



Community Peace Officer

#25-014-000

The Town of Ponoka is currently recruiting for a permanent full-time (1.0 FTE) Community Peace Officer in the Protective Services Department.

Position Summary

The Community Peace Officer reports to the Manager of Protective Services, and will take daily direction from the CPO Sergeant. This position will support the work of the Town of Ponoka's Protective Services Department, working closely with the other Town Departments as needed.

The CPO assists and works cooperatively with the RCMP, Fish and Wildlife, Parks, and other allied policing agencies, Municipal Area partners, internal municipal departments and the community. This position investigates bylaw complaints and disputes, and ensures appropriate resolutions either by fine, order or education.

The CPO patrols the community through shift work on a regular basis for enforcement, prevention, intervention, and education of any and all offences related to their appointment. The CPO also works with the community attending meetings, events, schools, Stampede, Senior residents and service and non-profit meetings and events.

Typical Duties and Responsibilities

- Provide liaison with Crime Stoppers, Crime Watch, Citizens on Patrol attending meetings and events;
- Work shifts and organizes time within the 30/30/30 model; provides foot and potential area off road patrol, keeps the Supervisor apprised of issues;
- Provides animal control services;
- Serves documents as required;
- Provide public education, various safety programs as assigned;
- Provide a liaison with the RCMP, and other policing entities;
- Provide a liaison with the Veterinary clinic/pound keeper and uphold all agreements;
- Provide administrative duties including documentation of complaints, education, be a member of the traffic advisory committee, (if assembled), court attendance, informal dispute resolution and form/by-law updates and research, liaison with the Provincial Traffic Liaison, and all other duties as assigned;
- Completing necessary investigations and related procedures;
- Recommend and draft policies as necessary and appropriate;
- Work with the community on proactive initiatives and programs to enhance the relationship.

Minimum Requirements

Education

High school graduation and must possess a College Diploma in Police and Justice Studies;
Appointed as a Community Peace Officer or the ability to be confirmed as one upon hire;



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Completed all required training under the Alberta Peace Officer's Act as outlined by the Solicitor General;
Successful Certified completion of the Physical Abilities Evaluation Test for Uniformed Officers (P.A.R.E), up to date certification in Baton and OC Spray;
Current documentation with respect to traffic stop courses (EVOC) and defensive weapons and tactics training with ongoing re-certification;

Experience

One to Three years of directly related experience;
Must have strong written and oral communications skills;
Proficiency in Microsoft Office Suite;

Other

Clean Criminal Records Check and Enhanced Criminal Records Check through the RCMP
Valid Class 5 Drivers License and clean drivers abstract
First Aid, CPR;

Competencies

Knowledge:

- Making decisions evaluative in nature that assess risk, that are timely, decisive and effective, tailoring decisions that support unusual, or ambiguous situations whether they be resolved by enforcement or education; taking the lead to make decisions in the face of conflicting or incomplete information;
- Making decisions that recognizes the collaborative policing model;
- Making decisions and implementing tough, unpopular decisions when warranted
- Interpreting, explaining and implementing organization policies, procedures, guidelines and programs; working within the spirit and the intent of the policy for the organization's success;
- Managing conflicts and emergencies decisively and effectively so that there is minimal cost to the organization and minimal disruption to individuals and operations;
- Taking evidence and producing records and reports that stand up in court and to the Law Enforcement standards of occurrence reporting;
- The ability to speak and educate in person and in front of a public forum, the ability to function or chair meetings, and provide liaison support to the various crime prevention committees;
- Ensuring that all work is complete taking into consideration the periods of inactivity or heavy workload and demonstrating innovativeness when inactivity is prolonged;
- Listening appropriately to information and synthesizing it into a charge, education opportunity, or partnered solution;
- Handling interactions with the public in a calm, non-judgmental, unbiased, and cordial approach;



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- Building and using an effective network of peers outside the organization to learn and accomplish work objectives effectively;
- Being able to effectively handle the range of emotional responses using sensitivity, empathy or firmness when appropriate;
- Writing clearly and concisely and can change communication styles from report writing to court documentation, community education writing, and executive writing;
- Contributing as a team member of the organization;
- The ability to maintain confidentiality;
- Reporting to Council as required;
- To perform any other duty or requirement within scope of law, policy, bylaw or regulation as determined by the Supervisor.

To be effective in this position, an individual will:

- Demonstrate integrity: honesty, responsibility, and trustworthiness.
- Display a strong commitment to serving the community.
- Aim for excellence, striving for the highest quality in all that you do.
- Be respectful to others and treat them the way you would want them to treat you.
- Maintain transparency and open communication within the organization, as well as between the community and the Town's government.

Working Conditions

Work conditions typically include office and outdoor conditions. The following is also noted:

- Shift work is mandatory;
- Outdoor work is required;
- Care and attention will be required when working with animals;
- The work will have periods of high volume generated by reactive complaints, coupled with high volumes of self-directed work;
- The work will have conditions that change constantly;
- The work will require liaison with Public Works, Finance, and other Town of Ponoka departments and allied agencies on a continual basis;

Further details pertaining to the physical demands of the position can be found in the Physical Demands Analysis included with the Town's Health & Safety Program.

Health and Safety

Provide our community with quality services in a responsible manner within a healthy environment.

Ensure the Town of Ponoka's health and safety policies, procedures, and safe work practices are followed in accordance with the *Occupational Health and Safety Act and Regulations*.



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Recruitment

Position status: Full-time (1.0 FTE), Permanent

Salary range: \$35.89 - \$52.93 per hour

Benefits: Full benefits package including group life insurance, dental, extended health care and a flex health and wellness account.

Participation in Local Authorities Pension Plan

Paid vacation

Annual clothing allowance

Closing date for applications: Until suitable candidate is found

Application: Access opportunity on www.ponoka.ca or www.indeed.ca to submit application information. Email resumes to hr@ponoka.ca

The Town of Ponoka thanks all applicants in advance, however, only those being considered will be contacted.