

THE CITY OF RED DEER - JOB DESCRIPTION

MUNICIPAL ENFORCEMENT OFFICER

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Division	Protective Services	Approved by (Dept Head)	Municipal Policing Srvs Mgr
Department	Municipal Policing Services	Prepared by	Municipal Policing Srvs Supt
Section	Municipal Enforcement	Employee(s)	

Created/Updated February 15, 2023 **Evaluation Date**

Job Reports To: Municipal Enforcement Supervisor / Sergeant

Directly Reporting to this Job: None

Function/Purpose:

Performs duties related to Municipal Bylaws and Provincial Statutes. Conduct investigations, evidence seizure and exhibit handling, including the required follow up and enforcement relative to the file's conclusion. These functions are relative to the enforcement of Bylaws and the applicable Provincial Statutes listed on their Community Peace Officer Appointments.

Participates in crime prevention, education, and awareness programs within the City of Red Deer public spaces. Municipal Enforcement Officers are responsible for service of legal documents, court attendance, assisting police officers in picking up and returning of stolen and/or lost and found property. They are also responsible for conducting proactive patrols of the City of Red Deer Park and Transit systems.

Duties, Responsibilities Specific Demands of the Job

1. Patrol and Enforcement

- The Municipal Enforcement Officer will focus on increased patrols, building trust, and relationships with the residents and business owners by participating and implementing in various community safety programs pertaining to Municipal Bylaws and Provincial Statutes.
- Informs, explains, and enforces Municipal Bylaws and Provincial Statutes, by issuing warnings or violation tickets.
- Responds to calls for service, investigates and resolves complaints relating to City of Red Deer Bylaws and only those Provincial Acts which are listed on the Community Peace Officer (CPO) Appointment
- Attends scenes to conduct investigations, including but not limited to: obtaining complainants, victims & witness statements, collecting of, and ensuring chain of custody of exhibits, taking photographs, etc...
- Communicates with complainants and victims as required.
- Recovers found and stolen bikes, processes them, returns them to the owner, and assists in the auction of unclaimed bikes
- Patrols properties within the City of Red Deer including commercial, residential, downtown, parks, and recreational facilities
- Contribute to community safety by patrolling and bylaw enforcement within transit networks, promoting public safety and awareness on issues impacting customer safety
- Performs the primary traffic enforcement duties for the City of Red Deer generating a large number of traffic stops and enforcement initiatives which could involve encounters with potentially aggressive violators

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- Contributes to community safety by patrolling and bylaw enforcement of urban encampments within the City by evicting from City property, and occasionally evicting from private property with the assistance of the RCMP. These are unpredictable situations, which sometimes can evoke an aggressive and risk-escalating response from an evictee.
- Executes warrants for matters related to their CPO Appointments
- Provides traffic control at motor vehicle collisions, disabled vehicles, and road closures
- Enforces and investigates a range of Provincial Acts within their CPO Appointment and authorities, for example Tobacco, Smoking and Vaping Reduction Act and the Gaming, Liquor and Cannabis Act.
- Patrols conducting enforcement of noisy vehicles and responding to and investigating complaints of loud noise emanating from vehicles by use of decibel meters under The City of Red Deer Bylaw.
- Serves legal documents on behalf of police agencies
- Reports and/or investigates any damage, whether accidental or vandalism to the relevant City Staff for repair and R.C.M.P. as appropriate.
- Assesses whether damage, graffiti or other behaviours are creating a potential risk to City of Red Deer and reports to supervisor and investigates the offence as appropriate.
- Maintains regular contact and close working relations with RCMP, Inspections & Licensing, Emergency Services, Animal Control, Park and Transit Operational Staff and the Canadian Corps of Commissionaires in order to provide assistance, share information and develop solutions to issues.

2. Public Education and Awareness

- Contributes to promoting public safety and awareness on issues impacting community safety with crime prevention programs directly related to their Provincial Acts listed on their CPO Appointments, for example Tobacco, Smoking and Vaping Reduction Act and the Gaming, Liquor and Cannabis Act.
- Contributes to promoting public safety and awareness on issues impacting community safety with crime prevention programs directly related to The City of Red Deer Bylaws that they are responsible for, for example Community Standards Bylaw (Vehicle Emitting Noise) and Traffic Bylaw (Snow Removal From Sidewalks).
- Provides a highly visual presence in the City of Red Deer public spaces by carrying out patrols of designated areas on a rotational basis.
- Answers public queries and forwards complaints to the relevant officer/department at the earliest opportunity; may respond to some directly.
- Conducts information and public safety programs with community organizations and schools.
- Liaises with Police, the public and local community groups to facilitate the increase in use of parks and transit systems
- Deals with day-to-day inquiries and provides advice to the public and other organizations as required.

3. Communications and Public Relations

- Manages difficult situations such as enforcement of Bylaws and Provincial Acts which may involve disagreeable or potentially antagonistic behavior from those under investigation.
- Must be an excellent communicator capable of resolving conflict between neighbours,
- Must be able to enforce laws and maintain a calm demeanor while faced with potentially risk-escalating behavior from violators.
- Seeks to resolve conflicts between and among parks and pathway users.
- Stays current regarding trends in monitoring municipal and provincial legislation and other initiatives that will support The City in maintaining a safe community
- Responds to citizen inquiries and complaints on the telephone and in person. Takes action on some and refers others to the appropriate work area.

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4. Administration

- Updates operational records on a daily basis, into computer databases
- Maintains a comprehensive and detailed notebook.
- Actively participates in safety programs.
- Recommends on improvements to existing policies and by laws.
- Prepares documentation for prosecutions.
- Regularly provides evidence in court.

5. Maintains standard of Physical Fitness

- All Municipal Enforcement Officers are required to successfully complete the P.A.R.E. test.

6. "Health and Safety Responsibilities:

- As a Worker, participate in, support, and comply with the City's Health and Safety program and initiatives (e.g., training, inspections, meetings, hazard assessments, incident reporting, emergency drills), policies and procedures (including any applicable and adopted industry best practices and the Occupational Health and Safety Act, Regulations and Code)."

7. Performs other related duties as assigned by the supervisor.

Minimum Entry Requirements

Education:

- Grade 12 (or GED) diploma
- 2-year College Diploma in Law Enforcement, Conservation Enforcement, Criminology or graduation from a recognized police academy
- Preference given to those with a bachelor's degree in related fields.

Experience:

- Two (2) years as a Canadian Police Officer, or CPO Level 1, or CPO Level 1 equivalent, or Bylaw Officer, or a Provincial Regulatory Investigator.

** An equivalent combination of education and experience may also be considered.*

Other Requirements:

- Ability to pass RCMP Clearance and maintain clearance during the period of employment. (Note: Prior to receiving a formal offer of employment a successful candidate will be required to undergo complete RCMP Clearance processing).
- Must be able to obtain Community Peace Officer – Level 1 Status and maintain CPO Appointment during the period of employment.
- Must successfully complete the P.A.R.E. physical testing within the prescribed time (4:45) and be valid at time of employment.
- Must have a valid Alberta Class 5 driver's license
- Completion of Emergency First-aid, CPR and WHMIS certification.
- Must be able to qualify as a Community Peace Officer, and successfully complete special training in the use of defensive tools (Oleoresin Capsicum spray and expandable batons).
- Requires an understanding of GPS and GIS technology and its applications.
- Able to successfully complete defensive driving training.

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- Must maintain a high level of physical fitness to perform the duties of the role such as (but not limited to) extended foot and bike patrols.
- Must be able to walk in difficult, hazardous terrain to attend urban encampments
- Must complete the Law Enforcement Bike Course
- Must obtain a Commissioner of Oaths appointment
- Must obtain and maintain knowledge of police communications protocol
- Must become proficient with Microsoft programs including Outlook, Word, Excel
- Must become proficient with the Roads/Moves program
- Enhanced Authorities CPOs must successfully complete RCMP courses including PROS and CPIC
- Must have a good working knowledge of the Criminal Code of Canada, the Charter of Rights and the Rules of Evidence,
- Must pass a course related to speed measuring equipment, e.g., the use of lidar and radar
- Must pass a decibel measuring equipment course for enforcement of City of Red Deer Noise Bylaw
- Must complete a large number of mandatory RCMP on-line learning courses
- Must maintain a good driving record with limited demerit points
- Must abide by the Solicitor General Policy and Procedures Manual
- Must abide by The City of Red Deer Peace Officer Policy and Procedures Manual
- Must work as an Essential Service Employee – exposure to high-risk situations not typically encountered by other CoRD employees (e.g., primary enforcement officers of provincial health regulations during Covid, dealing with unhoused who may present as uncooperative and/or potentially respond aggressively).

Competencies:

In addition to the 9 Core Competencies* identified for all employees of the City of Red Deer – the following are specific to this position:

- Ability to respond courteously and professionally in resolving conflict situations.
- Ability to communicate orally and in writing in a clear and concise manner.
- Understanding of all public spaces in contributing to quality of life.
- Knowledge of the Municipal Bylaws, Provincial Statutes, Criminal Code of Canada, Charter of Rights, Rules of Evidence.
- Ability to work independently or in a team situation.
- Requires strong computer skills and familiarity with current office suite software.
- Ability to deal with people in a firm but not aggressive manner and to act with sound judgement under pressure.
- Ability to maintain composure when dealing with aggressive, violent individuals,
- Ability to deal with prolonged stress
- Ability to work unsupervised and take action on an initiative within given guidelines.

**(Ethics & Values, Service Focus, Thinking, Planning & Organizing, Leadership, Development, Communication & Interaction, Adaptability & Change Management, Understanding the Municipal Political Environment)*

Specific Demands of the Job

- Hours of work will be irregular and include evening, weekend and holiday shifts.
- Required to wear an identifying uniform when carrying out the functions of the position.
- Required to wear appropriate PPE for long periods of time while conducting various assigned task, (e.g., mask / respirator for attending rough sleeper camps, Kevlar gloves for handling sharps/needles, high visibility safety vest, body armour while on duty and in uniform)
- Required to be successfully fit tested for respiratory or tight-fitting face piece masks, according to the

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CSA Quantitative Standard, to control hazards and meet OH&S requirements.

- Required to be immunized against tetanus and Hepatitis A&B.
- Working conditions will involve: Verbal abuse, complaints from general public, risk of personal injury, exposure to dangerous drugs, exposure to contagious persons, prolonged exposure to sun.
- Ability to exert moderate physical effort for extended periods, and work outside in inclement weather conditions.