcement activities, recommendations for new bylaws and /or amendments to current bylaws.
10. Provides feedback and assistance with Bylaw creation specifically when there is an enforcement component.
11. Provides assistance to emergency response agencies and outside agencies as required.
12. Performs related duties.

Knowledge, Abilities and Skills

- In-depth knowledge of Municipal Bylaws and applicable Provincial Statutes.
- In-depth knowledge of law enforcement practices and techniques.
- Ability to communicate effectively in both oral and written forms.
- Ability to make decisions on how to effectively enforce bylaws and statutes.
- Ability to use GIS and related computer software in performing the work.
- Skill in dealing with the public in a variety of situations.
- Strong conflict resolution skills.
- Exhibits good judgement and above average interpersonal communication skills.

Education and Experience

This position requires the following minimum qualifications:

- A high school diploma supplemented by a two year diploma in law enforcement, criminal justice or related field. Equivalent combinations of education, training and experience may be considered.
- Completion of the Alberta Solicitor General's Public Security Peace Officer Training, training that occurred within the last 5 years is preferred.
- Eligible to obtain appointment as a Community Peace Officer Level 1 and obtain a clear Criminal Record Check conducted by the RCMP.
- Successful completion of a Driver's Abstract.
- Must be willing to work shift work, weekends and statutory holidays.
- Successful completion of an approved Physical requirements (PARE) test.
- One to two years of related experience.
- First Aid with CPR or ability to obtain.
- Certification/training in OC Spray and ASP Baton.

The following would be considered an asset:

- Experience in traffic enforcement (Radar and Laser) and familiarity with traffic related legislation.

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- Experience in Municipal Bylaw Enforcement and familiarity with the Bylaws of the Municipality of Crowsnest Pass.
- Defensive Driving, Snow Machine & Quad Experience and Certification.

Independence and Scope of Impact

The work is performed with little or no supervision but consultation with a supervisor or law enforcement agencies is possible when direction is required. Decisions and problems are varied and require the incumbent to use considerable judgment and discretion. The incumbent may be required to develop policy or new methods of work.

Decisions or actions could result in serious losses of time or resources or cause significant embarrassment within the organization and limited impact on public image.

Contacts

Internal – Regular contacts are maintained with other municipal departments regarding the exchange of information.

External – Regular contacts are maintained with the public, business owners and home owners explaining, doing public education and instructing on bylaws and statutes and the steps needed to comply with same.

Supervision Given

The incumbent may be involved in giving periodic advice or direction to others without supervisory ability on bylaw enforcement matters.

Working Conditions

The work is performed outdoors and indoors. Outdoor work requires the incumbent to get in and out of a vehicle on a consistent basis. There may be some exposure to inclement weather.

Indoor work in an office setting is required when completing reports, attending meetings etc.