



# Town of Rocky Mountain House

**JOB DESCRIPTION: COMMUNITY PEACE OFFICER – LEVEL 1**

---

**JOB DESCRIPTION: COMMUNITY PEACE OFFICER 1**

---

**CORE FUNCTION:**

The Community Peace Officer 1 is responsible for maintaining peace and protecting life and property by enforcing select Provincial Statutes and Municipal Bylaws.

**ACCOUNTABILITY:**

- Senior Community Peace Officer
- Designated Director

**STANDARDS OF PERFORMANCE:**

- Problem solving and taking initiative on tasks with a minimum of supervision.
- Ability to deal effectively and professionally with the public, internal staff and external agencies.
- Ability to conduct complaint investigations and handle conflict resolution with a minimum of supervision

**DETAILS OF FUNCTIONS:**

**PEACE OFFICER:**

1. Promotes a safe and secure community by conducting proactive motor vehicle, bicycle, and foot patrols throughout the community.
2. Enforces all applicable Town Bylaws and provincial legislation and regulations as outlined on the Solicitor General's appointment schedule.
3. 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.
4. Prepares Court material required for the prosecution of Bylaw or Provincial Statutes.
5. Act as a Town Court liaison when required to speak for Bylaw prosecutions.
6. Assist with updating and revision of Town Bylaws and departmental forms / documents.

**PUBLIC RELATIONS:**

1. Coordinates with the School Resource Officers to provide educational programs to schools in Rocky Mountain House.
2. Promotes the Town and the Protective Services Department in a positive manner when dealing with the general public and external agencies.
3. Maintains good working relationships with external agencies and other Town departments.

**OTHER:**

1. Other duties as assigned by the Senior Community Peace Officer.
2. Performs any other duties that may be related to these functions as directed.
3. 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.

**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.

Salary Range: \$66,909 - \$79,205 (2020 Hourly Grid) This is a full-time position (Average of 40 hours per week / Flex schedule / 10hr shifts) and will require some shift work / weekends as required. There is also a complete comprehensive benefits program through the Town with a pension plan (LAPP).