



JOB DESCRIPTION

Community Peace Officer

SUPERVISOR: Director of Protective Services

Approved: June 28, 2023

1. Purpose of Position

- 1.1. The Community Peace Officer (CPO) is primarily responsible for public awareness education, and the day-to-day enforcement of the County and municipal Bylaws, policies and regulations, and provincial statutes as approved by the County Administrator and Alberta Solicitor General. Emphasis will be placed on public education and endeavouring to attain voluntary compliance with bylaws and statutes.

2. Organization Structure

This position:

- 2.1. Reports to the Director of Protective Services.
- 2.2. Liaises with the Manager of Development Services on development issues.

3. Program Responsibilities

This position (not listed by priority):

- 3.1. The Community Peace Officer (CPO) will be an advisor in legal and enforcement matters to the Director of Protective Services and the municipalities under contract for enforcement services.
- 3.2. The CPO will research, draft, and be a driving force in the implementation of new or changed Regulatory Bylaws and policies or assist in analysis of all Regulatory Bylaws, policies, and related reports for both County and contracted municipalities.
- 3.3. The CPO is responsible for the overall supervision and enforcement of County and municipal Bylaws, regulations, policies, and provincial statutes, and to conduct all related investigations.
- 3.4. The CPO will ensure the County complies with all provincial legislation and to function as an advisor to all contracted municipalities.
- 3.5. The CPO will render emergency assistance to the public, emergency services and other agencies as required when approved by the Director of Protective Services.
- 3.6. The CPO will respond to public complaints and inquiries about bylaw infractions and tickets;
- 3.7. The CPO will impound and ensure the safety and well-being of loose, dangerous, or

abandoned domestic animals in Vulcan County.

- 3.8. The CPO will diligently and professionally patrol Vulcan County and the municipalities under contract, and investigate complaints received from the public, or other law enforcement agencies.
- 3.9. The CPO will assist other County staff, Emergency Management personnel or other Community Peace Officers when required, in the completion of their duties as per a Peace Officer role.
- 3.10. The CPO will liaise with schools, staff, and students regarding student safety and provide public education and awareness programs to promote safety to reduce the occurrences of accidents and emergencies.
- 3.11. The CPO will liaise and aid other agencies in a highly professional manner at all times.
- 3.12. The CPO will undertake other operational and public safety duties as required.
- 3.13. The CPO will complete all paperwork and reports as required by the department, Solicitor General and the court system.
- 3.14. The CPO will act on behalf of the County or municipalities under contract before the courts in the prosecution of charges that may be laid.
- 3.15. The CPO will assist as a Fire Guardian and monitor fire permit enforcement.
- 3.16. The CPO will always conduct him/herself with the highest level of honesty and integrity under the direction of the department's standard operating procedures on and off duty.
- 3.17. The CPO will be required to monitor all roads, vehicles, equipment, traffic control devices or properties owned by the County; and to report all damage, misuse, and safety concerns to the appropriate department head.
- 3.18. The CPO will attend and participate in any training or re-certification courses as required by management or the Alberta Government.
- 3.19. The CPO will maintain accurate notes of time spent and matters dealt with while in each municipality under contract and while patrolling Vulcan County for evidence and invoicing purposes.
- 3.20. And any other duties that may be assigned from time to time by the Director of Protective Services.

4. **General Duties and Responsibilities**

- 4.1. Ensure that the Occupational Health and Safety program of the County is adhered to, and that all personal protective equipment (PPE) issued is in good repair and utilized as intended;
- 4.2. All employees are expected to follow all current policies and bylaws as set by Vulcan County Council; it is the responsibility of the Employee to ensure they have knowledge of the policies and bylaws of Vulcan County.
- 4.3. In the event of a municipal emergency or the declaration of a state of emergency this position shall be considered as a resource which may be called upon by the Director of Emergency Management (DEM)

5. Qualifications

The ideal candidate for the position will:

- 5.1. Have a minimum of a high school diploma or equivalent;
- 5.2. Law enforcement diploma, training in law enforcement or a combination of education and experience satisfactory to the employer with a minimum of three years' experience;
- 5.3. Demonstrate strong interpersonal communication skills and work with limited supervision;
- 5.4. Be knowledgeable of public relations and conflict resolution techniques, good observation, problem-solving and decision-making skills. The ability to deal with stressful situations and to react quickly with good judgment, diplomacy, and tact;
- 5.5. Demonstrate mature written communication and report writing skills and strong computer skills in a Windows environment with specific skills and experience in MS Word, Excel, and appropriate industry software programs;
- 5.6. Hold a clean valid class 5 Alberta driver's license;
- 5.7. Have Standard First Aid and CPR;
- 5.8. Ability to hold confidential matters in strict confidence;
- 5.9. Be eligible for appointment by the Solicitor General as a Peace Officer including the ability to pass the PARE testing in the required time limits.

APPROVAL



Chief Administrative Officer

June 28, 2023
Date