

TOWN OF OKOTOKS – JOB DESCRIPTION OVERVIEW

JOB TITLE:	Community Peace Officer
CLASSIFICATION	TBD
REPORTS TO:	Municipal Enforcement Manager
BUSINESS CENTRE:	Okotoks Municipal Enforcement
DATE COMPLETED:	March 2024

JOB SUMMARY: *Provide up to four sentences describing the jobs core purpose.*

The primary responsibility of a Community Peace Officer within the town of Okotoks is to support public safety by providing residents and businesses a prompt and reliable service. This involves responding to and investigating complaints by educating and/or enforcing the municipal bylaws and/or provincial statutes listed on their appointment. Community peace officers focus on operational priorities of traffic enforcement, pedestrian and school zone safety including animal control duties and supporting town infrastructure and events.

KEY RESPONSIBILITIES: *Provide a brief description of up to five major responsibilities and approximate percent of time dedicated to each (up to 4 sentences). NOTE: When there are multiple incumbents in a role, percentage of time spent in each responsibility area may vary.*

Daily Operations –The primary duty of a Community Peace Officer (CPO) is to respond to and investigate calls for service within the town of Okotoks, following up with a detailed written report. Operational priorities are focusing on pedestrian and school zone safety, Traffic Enforcement, and Animal Control duties. Okotoks Municipal Enforcement (OME) proactively supports school safety and conducts patrols across the town. Other responsibilities of a Town of Okotoks CPO include proactive patrols of town roadways, pathways and infrastructure. A CPO is expected to work collaboratively with the RCMP, maintaining a good working relationship by assisting with calls that are within the scope of their duties and conducting joint traffic operations. In addition, a CPO is also required to conduct foot/bike patrols of local parks and the river valley. Officers may be assigned to a school and will be required to collaborate with local schools to build relationships as a positive role model to the youth.

Administration – Write detailed reports and prepare necessary documentation for prosecution of offenders including entering of exhibits, subpoenas, witness statements, prosecution information sheet, remedial order etc.

Other Responsibilities - Participate in or lead enforcement activities including cross-functional projects. Research enforcement related topics and produce reports if required. Liaise and build relationships with external and neighbouring enforcement communities. Conduct public awareness and information seminars for students and the general public.

EDUCATION: *Provide minimum formal education required (degree, diploma, trade, etc.)*

Equivalent to completion of a diploma training program at a college or technical school such as Related degree or diploma (Criminology) an asset. Must possess Community Peace Officer certification (CPO 1). Must have and maintain First Aid and CPR certification.

EXPERIENCE: *Provide minimum related years and type of experience required.*

3 or more years of related work experience representing continuous learning and career progression.

OTHER SKILLS & COMPETENCIES: *Provide other skills and competencies required.*

Knowledge of municipal bylaws and provincial statutes, Radar & Laser equipment operations, ROADS, JOIN (Report management systems) experience, dangerous goods enforcement, driver safety training, and WHMIS are assets. Strong interpersonal skills including tact and diplomacy, articulate written and oral communication skills including public speaking are necessary, as well as a valid Alberta class 5 driver's (or provincial equivalent) with no more than 6 demerits, no current suspensions or charges pending is required. Must be able to complete the employer led PARE physical abilities testing where you will receive a certificate of completion, in under 4 minutes 45 seconds; acute vision, no colour blindness are requirements. Computer skills in Word and Excel are an asset. Must be able to obtain and maintain security clearance at the level of RCMP 'Verifiable Reliability'. Must be able to meet the shift requirements; shifts may include evenings, weekends and statutory holidays