



POSITION TITLE: Community Peace Officer
DEPARTMENT: Enforcement
REPORTS TO: Chief Administrative Officer

SUMMARY OF POSITION:

The Community Peace Officer is responsible for the enforcement of Provincial legislation, inspection and enforcement of bylaws, and road bans. Provide advice to and assistance to the public relative to specific bylaw or statutory questions when necessary. The Community Peace Officer is to maintain a courteous relationship with the public, other contractors, council members and other co-workers as well as they are responsible to follow work place all safe work procedures, policies and regulations.

RECOMMENDED TRAINING & QUALIFICATIONS:

- Community Peace Officer Level 1 status
- High School Diploma; completion of a two (2) year post-secondary diploma relating to law enforcement
- One (1) to three (3) years progressive experience in the provision of a Peace Officer or Police Officer or rural municipal bylaw enforcement-related service area
- Working knowledge of the provincial court system
- Knowledge of proper investigation and interviewing techniques
- Valid Driver's License with a clean abstract
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

KEY DUTIES AND RESPONSIBILITIES:

1. Provide enforcement of Provincial Statutes as approved under the County's authority as defined by the Province of Alberta
2. Assist in the preparation of annual budgets and reports for the Protective Services area, if requested to do so by the municipality.
3. Promote, enforce and implement all Municipal Bylaws, as applicable, in a fair, professional and diplomatic manner. This includes responding to and investigating related complaints or concerns.
4. Report on a regular basis to the Chief Administrative Officer of the Municipality, as to the contractual activities for Protective Services and all other matters under this agreement.

COMMUNITY PEACE OFFICER JOB DESCRIPTION

5. Be responsible for the inspection and enforcement of Bylaws of a regulatory nature except for the Land Use Bylaw of the Contract area specified herein.
6. Provide advice and assistance to the public, especially the ratepayers and residents of the Municipality, relative to specific bylaw or statutory questions and when necessary, refer the matter to the proper authority.
7. Assist in the prosecution of Municipal matters in Provincial Court in co-operation and conjunction with the Crown Prosecutor and the Municipal Solicitor as the matter in question relates to the normal duties of the Patrol Division.
8. Maintain a liaison with the RCMP and other agencies of a regulator and enforcement nature, including attending and reporting to the Joint Policing Committee.
9. Be aware of the privacy act and not provide confidential information, even to RCMP without a proper Access To Information and Privacy Request (ATIP)
10. Enter, query, and maintain data on Report Exec management information system
11. Assist in the preparation of bylaws of a regulatory nature with the exception of the Land Use Bylaw.
12. Make note of hazardous or potentially unsafe gravel road conditions and bring the matter to the attention of the department or person responsible for taking remedial actions.
13. Take action when it is deemed necessary to close any gravel road or establish detours when an unsafe condition or situation occurs.
14. Be responsible for the day-to-day routine operation of the enforcement activities of the municipality.
15. Provide monthly summary reports to the Municipality regarding the activity and performance of the Contractor.
16. Prepare an Annual Budget report to the Chief Administrative Officer in respect to the upcoming operational year.
17. Assist the Health & Safety Officer to investigate accidents involving Municipal vehicles and equipment, and other accidents and incidents which may affect the liability of the municipality, and when reasonably practicable, carry out such investigations at the scene when required. Investigations of this nature should be conducted from a Municipal liability point of view.

COMMUNITY PEACE OFFICER JOB DESCRIPTION

- 18.** Help ensure heavy hauling activities have the correct permits and are following authorized routes.
- 19.** Maintain courteous relations with the public, other contractors, council members and other co-workers.
- 20.** Actively participates and adheres to the County's Workplace Health and Safety Program as per the Counties policies and administrative directives
- 21.** Other duties as assigned by the Chief Administrative Officer

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is a safety sensitive position, so drug and alcohol testing is required on hiring.

*Revised as of June 2024