

Community Peace Officer Employment Opportunity

The Community Services Department is seeking a motivated, result driven, team-oriented individual to join our team as the Community Peace Officer. Reporting to the Director of Community Services, the Community Peace Officer (CPO) is responsible for enforcing provincial statutes and municipal bylaws while building trust through education, community engagement, and proactive safety initiatives. The CPO performs these duties in accordance with the Town's authorization under the Public Security Peace Officer Program and the terms of their CPO appointment.

You will be working in a vibrant community of 4,921 just 85 kilometres north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. Your co-workers are focused on providing great public service and having fun while doing so.

Key responsibilities include:

- Enforcement of municipal bylaw and provincial statutes
- This position requires strong judgement, professionalism, and the ability to manage sensitive or complex situations with fairness and discretion
- Provision of Animal Control
- Promotion of public awareness and education to encourage voluntary compliance
- Implementation of the Traffic Safety Plan including conducting traffic stops, issuing warnings, violation tags and provincial tickets
- Receiving and investigating complaints from the public
- Conducting proactive and high visibility patrols
- Building strong relationships, and developing respect and rapport with residents through positive interactions
- Reviewing and making recommendations on new and existing municipal bylaws, policies and programs
- Assisting in emergency response under the direction of the Director of Emergency Management
- Liaising and collaborating with RCMP, Crown Prosecutor, other provincial or municipal resources or agencies, and other Town departments
- Provide and participate in public education and various safety and crime prevention activities including participation in Westlock & Area Crime Coalition
- Participate in ongoing training, certification, and professional development as required to maintain provincial Peace Officer standards

As a key player in our team, you will have the following qualifications:

- Diploma/Certificate in Law Enforcement and/or 3 years of related experience as a level 1 CPO or Police Officer
- Candidates must currently be appointed as a level 1 CPO or meet all requirements of Alberta Peace Officer Program to obtain a Level 1 CPO Appointment



- Minimum 3 years experience directly related to enforcement (in an urban setting preferred)
- Extensive knowledge of municipal bylaws, provincial legislation, and court and legal processes
- Candidates must have a valid non-probationary Driver's License with 5-year clean drivers abstract
- Must provide a clear criminal record and vulnerable sector check conducted by the RCMP
- On the date of hire, the candidate is required to meet the provincial standard on at least one of the following: Physical Abilities Requirement Evaluation (PARE), Correctional Officer Physical Aptitude Test (COPAT), Police Officer Physical Aptitude Test (POPAT) or the Alberta Physical Readiness Evaluation for Police (APREP)
- Proficient with a variety of computer programs and systems such as MS Office suite, ROAD, JOIN, CPIC, GIS and APIS
- Valid certification/training in the following areas is considered an asset – Intermediate First Aid/CPR, EVOC, TDG, RADAR/LIDAR, OC Spray, Extendible Baton, Shotgun, PAL, ICS 100 and ICS 200
- This position involves both office and field work in varied weather conditions and may require lifting up to 50 lbs.

The Town of Westlock offers a competitive salary and excellent employee benefit program including Local Authorities Pension Plan (LAPP). Satisfactory background screening is required for this position including a criminal and vulnerable sector record check, and 5-year drivers abstract upon acceptance of the position. The Town of Westlock is committed to providing a healthy and safe work environment for all its employees. All employees are expected to perform work safely, follow all relevant OHS legislation, Town directives, policies and procedures and participate in all identified orientation and training. This position typically works a 40-hour week, Monday through Friday, with occasional evenings and weekends required.

Questions: Please call Simone Wiley, Chief Administrative Officer, 780-349-4444.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however only those selected for an interview will be contacted.

Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780-349-4444
Fax: 780-349-4436
Email: employment@westlock.ca

REPORT TO: DIRECTOR OF COMMUNITY SERVICES

INCUMBENT: COMMUNITY PEACE OFFICER (CPO)

Reporting to the Director of Community Services, the CPO is responsible for enforcing provincial statutes and municipal bylaws for the Town of Westlock, as well as promoting education and awareness to encourage voluntary compliance. CPO shall perform their work in accordance with the terms and conditions of the Town's Authorization under the Public Security Peace Officer Program and the terms of their CPO appointment.

CPO is responsible for maintaining the highest degree of professionalism while investigating complaints and intervening in situations that are often difficult. This position is highly visible in the community and must work on building strong relationships, developing respect and rapport with residents through positive interactions and keeping customer service and safety as the number one priority. CPOs are permitted a high level of discretion during public interactions and must demonstrate fair, objective, and defensible decisions that are well-reasoned.

The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

MAJOR DUTIES

Enforcement of municipal bylaws and provincial statutes including but not limited to the following:

- *Community Standards Bylaw 2013-08*
- *Responsible Pet Ownership Bylaw 2025-08*
- *Animal Protection Act*
- *Dangerous Dog Act*
- *Environmental Protection & Enhancement Act*
- *Fuel Tax Act*
- *Gaming, Liquor & Cannabis Act*
- *Highways Development & Protection Act*
- *Municipal Government Act*
- *Petty Trespass Act*
- *Provincial Administrative Penalties Act*
- *Provincial Offences Procedures Act*
- *Tobacco, Smoking & Vaping Reduction Act*
- *Traffic Safety Act*
- *Trespass Premises Act*
- Promote public awareness and education to encourage voluntary compliance with provincial statutes and municipal bylaws.
- Promote public safety and community standards through education and enforcement.
- Implement the Traffic Safety Plan including but not limited to conducting traffic stops, issuing warnings, violation tags, or provincial tickets as appropriate.
- Receive and investigate complaints involving bylaw violations, issue tickets or compliance orders, advise and follow up to ensure compliance.
- Provide effective patrol coverage and presence in the Town of Westlock.
- Provide and participate in public education and various safety and crime prevention activities including participation in Westlock & Area Crime Coalition.
- Act on behalf of the Town before any courts in the prosecution of charges laid.
- Appropriately document and maintain records of incidents, reports, tickets, evidence disposal or destruction, etc. in accordance with legislation and operating policies and procedures.
- Liaise and collaborate with RCMP, Crown Prosecutor, other provincial or municipal resources or agencies and other Town departments
- Review and make recommendations on new or existing municipal bylaws, policies, and programs.

- Assist in emergency response under the direction of the Director of Emergency Management as per the Emergency Management Plan.
- Participate in training or re-certification when required.
- Undertake other tasks and responsibilities as required within scope of position, as assigned by the Director of Community Services.

REQUIRED EDUCATION AND TRAINING

The minimum level of education and experience required to perform these duties are:

- Grade 12 diploma supplemented by a 2-yr diploma or certificate in law enforcement, criminal justice, or related field. Minimum 3 years of experience directly related to enforcement. Equivalent combinations of education, training and experience may be considered.
- Must meet all requirements of Alberta Justice and Solicitor General to obtain a Level 1 CPO appointment.
- Training and certification in OC spray, extendible baton, shotgun, use of force, emergency vehicle operations certification (EVOC) or the ability to obtain these credentials.
- Familiar with traffic enforcement, traffic related legislation, commercial weights and dimensions, and transportation of dangerous goods.
- Experience in municipal bylaw enforcement.
- Valid Possession Acquisition License (PAL)
- Successful completion of approved physical requirements (PARE) test
- RADAR/LIDAR certification or the ability to obtain certification for traffic enforcement duties
- Valid Alberta Class 5 Driver's License with 5-year clean drivers abstract
- Must provide a clear criminal record check including vulnerable sector, conducted by the RCMP
- Proficient with a variety of computer programs such as MS Office suite, ROAD, JOIN, CPIC, GIS

PREFERRED SKILLS

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- Excellent communication skills with the ability to respond to inquiries and complaints promptly and professionally.
- Ability to maintain and uphold a high level of confidentiality.
- Thorough knowledge of municipal bylaws and applicable provincial statutes for Town of Westlock
- Thorough knowledge of law enforcement practices and techniques, and court and legal processes.
- Self-motivated with the ability to work with minimal supervision and collaboratively in a team environment.
- Ability to handle potential conflict situations, deal with stressful situations and react with good judgement.
- Skilled in exercising sound judgement when dealing with difficult situations and recognize and react appropriately to dangerous situations.
- Strong interpersonal skills with demonstrated success in customer service excellence, tact, and diplomacy.
- Exceptional problem solving and research skills.
- Positive attitude with the ability to adapt quickly to changing priorities.
- Intermediate First Aid and CPR training and certification.
- Completion of Basic Emergency Management Training, ICS 100 and ICS 200 or the ability to complete.

WORKING CONDITIONS

Town of Westlock is committed to providing a healthy and safe work environment for all its employees. Town employees are expected to perform work safely, follow all relevant OHS legislation, administrative directives, policies and procedures and participate in all identified orientation and training.

This position typically works a 40-hour week, Monday through Friday, with occasional evenings and weekends required.

PHYSICAL EFFORT

This position works out of the main administration building as well as a mobile office in their patrol vehicle.

- Extensive use of computer and telephone
- Periods of sitting at a desk and significant travel in a patrol vehicle
- Appropriate safety gear and equipment must be worn at all times while on duty.
- Ability to lift and/or move up to 50 lbs.

WORK ENVIRONMENT

- Required to attend and investigate properties and emergency sites with potentially unsettling images or content
- Exposed to all weather conditions as well as insects and various animals/wildlife
- Deal with public which may include having to de-escalate interactions

ADDITIONAL INFORMATION

- Successful candidate will be required to provide proof of education and a favourable criminal record and vulnerable sector check

SIGNATURES

I have read and understand this job description. The Director of Community Services has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Community Peace Officer, and this description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Supervisor Signature: _____

Date: _____