



Town of Rocky Mountain House
POSITION DESCRIPTION FOR:
Community Peace Officer Level 1

Department:	Protective Services	Effective Date:	April 3, 2025
Reports To:	Senior Community Peace Officer		

General Accountability:

The Community Peace Officer level 1 is responsible for maintaining peace and protecting life and property by enforcing select Provincial Statutes and Municipal Bylaws. Assisting other Town of Rocky Mountain House departments when needed and assisting other agencies in the area when requested. The successful candidate will be strongly devoted to public service, be team orientated, innovative and result driven.

Core Duties:

- 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 Senior Community Peace Officer.
- Performs any other duties that may be related to these functions as directed.

Support to others

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

Health and Safety:

- Participate in the 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:

- Senior Community Peace Officer

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)
- Must be willing to do shift work including weekends / holidays.
- 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:

- JSG public security peace officer program policy procedure manual 2022
- 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

Contacts:

Community Peace Officer level 1 will frequently have contact with the following:

- Rocky Mountain House RCMP
- Clearwater Regional Fire Services
- General Public.
- Town of Rocky Mountain House staff.

Environment:

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


- This is a full-time position (80 hrs bi-weekly) and will require some shift work / weekends as required.
- 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

CAO Approval: _____ 

Date: 04/03/25

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Community Peace Officer level 1. This description will form the basis for my classification level and the basis for my performance evaluation.

Employee Name: _____

Employees Signature: _____

Supervisor Signature: _____

Date: _____