



Community Peace Officer Job Description

Department	Community Services
Reports To	Chief Administrative Officer
Job Description Approval Date	June 8, 2023

POSITION SUMMARY:

Reporting to the Chief Administrative Officer, the Community Peace Officer (CPO) is responsible for ensuring compliance with a combination of federal, provincial, and municipal statutes. This position provides community awareness and education specific to appointed statutes, investigates complaints, and disputes, and prepares and maintains records related to the work.

This is a Level 1 CPO position pursuant to the Peace Officer Act and is a Bylaw Enforcement Officer pursuant to the Municipal Government Act. The CPO shall operate in accordance with policies and directives set by the Town of Rimbey and Alberta Justice & Solicitor General, through the Peace Officer Program.

KEY DUTIES, RESPONSIBILITIES, AUTHORIZATIONS AND CONDUCT:

1. Enforce appointed statutes as directed by the Chief Administrative Officer with a focus on safety, infrastructure protection, and education.
2. Act as a public resource for appointed federal, provincial, and municipal statutes and refer non-appointed statute inquiries to the appropriate authority.
3. In a fair, professional manner, enforce and promote provisions including but not limited to the following Acts:
 - a. Animal Protection Act
 - b. Dangerous Dogs Act
 - c. Dangerous Goods Transportation and Handling Act
 - d. Forests Act
 - e. Forest and Prairie Protection Act
 - f. Gaming, Liquor and Cannabis Act
 - g. Environmental Protection and Enhancement Act, Part 9, Division 2
 - h. Highway Development and Protection Act
 - i. Provincial Offences Procedures Act
 - j. Tobacco and Smoking Reduction Act
 - k. Traffic Safety Act
 - l. Trespass to Premises Act
 - m. Petty Trespass Act.

4. Monitor weights and dimensions of commercial vehicles through the issuance of permits and use of both fixed and portable weigh scales. Conduct investigations into road damage and work with the Operations department to establish repair costs and take action to recover the cost of such repairs.
5. Act as an inspector and an investigator under the Environmental Protection and Enhancement Act.
6. Co-operate and maintain effective working relationships with other enforcement agencies and emergency services.
7. Liaise with and assist other departments, community groups and associations in areas pertaining to enforcement and Crime Prevention.
8. Develop and implement education and awareness programming at the direction of the Chief Administrative Officer.
9. Ensure that uniforms, department equipment and vehicles are properly maintained and cleaned on a regular basis to promote a positive image of the Town.
10. Compile reports as requested by the Chief Administrative Officer and ensure accurate record keeping, statistics, and filing.
11. Maintain knowledge of all acts, regulations and bylaws that are assigned to this department for enforcement.

GENERAL DUTIES:

1. In accordance with the Town of Rimbey Occupational Health and Safety manual, perform responsibilities in a safe and effective manner to minimize the risk of injury, property damage, environmental damage, or loss of life.
2. With the approval of the Chief Administrative Officer, and at the expense of the Town, attend conferences, workshops, courses, and seminars, and maintain applicable memberships with the objective of improving knowledge and competencies related to performing assigned job duties.
3. Work with local enforcement agencies and emergency services to provide scene control and other assistance as requested and in emergency situations.
4. Provide advice to the Chief Administrative Officer regarding bylaws, provincial statutes, and general safety matters.

5. May be required to hold a position of Director or Deputy Director of Emergency Management and maintain the training that is appropriate for this position.
6. Successfully complete approved training in accordance with requirements as specified by Alberta Justice & Solicitor General.
7. Maintain the confidentiality of all records in the office and only release information in accordance with Town policy and applicable legislation.
8. Maintain effective public relations with Town council, staff, ratepayers, and the general public and present a positive Town image.
9. Participate in workplace safety initiatives and meetings as required. Report to work fit for duty.
10. Perform such other duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS:

1. Appointment as a Community Peace Officer Level 1 under the Peace Officer Act, and the ability to maintain this appointment.
2. Post-secondary diploma in a law enforcement related field, or a Grade 12 diploma supplemented with a minimum of 2 years of related law enforcement experience.
3. Valid Alberta Class 5 driver's license with the ability to successfully pass the Emergency Vehicle Operations Course (EVOC).
4. An acceptable criminal record check, including a vulnerable sector check, and police check must be completed for this position with no outstanding criminal charges or currently the subject of a criminal investigation.
5. Successful completion of an approved physical abilities evaluation test in accordance with Alberta Justice and Solicitor General, Peace Officer Program.
6. Valid and current first aid (level C) and CPR certification.
7. Possess sound judgement and common sense. Able to work under own initiative, while taking due care and responsibility to make comprehensive decisions.
8. Strong leadership and role model skills; able to manage conflicts and emergencies effectively.

9. Proven ability to communicate effectively with government, law enforcement, public groups, and key stakeholders to achieve positive results.
10. Able to speak publicly and educate others in person and/or in public forums.
11. Excellent verbal, written and interpersonal communication skills with a focus on customer service; able to deliver all communications to the public in a calm, professional, and friendly manner.
12. Able to perform assigned duties in all weather conditions.
13. Able to accommodate shift work, including some weekends and holidays, and after hours' work.

WORK ENVIRONMENT AND PHYSICAL CHARACTERISTICS:

The majority of the employee's work will be out in the field, driving a Peace Officer vehicle for extended periods. The employee will be exposed to changing environmental conditions including hot, cold, dry, dusty, smoky and/or wet conditions. The employee may also be exposed to various wildlife and insects (including bees). The employee will work alongside roadways, adjacent to moving vehicles and in undulating terrain.

A small portion of the work is performed in the office where the employee is required to use a computer, telephone, and other office equipment.

The employee is required to sit for extended periods, and to speak, hear, and utilize both hands and fingers in repetitive motions to operate a computer and radio equipment (both in the vehicle and in the office). The employee must have close visual acuity to view the computer monitor and perform reading of various types of documents.

This position requires a high level of social contact including interacting with students, school administration, staff, guardians, community members, general public, etc. in a variety of situations.

The employee may deal with conflicting situations including those that could lead to a use of force.

This position is required to wear a uniform.