



Flagstaff County is recruiting for the permanent full-time position of:

# Community Peace Officer-Level I

## Flagstaff County Vision:

A safe, caring and vibrant rural “Community of communities” committed to working with our neighbours to ensure the quality of life for all citizens.

As an innovative and progressive “Community” that balances economic prosperity and environmental stewardship, we deliver a responsible level of service that is both efficient and effective.

Interested candidates are encouraged to submit their resume along with a cover letter by mail or email to:

**Flagstaff County**  
12435 Township Road 442,  
PO Box 358  
Sedgewick, AB T0B 4C0

## Contact:

Kim Cannady, Regional Emergency Services Coordinator  
Email: [kcannady@flagstaff.ab.ca](mailto:kcannady@flagstaff.ab.ca)  
Direct: 780-384-4127

For the full job description please visit:  
[www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)

Thank you to all applicants for your interest in Flagstaff County; however, only those chosen for an interview will be contacted.

## Summary of Position:

The Community Peace Officer is required to diligently patrol and enforce appointed and designated Provincial Statutes and approved Municipal Bylaws within Flagstaff County and the municipalities under contract with Flagstaff County.

## Qualifications:

- Completion of the Solicitor General’s Public Security Peace Officer Training Program or equivalent and eligible to obtain an appointment as a Community Peace Officer Level I through Alberta Justice and Solicitor General.
- Completion of an approved physical abilities evaluation test for uniformed enforcement roles.
- Familiar with the Community Peace Officer Program policies and procedures manual.
- Level C First Aid and CPR.
- A related diploma in the field of law enforcement and/or criminology from a recognized post secondary institution with diverse law enforcement experience would be an asset.
- Ability to handle complex issues and confidential information in an ethical and professional manner.
- Other assets would include certification in: Radar/laser speed detection, commercial vehicle legislation/enforcement, defensive weapon and tactics training within the last two (2) years or be willing to receive such training.

## Areas of Responsibility:

- Work in accordance with the Alberta Peace Officer Act and Regulation, the Public Security Peace Officer Program Policy and Procedure Manual, Flagstaff County Peace Officer Standard Operating Policies, following the duties and jurisdiction indicated on his/her Peace Officer Appointment..
- Conduct safe and efficient road patrols throughout the County and the municipalities under contract and enforce infractions of County Bylaws, Provincial Statutes, Commercial Vehicle Enforcement and other traffic offences.
- Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program, and the Human Resources guidelines and procedures.

<b>Position Type:</b>	Permanent full-time
<b>Hours of Work:</b>	4 days on shift, 4 days off shift
<b>Salary Range:</b>	\$70,074.49 to \$86,183.79
<b>Closing Date:</b>	March 21, 2019



## COMMUNITY PEACE OFFICER – Level I

CLASSIFICATION:	Administrative	GRID LEVEL:	Grid A, Level 6
DEPARTMENT:	Protective Services	SUPERVISOR:	Regional Emergency Services Coordinator
STATUS:	Permanent Full Time	WORK HOURS:	4 days on shift, 4 days off shift 1820 hours annually

**SUMMARY OF POSITION:**

The Community Peace Officer is required to diligently patrol and enforce appointed and designated Provincial Statutes and approved Municipal Bylaws within Flagstaff County and the municipalities under contract with Flagstaff County.

**QUALIFICATIONS:**

1. Grade 12 or equivalent and a minimum 18 years of age.
2. Clear Criminal Record Check.
3. Completion of the Solicitor General’s Public Security Peace Officer Training Program or equivalent and eligible to obtain an appointment as a Community Peace Officer Level 1 through Alberta Justice and Solicitor General.
4. Completion of an approved physical abilities evaluation test for uniformed enforcement roles.
5. Familiar with the Community Peace Officer Program policies and procedures manual.
6. Valid Alberta Class 5 driver’s licence.
7. Level C First Aid and CPR.
8. A related diploma in the field of law enforcement and/or criminology from a recognized post secondary institution with diverse law enforcement experience would be an asset.
9. Ability to handle complex issues and confidential information in an ethical and professional manner.
10. Excellent verbal, written and interpersonal communication skills with a proficiency in computer applications.
11. Other assets would include certification in: Radar/laser speed detection, commercial vehicle legislation/enforcement, defensive weapon and tactics training within the last two (2) years or be willing to receive such training.

**KEY RESPONSIBILITIES:**

All areas of responsibilities shall be accountable to the Flagstaff County Business and Strategic Plan.

1. Work in accordance with the Alberta Peace Officer Act and Regulation, the Public Security Peace Officer Program Policy and Procedure Manual, Flagstaff County Peace Officer Standard Operating Policies, following the duties and jurisdiction indicated on his/her Peace Officer Appointment.
2. Conduct safe and efficient road patrols throughout the County and the municipalities under contract and enforce infractions of County Bylaws, Provincial Statutes, Commercial Vehicle Enforcement and other traffic offences.
3. Act on behalf of the County, or municipalities under contract, before any courts in the prosecution of charges laid.
4. Thoroughly investigate all complaints to ascertain validity and take appropriate action to bring an equitable solution of compliance or enforcement.
5. Participate in any training or re-certification courses when required.
6. Provide assistance to the RCMP or any outside enforcement agencies, and Fire or EMS.
7. Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program, and the Human Resources guidelines and procedures.
8. Perform any other duties as requested by the Supervisor.

APPROVED	Date:	CAO Signature:
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