



## **COMMUNITY PEACE OFFICER**

Cypress County is a rural municipality in the southeast corner of Alberta. The county's approximately 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

Due to an upcoming retirement, we have an exciting opportunity for a Community Peace Officer. Reporting to the Director of Municipal Services, this position is responsible for enforcing County bylaws and selected Provincial Statutes. Duties include the following; responding to complaints from the public and other County departments regarding violations of County bylaws and selected Provincial Statutes; investigating all complaints and taking action to bring about an equitable solution; liaising with personnel from other agencies in the discharge of duties; performing Animal Control duties as required; working with other external agencies with crime prevention, found property, public education and public safety; performing other related duties as assigned. If you are looking for both a varied and challenging position, then this is the opportunity for you!

You have a Diploma in Law Enforcement and are eligible for Community Peace Officer appointment; excellent interpersonal, communication and relationship building skills combined with the ability to resolve conflicts through problem solving and dispute resolution; strong critical thinking, conflict management and de-escalation skills, with the proven ability to work alone and under pressure; demonstrated knowledge of municipal bylaws and provincial statutes; valid Alberta Driver's License with an acceptable driver's abstract; valid Physical Abilities Requirement Evaluation (P.A.R.E.) certification; valid Standard First Aid, CPR and AED Certification; proficiency with computers including word processing and spreadsheet programs. You have excellent organizational skills and are detail oriented and enjoy working collaboratively with a wide range of people.

Cypress County offers a highly attractive total compensation package, including competitive salary, excellent benefits, participation in the Local Authorities Pension Plan, in addition to supporting learning and development opportunities. This full-time, permanent position entails 40 hours week. To learn more about what Cypress County has to offer please visit our website, [www.cypress.ab.ca](http://www.cypress.ab.ca)

If this opportunity interests you, please forward your resume and cover letter no later than:

**4:30 p.m. on Monday, Oct. 28, 2024, to [competitions@cypress.ab.ca](mailto:competitions@cypress.ab.ca)**

*Cypress County would like to thank all applicants for their interest and time  
but only those under consideration will be contacted.*

**POSITION TITLE:** Community Peace Officer

**REPORT TO:** Director of Municipal Services

**SUBORDINATE POSITIONS:** none

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### **Scope**

Reporting to the Director of Municipal Services, this position is responsible for enforcing County bylaws and selected Provincial Statutes. They will respond to and investigate complaints, traffic matters and emergency situations within the County jurisdiction in accordance with the policies set out by both the Municipal Government Act and the office of the Alberta Solicitor General. In addition, the Community Peace Officer will liaise with and assist the RCMP and other external agencies with crime preventions, found property, public education and public safety.

### **Job Description**

- Conducts safe and efficient road patrols throughout the County identifying infractions of County Bylaws and Provincial Statutes.
- Responds to complaints from the public and other County departments, regarding violations of County bylaws and Provincial Statutes.
- Provides assistance to community residents, RCMP, County departments and community stakeholders relative to bylaws, traffic safety, and community standards.
- Thoroughly investigate all complaints to ascertain validity and take appropriate action to bring an equitable solution of compliance or enforcement.
- Assist in traffic matters involving County fires and emergency situations, processions, motor vehicle collisions and traffic related enforcement campaigns.
- Liaise with R.C.M.P., Community Peace Officers from other municipalities and/or law enforcement officials for the purpose of carrying out the duties of the position.
- Liaise with legal counsel and court officials as required and prepares summons, subpoenas, witness statements and court briefs as required. Testifies for Crown in provincial and bylaw matters.
- Performs Animal Control duties as required including working with kennels, pounds and other animal control related agencies.
- Reviews existing regulatory bylaws and policies recommending changes as required.
- Provides general information to the public including assisting in public safety and public awareness campaigns.
  - Maintains liaison with County staff as well as provincial and federal agencies.
  - Trains, leads and participates, as required, in the Municipal and Regional Emergency Response plans.
  - Performs other duties as required.

## **Position Requirements**

- Diploma in Law Enforcement or equivalent.
- Eligible for Community Peace Officer appointment.
- Experience in law enforcement work is preferred.
- Strong written skills in the preparation of documents, reports, and record keeping required.
- Excellent interpersonal, communication and relationship building skills combined with the ability to resolve conflicts through problem solving and dispute resolutions skills.
- Strong critical thinking, conflict management and de-escalation skills, with the ability to work alone and under pressure.
- Proficiency with computers including word processing and spreadsheet software programs.
- Valid Class 5 Alberta Driver's License with an acceptable driver's abstract.
- Ability to pass Alberta Justice Security Clearance.
- Valid Physical Abilities Requirement Evaluation (P.A.R.E.) certification.
- Demonstrated knowledge of municipal bylaws and provincial statutes.
- Driver Safety training is considered an asset.
- Valid Standard First Aid, CPR and AED Certification.
- A management approved equivalent combination of education and experience may be considered.