



JOB DESCRIPTION

Position: **Community Peace Officer I** Job Type: **Full-Time Permanent**
Department: **Administration** Reports to: **CAO, or designate**
Work Week: **Flexible Work Week – Weekends, Evenings and Holidays**
37.5 hour

Position Overview

Reporting to the Chief Administrative Officer (or designate), the Community Peace Officer I (CPO I) is responsible for the enforcement of Provincial Statutes and Municipal Bylaws within the municipality. This role supports the Municipal District of Pincher Creek, the RCMP, and other agencies, promoting public safety, awareness, and education.

The CPO I must consistently demonstrate professionalism, confidentiality, and a strong commitment to community engagement. Primary responsibilities include conducting patrols, investigating complaints, providing enforcement services, and preparing case files for court. This position requires knowledge of relevant legislation, enforcement procedures, and the court system. The CPO I must have outstanding interpersonal communication and conflict resolution skills. The CPO I must demonstrate sound independent judgement and the capacity to maintain confidentiality.

Responsibilities Overview

Enforcement

Provincial and Municipal Statutes:

- Enforce select provincial statutes and municipal bylaws.
- Conduct routine patrols of MD roadways, parks, properties, and primary highways to identify and address infractions.
- Issue / serve violation tickets, orders, summons, and subpoenas and other relevant documents as required.

Traffic Enforcement:

- Provide proactive and reactive traffic enforcement services including but not limited to: moving violations, parking, road bans, off-highway vehicles, and commercial vehicle weights and dimensions.
- Utilize enforcement tools including: Radar, Lidar, Portable scales, Radios, Body Worn Cameras and In-car audio and video

Public Safety:

- Participate in public safety activities and educational programs to enhance community awareness and compliance.

Investigations

Complaint Response:

- Respond to inquiries and complaints from the public, providing clear information and interpretation of bylaws and statutes.
- Investigate complaints and disputes related to MD's municipal bylaws, with a focus on achieving compliance and ensuring appropriate resolutions through education, fines and orders.
- Investigate and respond to complaints related to select provincial statutes within the municipality

Evidence Collection:

- Collect, document, and report on activities and investigations, maintaining and processing exhibits in accordance with MD policies and SOPs.

Court Preparation & Testimony:

- Prepare court briefs and disclosure documents, ensuring accuracy and completeness for court proceedings.
- Provide evidence in court, testify for the Crown in provincial and bylaw matters, and ensure professional standards in court procedures.

Community Interaction

Public Relations:

- Engage with the community through resident interactions and group involvement to promote positive public relations and community trust.
- Provide friendly and informative education to the public regarding municipal bylaws, provincial statutes, acts, and regulations.

Awareness and Education:

- Conduct proactive, preventative, and highly visible patrols focused on public safety, education and awareness.
- Participate in internal and community meetings to maintain cooperative relationships with enforcement and protective service agencies.

Interagency Collaboration

Law Enforcement Coordination:

- Serve as a liaison with the RCMP and other law enforcement agencies, assisting with joint investigations and information exchange where appropriate

MD of Pincher Creek is a community that manages growth and supports our western heritage while preserving our natural environment.

- Establish and maintain close working relationships with RCMP detachments and neighboring jurisdictions.

Support and Assistance:

- Assist other agencies with investigations as required and exchange information as necessary.
- Assist community residents, municipal departments, and stakeholders related to bylaws, traffic safety, and community standards.

Administration

Documentation and Reporting:

- Prepare and maintain comprehensive case files, reports, and documentation for timely follow-up and court proceedings.
- Complete all reports and tasks promptly and accurately, ensuring detailed records of all activities and investigations.

Meeting Attendance:

- Attend internal and external meetings as required, maintaining excellent communication with stakeholders and other departments.

Safety and Compliance

Health and Safety Policies:

- Adhere to MD's health and safety policies and comply with all safe work procedures.
- Carry out safe work practices and adhere to other work-related and safety regulations.

Emergency Response:

- Assist other emergency services as required, displaying a high degree of professionalism and confidentiality in complex situations.

Equipment and Vehicle Maintenance

Maintenance Standards:

- Maintain patrol vehicles, issued uniforms, and equipment to a high standard of repair and cleanliness.
- Ensure all equipment is in good working order and report any maintenance issues promptly

Additional Responsibilities:

- Animal Control:
- Respond to calls under the Animal Control Bylaw, including the rescue, trapping, transportation, and impoundment of domestic animals.
- Undertake other tasks and responsibilities within the scope of the position as assigned.
- Display professionalism, discretion, and a commitment to confidentiality in all aspects of work.

Other Requirements / Qualifications

- Post secondary diploma / degree in a related field is preferred and/or extensive related experience in combination with High School Diploma or GED
- Canadian citizen or landed immigrant, 18 years or older
- 3 – 5 years relevant experience preferred
- Ability to pass and maintain CPO I appointment during period of employment and complete verified criminal records check
- Must complete approved physical abilities evaluation test. If completing PARE test, must be done in a time of 4:45 seconds or less. Other approved tests include: COPAT / POPAT / APREP.
- Must have valid Alberta Class 5 licence
- Must have or be able to successfully complete Emergency Vehicle Operations training, Radar / Lidar training, Commercial Vehicle Weights and Dimensions training, Shotgun training, First Aid/CPR, CPOIP training and officer safety training (OC Spray, Baton & Defensive Tactics)
- Must abide by all MD Pincher Creek Polices and SOPs and Public Security Division Peace Officer Policy and Procedures Manual
- Knowledge of general traffic enforcement, commercial vehicle enforcement, applicable provincial statute legislation and court procedures is required
- Familiarity with municipal bylaw enforcement, animal control practices and working knowledge of the Municipal Government Act and processes surrounding enforcement, such as entering onto properties, seeking of orders and the injunctive process
- Experience / familiarity with Microsoft Office suite, MRF Records Management System, CPIC, ROADS and emergency services communications protocols are assets
- Other duties as may be assigned

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. This job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the workload.

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