

Peace Officer

Job Description

Reports to:	Municipal Enforcement Team Leader
Division:	Community Safety & Organizational Excellence
Business Centre:	Municipal Enforcement
Team:	Municipal Enforcement Team
Date Updated:	2025

Job Scope: The primary responsibility of a Community Peace Officer within the Town of Okotoks is to support public safety by providing residents and businesses with prompt and reliable service. This involves responding to and investigating complaints, educating and/or enforcing municipal bylaws and provincial statutes, and focusing on operational priorities such as traffic enforcement, pedestrian and school zone safety, animal control, and support for town infrastructure and events.

Key responsibilities of the job are as follow:

1. General responsibilities:

Daily Operations & Enforcement

- Respond to and investigate calls for service within the Town, providing detailed written reports.
- Focus on pedestrian and school zone safety, traffic enforcement, and animal control duties.
- Conduct proactive patrols of roadways, pathways, parks, river valley, and town infrastructure.
- Collaborate with the RCMP, assisting with calls within scope and conducting joint traffic operations.
- Perform foot and bike patrols; build relationships with local schools and serve as a positive role model for youth.

Administration & Documentation

- Write detailed reports and prepare documentation for prosecution, including exhibits, subpoenas, witness statements, prosecution information sheets, and remedial orders.

Public Engagement & Cross-Functional Activities

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

2. Other responsibilities:

- Ensure compliance with OH&S, Town Standards and Administrative Guidelines; and
- Projects as assigned.

Qualifications and required skills:

- **Education:**

- Equivalent to completion of a diploma training program at a college or technical school. It requires an ability to understand, utilize and communicate specialized information in speech and written text. This specialized training is often formalized and recognized by a diploma (e.g., Criminology) or related field.
- **Certifications:**
 - Must possess Provincial Peace Officer certification (CPO 1).
 - Must have and maintain First Aid and CPR certification.
 - Valid Alberta class 5 driver's license (or provincial equivalent) with no more than 6 demerits, no current suspensions or charges pending.
 - Ability to complete employer-led PARE physical abilities testing (certificate of completion in under 4 minutes 45 seconds); acute vision and no color blindness required.
- **Experience:** 3 or more years of related work experience representing continuous learning required.
- **Other:**
 - Knowledge of municipal bylaws and provincial statutes.
 - Experience with Radar & Laser equipment, ROADS, JOIN (report management systems), dangerous goods enforcement, driver safety training, and WHMIS.
 - Strong interpersonal skills, tact, diplomacy, and articulate written and oral communication skills, including public speaking.
 - Proficient with Microsoft Office Suite and position relevant software.
 - Ability to obtain and maintain RCMP 'Verifiable Reliability' security clearance.
 - Ability to meet shift requirements, including evenings, weekends, and statutory holidays.