

## Peace Officer Posting – 2024 – Town of Beaverlodge

### **JOB DESCRIPTION: COMMUNITY PEACE OFFICER**

**STANDARD HOURS: 40 Hours/Week – 4 on 4 off Rotating Shift Schedule**

### **JOB TITLE OF IMMEDIATE SUPERVISOR – SENIOR COMMUNITY PEACE OFFICER**

The Municipal Enforcement Services department's function is to professionally and effectively enforce and/or aid in the enforcement and administration of those laws in effect within the Town of Beaverlodge.

### **POSITION OVERVIEW:**

Reporting to the Senior Peace Officer, the **Community Peace Officer** ensures compliance of all municipal bylaws, the Traffic Safety Act, other various provincial acts and legislation, as well as conducts patrols and investigates complaints within those Bylaws and Provincial statutes. This position focuses on public safety, infrastructure protection and municipal regulatory compliance that administers actions including regulated penalties to individuals or businesses, prepares case files for timely follow up including documents for court. This position also provides a supportive role to other Town of Beaverlodge departments, RCMP, and outside agencies promoting positive public relations, public awareness and education. Considerable confidentiality, attention to detail, and independent judgement is required.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Every employee's participation in the Town of Beaverlodge's health and safety management system is integral to our success. Together we have the responsibility to promote our health and safety program, follow safe work procedures and comply with Occupational Health and Safety legislation. To demonstrate that safety is our way of life we must all work to protect our own health and safety and the health and safety of those around us.

1. Enforce all Town municipal bylaws and select provincial statutes as required.
2. Ensure familiarity and understanding of the court system and trial process; municipal bylaws, provincial statutes and their application.
3. Respond to calls for service and conduct field investigations as required following acceptable practices and timelines as per Municipal Enforcement Services department' Standard Operating Procedures (SOP) manual, within the scope of authority.
4. Conduct routine patrols to provide high visibility in the community. This includes patrols by vehicle, ATV, foot, and bike.
5. Develop public awareness campaigns and maintain positive public relations at all times.
6. Respond to calls for service and conduct investigations under the Animal Control Bylaw and other provincial legislation including the apprehension and confinement of stray, injured, and nuisance domestic animals in the most safe, humane and approved manner possible.

7. Collect and maintain evidence as required; liaise with internal and external parties in joint investigations, prepare written investigative reports that may be introduced as legal court evidence.
8. Assist Regional Fire Service, Emergency Management and/or other Town of Beaverlodge departments in safely carrying out their duties as required.
9. Act as a resource person for inquiries regarding municipal bylaws and provincial statutes whether by public or Council request, or refer the matter to the proper authority.
10. Educate the public while in the field regarding responsible pet ownership, animal, and any other municipal or provincial regulatory legislation.
11. Perform proactive patrols for “Unsightly Premises” in the summer and “Snow Removal” non-compliance in the winter along with parking, abandoned vehicles, animal control and other bylaw or municipal regulatory calls for service year-round on a regular routinely basis.
12. Respond to dispatched calls in priority order and determine appropriate action.
13. Arbitrate disputes if possible. Issue warnings, violation tickets, and compliance notices. Appear for scheduled court dates and testify regarding prosecutions to a professional standard. Coordinate efforts with other community professionals such as police officers, court officials and veterinarians.
14. Conduct consistent and fair traffic enforcement including, but not limited to, passenger vehicle, commercial vehicle and driver fitness, Dangerous Goods, and commercial vehicle weights and dimensions.
15. Liaise with the various RCMP detachments providing policing coverage within the Town of Beaverlodge, conduct Joint Force Operations targeting areas of mutual concern for public safety within Town and surrounding areas.
16. Conduct safe and efficient handling of a shotgun and PepperBall® launcher.
17. Inspect and clean department patrol vehicle(s), equipment daily and report problems to the Senior Peace Officer.
18. Assist in other related duties as assigned by the Senior Peace Officer. This includes assignments of Fire Protection or Emergency Management related duties as required.

## **QUALIFICATIONS STATEMENT**

### **Education & Experience:**

- Must be 18 years of age or older;
- Grade 12 diploma;
- Community Peace Officer Induction Program (CPOIP) within the last five (5) years;
- Must be eligible to obtain a Level 1 Peace Officer Appointment;
- Clean Criminal Record & Vulnerable Sector Check;
- Clean Drivers Abstract and minimum valid Class 5 operator's license;
- Valid Possession & Acquisition Firearm's License;
- Valid First Aid, CPR & AED Level C;
- Valid Physical Ability Requirement Evaluation (PARE) of 4:45 or less within last 3 months;
- Valid Threat Pattern Recognition (TPR), ASP Baton, OC Spray certifications;
- Valid Shotgun Operator's Course;
- Valid On-highway's Dangerous Goods Inspector Course;
- Cargo Securement Enforcement Course;
- Commercial Vehicle Weights & Dimensions Course;
- Transport Canada Water Enforcement Officer Training;
- Animal Apprehension & Safe Handling Course;
- PepperBall® Launcher Operator's Course;
- Radar and Lidar speed measuring instrument certifications;
- Emergency Vehicle Operator's Course (EVOC);
- Law Enforcement Bicycle Association Course (LEBA);
- On Scene Traffic Control Course;
- Safety at the Door Course;
- ATV Course;
- Basic Emergency Management Course, ICS 100, ICS 200;
- Warrant Execution Procedure Course;
- Valid Police Security Clearance an asset;
- Commissioner for Oaths Appointment an asset;
- Child Restraint Systems Technician certification an asset.

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of the Animal Protection Act, Dangerous Dogs Act, Dangerous Goods Transportation & Handling Act (AB) including the Transportation of Dangerous Goods Regulations (Federal), Environmental Protection & Enhancement Act, Fuel Tax Act, Gaming, Liquor, & Cannabis Act, Highway Development & Protection Act, Petty Trespass Act, Provincial Administrative Penalties Act, Provincial Offences Procedure Act, Tobacco, Smoking, & Vaping Reduction Act, Traffic Safety Act, Trespass to Premises Act;
- Knowledge and understanding of the Municipal Government Act and regulatory Municipal Bylaws;

- Demonstrate animal health and well-being knowledge, skills and abilities to include: care of domestic animals, knowledge of animals and zoonotic diseases, ability to determine breeds and species, sex and age. Ability to recognize signs of animal neglect, abuse and cruelty;
- Knowledge of law enforcement techniques, principles, practices and court procedures;
- Computer familiarity including Word, Excel, Power Point, Outlook, GIS applications, E-ticketing, ROADS/MOVES, JOIN and CPIC;
- Ability to provide a clean driver's abstract;
- Must be of good character, have a willingness to learn, and work well with others;
- Ability to file accurately and to track records in compliance with policies, procedures and guidelines;
- Ability to use computer applications to enter and retrieve data, access information, and to produce a variety of correspondence, documents and reports;
- Ability to openly share information, knowledge and expertise with the Senior Peace Officer, other team members and co-workers;
- Ability and willingness to adapt to work effectively and within a variety of diverse situations;
- Ability to respond effectively and professionally to other people from diverse backgrounds;
- Ability to keep Senior Peace Officer and Chief Administrative Officer informed on progress and of significant issues;
- Ability to effectively maintain a good working relationship with other Town employees;
- Ability to effectively assess workload and share the workload with others if and when necessary;
- Ability to accurately read maps;
- Ability to have full attention to detail; sound judgement and tact;
- Ability to maintain effective working relationships with other professionals in the community;
- Ability to be self-motivated and work effectively without constant direct supervision;
- Skilled in animal capture and restraint methods, and the ability to interpret animal body language;
- Ability to work shifts as assigned (some evening, weekend and stat holiday work required);
- Ability to lift up to 75lbs;
- Comply with records management practices as stated in the Municipal Enforcement Services department' Standard Operating Procedure manual and the Town' Records Retention & Disposition Policy;
- Ensure all work-related information is kept confidential as per policy and in accordance with the Freedom of Information and Protection of Privacy Act.
- Ability and willingness to progress as an Officer, look for ways to enhance your skills while maintaining current certifications.

### **Core Competencies:**

- Quality Orientation
- Time Management
- Problem Solving
- Accountability and Dependability
- Decision making and Judgement
- Operating Equipment
- Ethics and Integrity

- Planning and Organizing
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating
- Communication
- Energy & Stress
- Teamwork
- Interpersonal Skills
- Confidentiality
- Record Keeping
- Trustworthy
- Transparent
- Respectful
- Collaborative
- Client Focus and Optimal Customer Service

### **Training Matrix**

- Threat Pattern Recognition (TPR), ASP Baton, OC
- Winter Driving Fundamentals / Defensive Driving
- First Aid, CPR including AED
- Hazard Identification, Assessment & Control
- Musculoskeletal Injury Prevention – Office Environment & Industrial Ergonomics
- Working Alone
- Workplace Violence Prevention
- Community Peace Officer Induction Program (CPOIP)
- Shotgun Operator's Course
- PepperBall® Launcher Operator's Course
- Physical Ability Requirement Evaluation (PARE)
- Emergency Vehicle Operator's Course (EVOC)
- Possession & Acquisition Firearm's License
- On Highway's Dangerous Goods Inspector Course
- Level 1 CVSA Inspector's Course
- Radar and Lidar certification courses
- Animal Apprehension & Safe Handling Course
- Transport Canada Water Enforcement Officer Training
- Law Enforcement Bicycle Association Course (LEBA)
- On Scene Traffic Control Course
- ATV Course
- Basic Emergency Management, ICS 100, ICS 200
- Warrant Execution Procedure Course
- Staff Intranet
- GIS
- FOIP General Awareness
- WHMIS
- Fire Extinguisher

- Anti-Racism Training
- Fit for Work Training
- Dealing with Difficult People Training

### **Compensation**

- The Town of Beaverlodge offers a comprehensive benefits package and pension plan.
- Salary \$88,628 - \$95,867, dependent on years of experience. **Please NOTE: A new hire will be working in a Bylaw Officer capacity therefore offered a Bylaw Officer salary anywhere from \$67,537 - \$73,049 until such time Peace Officer status is obtained.**

### **How to Apply**

Interested candidates may submit their cover letter outlining their experience, credentials in accordance with the above requirements, and resume` with references:

**By Email:**       Attention: Senior Peace Officer  
[wkardash@beaverlodge.ca](mailto:wkardash@beaverlodge.ca)

**Closing Date: May 1, 2024 @ 12 Noon.**

*Please quote the position in the subject line. The Town of Beaverlodge wishes to thank all those who applied for this position, however only those selected for an interview will be contacted.*