



## Community Peace Officer I Employment Opportunity

### Community & Protective Services Department

---

Reporting to the Director of Community and Protective Services, the position of Community Peace Officer I is responsible to promote, educate and enforce Town of Crossfield municipal bylaws as well as enforce various provincial legislation as authorized by Alberta Justice and Solicitor General, Public Security Division.

#### Essential Functions

- Promote and enforce all Town of Crossfield bylaws as approved by Town Council.
- Enforce provincial legislation as authorized by Alberta Justice and Solicitor General.
- Conduct routine patrols of the Town of Crossfield to ensure compliance with all Town bylaws and provincial legislation.
- Respond to bylaw inquiries brought forward by residents, business owners, Town council, Town staff, etc. and ensure that proper investigation and appropriate action is taken and documented in each circumstance.
- Work collaboratively with regional partners (e.g. RCMP, other law enforcement and policing entities, neighboring municipalities, etc.) to enhance community policing and community education initiatives.
- Maintain an effective working relationship with other key personnel and groups, including all staff and departments, community groups and business community members.
- Develop, recommend and implement public education/awareness/safety and community engagement initiatives.
- Assist with safety or public awareness programs/initiatives offered by other organizations as requested and/or available (e.g. school or other community group programs).
- Prepare files for court which contain all necessary information and attend court to ensure proper prosecution of files, tickets issued, etc.
- Provide recommendations and input in developing and amending Bylaws as required.
- Ensure detailed reports are developed for all incidents, occurrences and investigations, and that proper records are kept for provincial and bylaw tickets issued.

#### Qualifications & Skills

##### EDUCATION AND EXPERIENCE

- Appointment as a Level 1 Community Peace Officer through Alberta Justice and Solicitor General, or the ability to be confirmed as one upon hire.
- Minimum of 3 years' experience as a Level 1 Community Peace Officer.
- Preference for post-secondary education in a related field (e.g. Criminal Justice Studies, Criminology, etc.).
- Thorough knowledge of municipal operations, municipal bylaws, provincial statutes, provincial court processes and other relevant legislation, policies and procedures.
- Current class 5 drivers license with a clean drivers abstract.
- Current criminal background and vulnerable sector check
- Current certifications in baton, OC spray, shotgun, emergency vehicle operation, defense/control tactics, first aid/CPR/AED considered an asset.

## **SKILLS AND ABILITIES**

- Proficient with computers and all aspects of Microsoft Office.
- Ability to make effective and influential decisions to ensure all situations are resolved in a courteous and timely fashion, either through education or enforcement.
- Ability to interpret and communicate Town bylaws and provincial statutes.
- Ability to effectively organize work and establish priorities.
- Ability to establish and maintain a high degree of public confidence and public relations.
- Ability to excel in high pressure situations and use sound judgement.
- Must be proactive, well-organized and detail-oriented with strong leadership skills.
- Require excellent verbal and written communication skills, as well as excellent interpersonal and human relations skills.
- Demonstrate time management, problem solving and decision-making skills.
- Demonstrate the ability to adapt to changing situations, while maintaining stable performance despite stressful conditions.
- Ability to work an irregular shift that includes days, evenings and weekends.
- Ability to maintain an appropriate level of fitness and tactical skills to help ensure officer safety and ability to properly perform job requirements.

### **What We Offer:**

- Competitive compensation
- Excellent health, dental, and benefits plan
- First-in-class pension plan
- Health and wellness spending account
- Career development support

### **Additional Information:**

This is a full-time (40-hour per week) position. This position involves shift work and will include days, evenings, weekends and statutory holidays. Scheduled shifts may fluctuate to meet business needs.

The successful candidate will be required to complete and pass a physical abilities evaluation test (e.g. PARE).

### **Next Steps:**

Interested parties are invited to submit their resumes along with cover letter, outlining their qualifications to:

Human Resources  
Town of Crossfield  
Box 500, Crossfield, Alberta T0M 0S0  
Email: [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com)

**The position will remain open until a suitable applicant is selected.**

**Please Note: All applicants must be legally entitled to live and work in Canada.**

**We thank all applicants for their interest in the Town of Crossfield; however, only those selected for an interview will be contacted.**