

**Position Title:** Community Peace Officer Level 1– Municipal Enforcement Officer  
**Department:** Community & Protective Services (Patrol)  
**Reports To:** Supervisor, Patrol Services  
**Completed:** December 18, 2007

New Position ☒ Update ☐ Request for Classification Review ☐

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**Position Summary:**

Reporting to the Supervisor, Patrol Services, the Community Peace Officer Level 1 - Municipal Enforcement Officer responds to and investigates complaints requiring Community Peace Officers and resolve same. Ensures public awareness and enforcement of all Traffic Laws, County Bylaws, authorized Provincial Statutes, with an emphasis on the Land Use Bylaw and the Community Standards Bylaw (untidy and unsightly properties, nuisance violations) enforcement. Assistance is provided to Emergency Response agencies, County departments, and outside agencies as required.

**1 Key Responsibilities**

**1.1 Duties**

**1.1.1 Provide effective patrol coverage, enforcement duties and investigation of complaints specific to the Standards Bylaw (untidy and unsightly properties, nuisance violations) and related complaints (received from the general public and other stakeholders). (55%)**

- Enforcement of the Municipal Government Act, Land Use, Community Standards (untidy and unsightly properties, nuisance violations) and Properties Bylaws as a strategic priority.
- Liaison with residents, other County departments, elected officials, and external agencies to resolve untidy & unsightly related issues.
- Identify and report road hazards and other infrastructure deficiencies, and work with stakeholders to remedy same.

**1.1.2 Provide effective patrol coverage, enforcement duties, and investigation of complaints from the public, of a traffic safety nature. (10%)**

- Provide efficient Patrol coverage to all areas of County, including patrols of industrial, residential and agricultural areas, using Patrol vehicles and on foot.
- Conduct routine preventative patrols and road side inspections throughout the County to detect and enforce authorized Provincial Statutes, and all County bylaws.
- Investigate and report complaints received from the general public and render assistance as required; complete all appropriate reports, internal and external.
- Resolve bylaw violations through enforcement measures including mediation, warnings and prosecution.
- Attend emergency situations and provide assistance as required; attend emergency incidents when requested.
- Attend all County Fires and provide reports as required.

**1.1.3 Carry out related Court duties and activities. (10%)**

- Attend Court and give evidence when required.
- Execute all warrants carrying out Court direction.
- Perform summons and subpoena service as directed by Court officers.

**1.1.4 Provide general public with information through approved activities. (5%)**

- Act as an information source on all Patrol matters for the general public.
- Attend community meetings, public functions and/or make presentations as requested, representing the department in a professional manner.
- Maintain a positive image through all contacts with the general public.

**1.1.5 Assist with emergency services duties as required. (5%)**

Assist with Intra-Departmental duties as requested by Department Manager.

**1.1.6 Issue permits as requested by the general public. (5%)**

Provide information assistance to Emergency Communications Operators and County office staff in Development Permits, Provincial and County Permits.

**1.1.7 Attend training courses as required. (5%)**

**1.1.8 Care for and maintain all department equipment. (2%)**

**1.1.9 Perform other duties as assigned. (3%)**

**1.2 Most Difficult and/or Complex Aspects of the Position**

Community Peace Officers must exercise discretion and judgment in the delivery of enforcement services, with expert knowledge of their authority under all legislation and statutes. Particular emphasis on traffic enforcement and dealing with unknown situations requires anticipation and keen awareness for maintaining safe work practises. Community Peace Officers must also maintain confidentiality of reports and other information that they become aware of as part of day-to-day activities.

**1.3 Diversity and Scope of Services**

Primarily responsible for the effective patrol coverage, enforcement duties and investigation of complaints specific to untidy & unsightly related properties. Also responsible for a variety of enforcement services within the scope of Community & Protective Services and their support may extend to any department with bylaw and other appropriate law enforcement issues. Community Peace Officers play a key interactive role with other enforcement agencies in protecting the public, enforcement, and educational activities on behalf of the County.

**2 Decision – Making/Accountability**

**2.1 Decision Making/Independence**

The position requires judgment to be exercised concerning interpretation of the Solicitor General Public Security Peace Officer Program Policy and Procedures/Criminal Code/Provincial Statutes/County Bylaws and directives, ensuring good relations with the public. Community Peace Officers are expected to exercise appropriate enforcement action in any given situation, using Departmental policy and procedure as guidelines.

**2.2 Results or Outcomes Expected**

Community Peace Officers are expected to display and maintain a high level of knowledge and competency in the enforcement of all appointed legislation. They must ensure that all enforcement duties are conducted with proper authority and within the requirements of departmental policies, procedures and guidelines, and within provincial and federal legislation. Incumbents are expected to meet performance measure requirements, maintain appropriate levels of physical fitness, a clear criminal background, and adequate driver's license level.

Community Peace Officers should demonstrate knowledge and competency in investigating complaints, and submit concise and legible reports. Proper enforcement should result in a reduction of offences and incidents in the County relating to jurisdiction.

**2.3 Impact/Consequence of Error**

Failure to achieve the expected outcomes may have a negative effect on the image/credibility of the Department as well as the County. Public and officer safety may be jeopardized if proper authorities, guidelines and enforcement procedures are not followed.

**3 Administrative Responsibility**

**3.1 Planning**

Community Peace Officers provide input to the Supervisor and or Manager regarding procedural, and administrative changes on day-to-day issues; and may contribute ideas during the year regarding annual departmental and organizational goals.

**3.2 Financial**

Community Peace Officers seek the supervisor's authority for purchasing or expenditures on departmental needs.

**3.3 Human Resources/Workforce**

This position is non-supervisory, however, Community Peace Officers may provide assistance in training and orientating temporary or student placements.

**3.4 Occupational Health & Safety**

Maintains awareness of and adheres to the County's OH&S policies by following responsibilities as outlined in the Health and Safety Manual, and complies with all safe work procedures and the OH&S program requirements.

**4 Contacts**

**4.1 Internal**

Contact is made regularly with the supervisor and other staff to provide reports and exchange information regarding day-to-day activities and enforcement issues.

**4.2 External**

Contact is made routinely with the general public, other law enforcement and emergency response agencies, other government/community agencies, and local business in the process of enforcement activities or to provide/exchange information.

**5 Working Conditions**

**5.1 Environment**

This work involves potentially stressful and/or dangerous working conditions (officer/violator confrontation), driving for long periods even during very poor weather, exposure to dangerous animals/dangerous goods (chemicals).

**5.2 Physical Effort**

This position involves physical efforts with a minority of sedentary (office work/filing reports/driving) to moderate/heavy work. This can involve lifting/loading (bending/ reaching) and weighing of Commercial Vehicles using portable weigh scales (50 lbs each X 6); unpredictable confrontations with violators during enforcement activities.

**6 Qualifications****6.1 Formal Education**

Must have completed Grade 12, with preference given to those who have received and successfully completed a recognized law enforcement training program from a police force or college, or the Alberta Solicitor General's Public Security Peace Officer Training (within the last 5 years).

**6.2 Training/Experience**

Previous employment with an accredited Police force or Community Peace Officer Service is recognized, as is experience received in a field training capacity (i.e. cadet or auxiliary programs). Assets include certification (training) in: OC spray, ASP Baton (within the last 5 years), shotgun (within the last 12 months), experience in Untidy & Unsightly enforcement and traffic enforcement (RADAR and LASER),

**6.3 Professional Designation/License/Memberships**

Must have and maintain a valid drivers license; must be eligible to obtain and maintain in good standing, appointment as a Community Peace Officer Level 1.

**6.4 Special Skills/Knowledge/Abilities**

Community Peace Officers must possess exceptional interpersonal skills, provide exceptional customer and administrative service through tactful, clear and effective communication, demonstrate effective conflict management and public relations skills, and work well under minimal supervision. In addition this incumbent must be able to make decisions related to untidy & unsightly issues with minimal supervision. Proficiency with computer applications (MS Office) is required. Assets include familiarity with traffic related legislation. Successful completion of the Physical Ability Requirement Evaluation (PARE) test, or approved equivalent.

**ORIGINAL SIGNED JANUARY 16, 2008**

<u>Signatures</u>
Date: _____
Manager: _____
General Manager: _____
CAO: _____