

Job Description

Working Title:	COMMUNITY PEACE OFFICER I
Position Type:	PERMANENT
FTE (ie: 1.0, 0.5):	1.0
Classification:	LEVEL 4
Division:	PROTECTIVE SERVICES
Department:	COMMUNITY AND PROTECTIVE SERVICES
Reports To:	COMMUNITY PEACE OFFICER SUPERVISOR
☐	New Position
☒	Update of current position
☐	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION 1: PURPOSE OF POSITION

The Community Peace Officer I, under the direction of the Peace Officer Supervisor, is responsible for enforcing Town Bylaws, including Animal Control and Provincial Statutes for which they are empowered. They will respond to and investigate complaints, conduct vehicle, bike and foot patrols to ensure public compliance with various Town Bylaws and Provincial Statutes. The Community Peace Officer I will liaise with and assist the RCMP and other external agencies with crime prevention, found property, public education and public safety. This position requires a flexible work schedule including evenings and weekends.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
25	Enforce Town Bylaws and Provincial Statutes to which they are empowered. - Perform the required duties concerning the issuance of tickets and notices. - Use discretion, tact and diplomacy in the process of enforcing bylaws and statutes. - Maintain appropriate records of all actions taken. - Patrol the Town by vehicle, bike, and on foot - Act in the capacity of a Licensing Officer as defined in the Business License Bylaw.
25	Investigate complaints and inquiries. - Respond to all complaints and inquiries in a timely fashion. - Use discretion, tact and diplomacy in the process of investigating complaints and inquiries. - Complaints and inquiries are resolved or referred to an appropriate agency.

25	Maintain all records required and abide by the Public Security Peace Officer Program and Alberta Court of Justice and attend Court Proceedings as required. • Maintain and administer files. • Maintain all records related to tickets, notices and fines. • Maintain evidence and when necessary present that evidence in Court.
20	Liaise with the RCMP, Town departments and other external agencies as required. • When requested by the RCMP or Fire Department, assist with incident scene management and traffic control. • Assist with community safety programs as required. • Conduct joint speed enforcement operations when requested by the RCMP. • Provide assistance to the Operations department during snow removal and spring street sweeping activities.
5	Other • Adhere to the Town of Stony Plain Occupational Health and Safety policy. • Other duties as assigned by the Supervisor and within the scope of this position.

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
	☐	☐

SECTION 4: QUALIFICATIONS

Level of education and experience required:
• High School Diploma or equivalent • Must have or be eligible for a Community Peace Officer I Appointment from Alberta Justice and Solicitor General. • A Diploma in Law Enforcement would be considered an asset. • Must be able to pass a comprehensive security check for access to the RCMP detachment. • Two years of practical experience. • Defensive Tactics training course is required.

Required designations, licenses, Certificates required:
• Valid Class 5 Drivers License • PARE certification • OC Certification • Defensive Tactics Training • Emergency Vehicle Operation Course • Animal control • Radar / Lidar course (asset) • Standard First Aid Certification (asset)

Required Knowledge, Skills and Abilities:
• Excellent verbal and written communications skills. • Excellent report writing, notebook and other documentation skills, ability to photograph scenes, preparation of affidavits for legal counsel. • Ability to make reasoned, compliance-based decisions and provide direction and information to both complainants and subjects of complaint. • Strong Customer Service Skills.

- Strong public relation skills including discretion, tact and diplomacy.
- Knowledge of general traffic enforcement, commercial vehicle enforcement, applicable provincial statute legislation and court procedures is required.
- Familiarity of municipal bylaw enforcement, animal control practices and working knowledge of Municipal Government Act and processes surrounding enforcement, entering onto properties, seeking orders and the injunctive process.
- Full physical mobility with a good level of physical fitness in alignment with the Physical Demands Analysis of this position
- Ability to work a rotational schedule comprising of days, evenings, weekends and statutory holidays.

Software/Technology

- Microsoft Office Suite
- Omnigo
- CPIC
- ROADS
- Smart Squad

PHYSICAL EFFORT

☐	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
☐	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
☒	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.

WORK ENVIRONMENT

☐	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
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☐	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
☒	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.