



# Community Peace Officer Level 1 Job Description

<b>Department</b>	Protective Services
<b>Reports to</b>	Manager/Sgt. Of Protective Services
<b>Job Description Approval Date</b>	

**POSITION SUMMARY:**

The Community Peace Officer works under the direction of the Manager/Sgt of Protective Services and will be required to perform the duties of a Community Peace Officer (CPO) in so far as carrying out the law enforcement functions of Camrose County. Working as a team with other CPOs, this position enforces provisions of Provincial legislation (i.e. Traffic Safety Act and all associated regulations, Gaming, Liquor and Cannabis Act, and Animal Protection Act, etc.); liaise with RCMP and Peace Officers from other municipalities. The CPO will patrol the County diligently and enforce the provisions of Camrose County By-laws and those Provincial Statutes listed in their appointment. The CPO will investigate complaints and other matters within their appointment, which they receive from the general public or as a result of instructions from the Manager of Protective Services.

The employment of a CPO will be subject to the appointment of the employee as a CPO by the Solicitor General of the Province of Alberta.

The CPO shall obtain the necessary appointments of enforcement authority for specific Provincial Statutes from the Solicitor General of the Province of Alberta. Appointments are specific and enforcement activities must be restricted to the designated authorities and patrol areas within the boundaries of Camrose County. The CPO, under the direction of the Manager/Sgt. of Protective Services, enforces provisions of appointed Provincial Statutes and various County By-laws. Acting within the appointed Provincial Statutes, investigates matters reported by the general public or as a result of instructions from the Manager/Sgt. of Protective Services.

A CPO may carry only the equipment permitted by the Public Security Peace Officer Program Policy and Procedures Manual.

**KEY DUTIES AND RESPONSIBILITIES:**

- Enforce County By-laws, applicable statutes as per appointment from Solicitor General, Commercial Vehicle – Weights and Dimensions, Enforcement and Traffic Enforcement, as well as other public safety activities and education activities
- Patrol County roadways and primary highways (in relation to the appointment), parks and properties to identify and address infractions
- Respond to inquiries and complaints from the public of Camrose County or over the telephone; provide information and/or interpretation on the content and intent of County By-laws and Provincial Statutes.
- Lay charges under appropriate legislation

- Prepare court briefs and serve documents. Testify for the Crown in relation to Provincial and By-law matters. contact other law enforcement agencies and refer matters as necessary
- Maintain a record of all activities in a manner necessary to substantiate any court action required
- Serve in a liaison capacity with representatives of other law enforcement agencies
- Establish and maintain a close working relationship with Camrose Police Service, Camrose and Bashaw RCMP detachments and other enforcement agencies within Camrose County
- Assist other agencies with investigations as required and exchange information as necessary
- Contact law enforcement agencies in other jurisdictions as required
- Be familiar with the Public Security Peace Officer Program Policy and Procedures Manual and will report immediately to the Manager of Protective Services each use of baton, OC spray or use of force incidents
- Address County concerns regarding road bans, traffic, and park operations
- Respond to complaints, conducts vehicle patrols while focusing on a pro-active, preventative, educational and highly visible patrol schedule
- Participate and attend internal and community meetings and maintain cooperative relationships with other enforcement and protective service agencies
- Maintain the patrol vehicle, issued uniform and equipment to a high standard of repair and cleanliness
- Perform all duties and responsibilities within policy guidelines as established by Camrose County
- Maintain the confidentiality of sensitive information, seen or heard
- Perform all duties with a level of interpersonal skill appropriate to the position and may be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position specification

## **QUALIFICATIONS:**

- Minimum Grade 12 education or equivalent
- Diploma in Law Enforcement, Criminal Justice would be an asset
- Three to five years of experience in the provision of a Peace Officer or Police Officer or rural municipal bylaw enforcement
- A Canadian citizen or landed immigrant
- 18 years of age or older
- Possess a valid Class 5 Alberta Driver's License
- Standard First Aid & CPR/AED Certificates
- Candidate must provide a RCMP security clearance, drivers abstract and successfully complete an enhanced Security/Reliability screening
- Meet the requirements for a CPO appointment as set out in the Peace Officer Act, Peace Officer (Ministerial) Regulation and Public Security Peace Officer Program Policy and Procedures Manual for the Province of Alberta
- Be subject to the successful appointment as a CPO by the Solicitor General of the Province of Alberta. Upon receiving his appointment, the CPO must take the prescribed Oath of Office before commencing duties
- Knowledge and experience in rural By-law Enforcement, Provincial Legislation, Commercial Vehicle Weight Enforcement and Traffic Enforcement is an asset
- Successful completion of the PARE fitness test within the prescribed time (4:45 within the past six months)
- Strong interpersonal skills, including tact and diplomacy, articulate written and oral communication skills

including public speaking are necessary

- Competency using computers in the technical areas of word processing, spreadsheets, and databases. Experience with MOVES/ROADS would be an asset
- Ability to communicate effectively using courtesy, skill and discretion in dealing with requests, complaints and clarification of information
- Ability to deal effectively with complaint investigation and conflict resolution, perform with minimal supervision and a willingness to work weekends and/or statutory holidays as required
- In good health, both mentally and physically

### **WORKING CONDITIONS:**

- Shiftwork (days, nights, afternoons) with the shifts totalling 1820 hours per year, which include weekends, holidays and special events
- Sitting/standing for extended periods of time
- Regularly working and traveling throughout the County in all weather conditions
- May encounter unpleasant interactions with individuals
- Stress associated with risk management and the responsibility for the safety and protection of citizens
- Dexterity of hands and fingers to operate a computer keyboard and mouse
- Lifting and transporting of moderately heavy objects
- Additional working hours as required

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.

### **Interested applicants are encouraged to submit their resume to:**

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Manager/Sgt. Protective Services

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