

	Town of Rocky Mountain House POSITION DESCRIPTION FOR: Senior Community Peace Officer		
Department:	Protective Services	Effective Date:	November 5, 2025
Reports To:	Legislative & Protective Services Manager		

General Accountability:

The Senior Community Peace Officer position is responsible for ensuring compliance with Municipal Bylaws, Provincial Acts, and providing a positive presence in the community through community engagement and proactive public education. This position is also responsible for the daily supervision, mentorship, and coaching of the Community Peace Officers. The Senior Community Peace Officer will be strongly devoted to public service, be team orientated, innovative and result driven.

Core Duties

- Supervise and provide leadership to the Community Peace Officers and Bylaw Officer
- Promotes a safe and secure community by conducting proactive motor vehicle, bicycle, and foot patrols throughout the community
- Enforces all applicable Town Bylaws and provincial legislation and regulations as outlined on the Solicitor General's appointment schedule
- Attends training and professional development opportunities and inter-municipal forums, to maintain a current knowledge of developments in the field of Enforcement Services and to foster cooperation with other Municipal bodies
- Prepares Court material required for the prosecution of Bylaw or Provincial Statutes
- Act as a Town Court liaison when required to speak for Bylaw prosecutions
- Assist with updating and revision of Town Bylaws and departmental forms / documents
- Other duties as assigned by the Legislative & Protective Services Manager
- Performs any other duties that may be related to these functions as directed
- Responsible to ensure that the Town's taxi companies are complying with the Town's Taxi Bylaw
- The coordination of the Animal Control Contract (Kenneling)

Public Relations:

- Respond to inquiries involving municipal bylaws and provide information and interpretation to officials, business representatives, rate payers, and the general public.
- In coordination with the School Resource Officer provide educational programs to all the schools in Rocky Mountain House

- Promote public safety through community involvement, positive visibility and public relations.
- Maintain good working relationships with external agencies other departments and encourage team interaction
- Will assist in the development of a Town public relations strategy in relation to enforcement services.

Enforcement:

- In promoting a safe and secure community the position shall conduct proactive patrolling throughout the community to deter crime via motor vehicle, bicycle, and foot patrol
- Shift work including weekends and evenings
- Enforce all applicable Town Bylaws and provincial legislation and regulations as outlined on the Solicitor General's appointment schedule
- Attend training and professional development opportunities and inter-municipal forums, to maintain a current knowledge of developments in the field of Enforcement Services and to foster cooperation with other Municipal bodies

Administration:

- Address matters of discipline within Town guidelines and policies
- Coordinate plans with other departments and responds to their needs to ensure a coordinated approach in carrying out cooperative functions
- Follow file retention as per the Town of Rocky Mountain House Corporate Records Structure
- Receive and investigate complaints involving Municipal Bylaws. Issue violation tickets; collect, compile, and maintain evidence when required for Court action and the preparation of court documents; work with internal and external parties for coordinated response to joint investigations; represent the municipality in a court of law.
- Monitor all traffic tickets including payment of
- Recommend changes to bylaws and keep informed of changes to any acts, regulations, and statutes that would effect change in such bylaws
- Review applications for and carryout necessary duties at funerals, parades, and temporary closure of parking stalls or streets
- With the exception of traffic related offences, the Senior Community Peace Officer shall consult with Legislative & Protective Services Manager on any legal action required as a result of enforcement of Town bylaws
- Will perform the duties of Taxi Inspector
- In consultation with the Director of Corporate Services and Legislative & Protective Services Manager, will develop the annual budget and approve departmental expenditures in accordance with the budget

Support to others:

- Work with and assist other agencies and emergency services in the region. (RCMP, Fire Services, EMS, Fish & Wildlife, Clearwater County Peace Officers, Conservation Enforcement, Sheriffs etc.
- Assist other Town of Rocky Mountain House departments

Health and Safety:

- Participate in Health & Safety training, meetings, and reporting

- Maintains high level of safe work practices by adhering to the Towns occupational health and safety regulations and provides feedback on safe work practices that pertain to the position

Reports To:

- Legislative & Protective Services Manager

Minimal Qualifications:

- Post-Secondary Education in a related discipline or previous law enforcement experience as a Community Peace Officer is an asset
- Must meet all requirements of Alberta Justice Solicitor General to acquire Level 1 Community Peace Officer Appointment.
- Must have previous CPO level 1 experience within the last 3 years. Or attended CPOIP for Community Peace Officer Level 1 Training
- Must have valid PARE or equivalent upon start date
- Valid Alberta Driver's Licence (Minimum Class 5)
- Must maintain a clear criminal record authorized by the R.C.M.P. or local police agency
- Previous experience in Bylaw Enforcement, Commercial Vehicle Enforcement and/or Animal Control Enforcement is an asset
- Animal handling training or certification is an asset
- EVOC (Emergency Vehicle Operations Course) or equivalent is preferred (mandatory completion upon employment)
- Radar / Laser certification is required
- PPCT certification (Pressure Point Control Tactics) or equivalent control tactics is required.
- OC Spray / Baton certification is required
- First Aid / CPR certification is required
- Knowledge of computers / software – Microsoft Office / MOVES/ROADS / Incident Report systems (report exec) is an asset

Guidance Received:

Directives, manuals, regulations, ordinances, or other written guidelines used regularly by this position are:

- Public Security Peace Officer Program Policy and Procedure Manual 2023
- Town of Rocky Mountain House Bylaws.
- Town of Rocky Mountain House Policies and Procedures.
- Any Provincial Statutes or Acts listed on the Peace Officer Appointment

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are:

- This is a full-time position (Average of 40 hours per week) and may require some shift work & weekend shifts
- Community Peace Officers work closely with Planning and Development and Engineering and Operations
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects
- Requires discretion and confidentiality in all matters

Physical Demands:

This position may include the following:

- Being seated for long periods of time
- Bending & twisting motions
- Driving for long periods
- Being on your feet for long periods of time
- Being outside in all sorts of weather for long periods of time
- Lifting of 20 kgs

Additional Skills and Capabilities:

- Two to five years in a progressive leadership role (preferably with experience in traffic enforcement and municipal bylaw enforcement.)
- Good written and oral communication abilities
- Effectively deal with complaint investigation, conflict resolution and perform duties with minimum supervision
- Competency in the operation of computer systems
- Ability to deal with the public and staff in an effective and professional manner
- Strong analytical and interpersonal skills

CAO Approval: _____

Date: 11/05/25

Signatures:

I have read and understand the contents contained within this job description. The Legislative & Protective Services Manager has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Senior Community Peace Officer. This description will form the basis for my classification level and the basis for my performance evaluation.

Employee Name: _____

Employees Signature: _____

Supervisor Signature: _____

Date: _____