



Community Peace Officer II

DEFINITION

The Community Peace Officer II has the provincial designation of a Community Peace Officer I and works in a variety of operational areas including, Churchill Square, Parks, Animal Control, Transit, and other peace officer units. The Community 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, enforcing bylaws and provincial legislation, 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. Peace Officers seek legislative compliance, dispense punitive measures, effect remedies, serve legal documents and represent The City of Edmonton in Courts of Law.

Considerable judgement and decision making is required in assessing situations and in determining appropriate enforcement responses, as work is chiefly undertaken without direct supervision. Independence and authorities are exercised within the guidelines of established program policies, protocols, procedures and legislations.

This role will include dealing with volatile and potentially hostile situations and people. In addition to public consultation and education on legislation and regulations. Community Peace Officers exhibit a high degree of accountability, capacity to interpret relevant legislation, problem-solving skills and the ability to manage and adapt to changing priorities through effective time management

SERIES SEPARATOR

This class is distinguished from other front-line enforcement roles by the requirement of the Provincial Community Peace Officer I designation. This includes exercising provincial statute and bylaw enforcement powers, weapons training in the use of baton and pepper spray and authorization to carry and use such weapons.

COMPLEXITY OF WORK

Community Peace Officers are required to take a proactive approach in identifying situations that create the opportunity for crime and disorder, and responding appropriately. Considerable judgement and decision making is required in assessing situations and in determining appropriate responses, as work is frequently undertaken without direct supervision. Support in terms of additional direction and/or resources are available when facing extreme circumstances. Independence is exercised within the guidelines of established 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, people and animals.



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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, gripping, and other physical activities. Employees will work both indoors and outdoors throughout the areas of authority, including operating various motorized vehicles including boats, atvs and side by sides. This position may operate on a 365 days per year and a 24/7 rotating shift schedule.

TYPICAL DUTIES*

Conduct proactive and reactive patrols to detect violations, deter criminal activity and ensure facilities, community and public property are monitored to promote public safety.

Exercise discretionary law enforcement powers under federal, provincial and municipal legislation. Investigate and assess complaints and apply appropriate enforcement actions which may include Warnings, Violation Notices, Provincial Violation Tickets, Municipal tickets, MGA Orders and Directions, Long Form Information, Seizure Warrants and the arrest and detention of subjects as necessary. Follow-up with Edmonton Police Service as required.

Conduct proactive and reactive patrols of City owned land, facilities, and parks to detect homeless encampments including biohazard identification and removal, coordinate street outreach program, and ensure clean up and restoration of sites.

Support city safety programs such as encampments on public land, Capital City Clean Up, transit programs, vehicle safety (CVU, VFH), City Hall oversight, Animal Protection Act, and civic events security support and planning. Support business and community organizations through bylaw, provincial act and federal legislation enforcement.

Respond to and investigate security emergencies, incidents, and general complaints that occur within the areas of authority. Determine and implement appropriate responses to address the situation.

Advise and assist community relations activities in support of public education, outreach and recruitment for the Community Standards and Neighbourhoods Branch. Ensure customer service needs are met by responding to reports within City facilities and property.

Appropriately collecting, storing and documenting evidence in accordance with applicable legislation including the Canada Evidence Act to support court proceedings and to assist Corporate Security, Law and Risk Management in the decision making process. Give testimony and/or evidence in court, as required.

Ensure evidence (exhibits) is identified, handled, and disposed of properly as per policy and legislation. Enter notes and investigative information into the Records Management System.

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
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Provide escorts, monitoring and protection for moving materials or equipment.

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.
- Ability to maintain physical readiness to perform duties associated with the expectations of the position
- Considerable knowledge of applicable policies, bylaws, acts, legislation and basic principles of loss prevention.
- Knowledge of and ability to apply use of force principles under authorities granted by Alberta Justice and Solicitor General Peace Officer Act and and Peace Officer Program: Policy and Procedure Manual
- Ability to physically demonstrate defensive control and arrest tactics and techniques
- Ability to defuse potentially volatile situations and to recognize and react appropriately to dangerous situations, make decisions under pressure while remaining calm
- Ability to implement and to ensure compliance with the City's policies and procedures and represent the City of Edmonton in a professional, honest, respectful and safe manner.
- Extensive knowledge of best practices/standard methods; practices, materials, tools, equipment and other disciplines related to the operational area
- Ability to work in cross functional teams, across programs and work collaboratively to share resources and information
- Skilled in the operation of vehicles and associated equipment, the use and demonstration of proper lifting techniques and safety procedures.
- Ability to work independently with minimal supervision as well as in a team environment where work responsibilities depend on team cooperation/collaboration
- Strong verbal and written communication skills including ability to prepare clear and concise investigative reports; ability to handle and manage sensitive and confidential information
- Knowledge and ability to use current computer software, records management systems and databases
- Ability to critically analyze issues to make decisions, recommend viable and effective solutions and summarize and manage information; Strong conflict management, problem solving and consensus building skills.
- Consulting and conflict resolution skills including ability to handle and address controversial situations
- Well developed interpersonal communication skills including the ability to navigate sensitive, volatile, and controversial topics, situations and interactions.

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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a recognized diploma in police studies, security, criminology, sociology, or related field and a minimum of three (3) years of strong customer service or diverse law enforcement experience, OR

Completion of Grade 12 and a minimum of 5 years enforcement experience in a recognized policing or law enforcement environment;

OR

Two years experience as a Police Officer or Community Peace Officer level 1 or equivalent in Canada within the past five (5) years,

- Obtain and retain the Provincial Community Peace Officer I Designation and associated peace officer certifications per the program requirements .
- Must be sworn as a Municipal Bylaw Enforcement Officer.
- Must pass the PARE (Physical Ability Requirement Evaluation), COPAT (Correctional Officer's Physical Abilities Test), POPAT (Police Officer's Physical Abilities Test) or APREP (Alberta Physical Readiness Evaluation for police officers) physical fitness test within 6 months of beginning CPOIP (Community Peace Officer Induction Program) training.
- Must have a clear Criminal Record.
- Must pass a pre-employment physical
- Must maintain physical fitness levels required to perform the duties of the role
- Complete security clearance check including the vulnerable sector background check prior to starting in the position. An enhanced Security Clearance will be completed during the probationary period.
- Possess a valid Standard First Aid and Basic CPR certificates and AED qualified
- Possess a valid Alberta Class 5 motor vehicle operator's license is required. Must be able to obtain and retain a City of Edmonton Driver's Permit

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* *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

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