



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER: 1056**

**CATEGORY: Management & Organizational Functions**

### **ROLE OF THE COMMUNITY PEACE OFFICER**

The Community Peace Officer will report to the County Manager. Duties and responsibilities shall be as follows:

#### **A. General**

To respond to and investigate all complaints requiring the Community Peace Officer and resolve same.

To ensure enforcement of special Provincial Statutes and all County By-Laws as well as act as an information source for the general public and increase public awareness through strong community relations programs.

#### **B. Duties**

1. To provide effective Patrol coverage, enforcement and investigation of complaints received from general public by:
  - Providing efficient Patrol coverage to all areas of County.
  - Enforcing of specific Provincial Statutes and all County By-Laws.
  - Investigating and reporting all complaints received from the general public and rendering assistance as required.
  - Attending emergency situations and providing aid as required.
  - Attending County fires as required and providing reports for the County Manager.
  - Coordinate activities with neighboring municipalities when so authorized.
  
2. To issue permits as requested by the general public by:
  - Issuing fire permits as requested and inspect sites as required.
  - Issuing overweight and over-width permits when required.
  - Providing information assistance to operators and general office staff in the technical aspects of overloads and over-width vehicles.

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### Role Description of Community Peace Officer (Cont'd . . . .)

3. To provide security for both the County and its residents by:
  - Providing security patrols for specific private properties when requested by General Public.
  - Providing security on all County buildings.
  - Providing regular patrols in County Industrial Areas.
4. To carry out related Court duties and activities by:
  - Attending Court and give evidence when required.
  - Executing all warrants carrying out Court direction.
  - Performing summons and subpoena service as directed by Court officers.
5. Provide general public with information and make program presentations by:
  - Acting as an information source on all Patrol matters for the general public.
  - Attending rural schools on a regular basis and make planned presentations.
  - Attending community meetings for program presentations as requested.
  - Maintaining a positive image through all contacts with the general public.
6. To attend training courses as required.
7. To care for and maintain all department equipment.

### C. Other Duties

Other duties as assigned by County Manager.

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