

Corporate Security Peace Officer II

DEFINITION

The Corporate Peace Officer II has the provincial designation of Community Peace Officer I. The Corporate Peace Officer has provincial and municipal enforcement appointments and is a customer service representative for the City of Edmonton, deterring criminal activity, responding to security emergencies and promoting public safety within the areas of authority, in the City of Edmonton.

Employees of this class proactively and reactively investigate incidents within the areas of authority and enforce municipal, provincial and federal laws. Corporate Peace Officers seek legislative compliance, dispense punitive measures, effect remedies, serve legal documents and represent The City of Edmonton in Courts of Law.

SERIES SEPARATOR

This class is distinguished from other front-line Security roles by the requirement of the Provincial Community Peace Officer I designation. This includes exercising provincial statutes and bylaw enforcement powers, receiving additional weapons training in the use of baton and pepper spray and being authorized to carry and use such weapons. This role is also distinguished by a greater degree of involvement in incident investigation and resolution within the City of Edmonton.

COMPLEXITY OF WORK

Corporate Peace Officers are required to take a proactive approach in identifying situations that create the opportunity for crime and taking appropriate actions. Considerable judgment and decision making is required in assessing situations and in determining appropriate responses, as work is chiefly undertaken without direct supervision. Support in terms of additional direction or resources are available when facing extreme circumstances. Independence is exercised within the guidelines of established security policies, protocols, procedures, statutes and bylaws.

The work involves extensive and ongoing public contact as incumbents provide explanation and rationalization of legal provisions, conduct detailed investigations and collect information, evidence and/or witness statements. This will include dealing with potentially hostile or volatile situations and people.

WORKING CONDITIONS

Must be able to perform the physical demands of the job, including frequent walking and standing, and occasionally running, reaching, bending, crouching, holding and gripping. Employees will work both indoors and outdoors throughout the areas of authority, including operating vehicles. This position may operate on a 24/7 rotating shift schedule.

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TYPICAL DUTIES*

Respond to security emergencies, incidents, and general complaints that occur within the areas of authority. Investigate as required. Take appropriate action to address the situation.

Ensure City facilities are secure and patrons are safe by conducting routine preventative patrols of City property and reporting immediately any potential or actual risks or losses.

Ensure customer service needs are met by responding to injury reports within City facilities and property.

Exercise discretionary law enforcement powers under federal, provincial and municipal legislation, issue penalty tickets for violations; arrest and detain violators as required. Follow-up with Edmonton Police Service as required.

Provide escorts, monitoring and protection for moving and handling cash, materials or equipment.

Collect information and evidence to support court proceedings, insurance claims, and Security and Risk Management activities. Give testimony or evidence in court as required.

Perform other duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Ability to obtain and retain Community Peace Officer I Provincial designation and a clear security clearance.
- Skilled in exercising good tact, sound judgment and firmness in dealing with difficult situations and with the public.
- Considerable knowledge of applicable policies, bylaws, acts, legislation and basic principles of loss prevention.
- Knowledge of the powers of arrest is required.
- Understanding of self-defence techniques.
- Strong verbal and written communication skills.
- Ability to defuse potentially volatile situations, and to recognize and react appropriately to dangerous situations.
- Ability to use current computer software including word processing and databases.
- Ability to work with minimal supervision.
- Ability to effectively make decisions under pressure.
- Knowledge of and ability to safely and effectively use baton and pepper spray.

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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

- Completion of Grade 12
- Completion of a recognized Diploma related to Law Enforcement, Security or Criminology is required.
- A minimum of three (3) years of strong customer service experience is required, and have at least one (1) year of diverse law enforcement experience.
- Must possess the Provincial Community Peace Officer I Designation.
- Must be sworn as a Municipal Bylaw Officer.
- Must pass the P.A.R.E physical fitness test.
- Must have a clear Criminal Record.
- Possession of valid Standard First Aid and Basic CPR certificates and AED qualified, as well as a valid Alberta Class 5 motor vehicle operator's license is required. Must be able to obtain a City of Edmonton Driver's Permit

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

CORPORATE SECURITY PEACE OFFICER II.DOC

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	2119			

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