



FOCUS  
COLLEGE

**Bylaw Enforcement Officer 1 & 2**

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### **PROGRAM DESCRIPTION**

The Bylaw Enforcement Officer Level 1 course will teach students about the court system in British Columbia and Canada. Students will learn about the Canadian Charter of Rights and Freedom, privacy legislation, human rights, the rules of evidence, civil/criminal liability, the Criminal Code of Canada, and federal, provincial and municipal legislation, including various local government statutes. Students will also learn note taking, report writing, statement taking and interviewing skills, as well as relevant communication and active listening skills.

The Bylaw Enforcement Officer Level 2 course builds upon the skills taught in the Bylaw Level 1 course. This course will explore the challenges of dealing with people with mental health issues and the best practices for dealing in high risk situations. It will also discuss the cultural diversity, multiculturalism and the Canadian mosaic. Students will learn how to use digital cameras to produce photographs for evidence. They will also learn the framework of local government, building bylaws and compliance, personal safety skills, credibility and cross-examination, the powers of arrest and stress management. Students will also attend court and put court packages together and participate in a mock trial.

### **CAREER OPPORTUNITIES**

A Bylaw Enforcement Officer is usually an employee of a municipality or regional district that performs administrative, inspectional and regulatory work to enforce bylaws relating to property use, buildings, parking, business regulations, animal control, zoning, noise, sign, etc. Candidates can expect to earn \$25+ per hour and enjoy work both inside and outside of the office.

### **LEARNING OBJECTIVES**

- Complete concise, accurate notes in a notebook
- Interview witness/accused and complete a statement
- Apply active listening skills when taking a statement/diffuse a tense situation
- Apply the relevant law during their course of duty at a municipal level
- Apply active listening skills when taking a statement or diffuse a tense situation.
- Learn how to deal with people with mental health issues.

### **ADMISSIONS REQUIREMENT**

Minimum 18 years of age or out of school for a minimum of 1 year.

**Program Duration:** 2 weeks 80 hours

**Tuition including books:** \$2,090.00