



JOB DESCRIPTION

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| Job Title: Community Peace Officer Level I - School Resource Officer | |
| Reports to: Manager of Enforcement Services | Department: Enforcement Services |

Purpose of the Position:

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| Purpose: | The Community Peace Officer Level I - School Resource Officer will report to the Manager of Enforcement Services and will be required to operate the School Resource Program. This position will assist students to make informed choices through awareness, education, and positive role modeling. The position will also provide operational support to the Enforcement Services Department by responding to complaints, conducting patrols, and conducting enforcement as required. |
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Functions of the Position:

| Percent of Time | Duties & Responsibilities |
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| 70% | <p>Work with local school to determine, deliver and evaluate related services and programs by:</p> <ul style="list-style-type: none"> • Collaborate with school administration to implement and undertake existing and new school programs. • Suggest additional school resource programs, including various law enforcement related programs, and maintain positive relations with students and staff from local schools. • Visit schools to mentor and teach students, within the assigned area of responsibility. • Support teachers, students and staff in both, an informal and formal manner. • Assist with the instruction of related high school programs as approved by the Manager of Enforcement Services or designate. • Participate in and support school sporting events, social events, and field trips. • Be available to speak with students and answer any questions or concerns. • Maintain liaison with the local Police having jurisdiction within the assigned area of responsibility. • Participate in advisory committee and organizational meetings with school administration and parents as requested. • Promote and deliver harm and risk reduction programs to youth and community members. |

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| <p>30%</p> | <p>Provide complaint response, conduct investigations, initiate enforcement action, provide public education, positive community engagement and interact with residents, visitors, and a variety of partners by:</p> <ul style="list-style-type: none"> • Answer the complaint as required when on shift and provide customer service to callers. • Collect information from complainants who are requesting services from the Enforcement Services department or other departments. • Maintain confidentiality pertaining to all complaints, investigations, charges, and persons that are interacted with during the course of your duties. • Prioritize complaint calls and determine the appropriate level of response. • Work closely with partner agencies to provide a global response and complaint resolution process. • Work closely with the community and partner agencies to identify areas of concern and provide education to residents to make the community safer. • Attend complaints and determine the level of investigation that is required including the issuing of charges under municipal or provincial legislation. • Conduct proactive/targeted self-generated enforcement on violations that are observed while on shift and complete an appropriate investigation and enforcement action. • Be able to quickly determine the initiation of a criminal investigation and immediately seek policing resources to attend and take over carriage of the investigation. • Collect statements, photographs, evidence, and other investigative measures to assist in conducting thorough and complete investigations. • Issue violation tickets as required and allowed within the officer's authority level. • Understand all municipal, provincial, federal, and criminal laws that pertain to your ability to enforce and provide complaint response to. • Conduct patrols of urban and rural areas within the Lac La Biche County. • Conduct property checks on Lac La Biche County owned and operated facilities. • Respond to complaints from internal departments that pertain to violations/breaches of Lac La Biche County Policies, Procedures and other guidelines that may require enforcement action. • Complete the require data entry of investigations and charges into a centrally managed records management system. • Complete notebook notes, witness statements, record video and audio interactions as required in the course of all duties and while working. • Communicate via means of radio or phone with other officers, dispatch centre and other communication centres. |
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| | <ul style="list-style-type: none"> • Communicate, build, and maintain partnerships with local Police of jurisdiction, Federal Law Enforcement agencies, Provincial Law Enforcement agencies, other municipal enforcement agencies, other emergency service providers and agencies as required. • Respond to emergency assistance calls that may involve the public, other partner agencies or other officers. • Conduct arrests as required and within the levels of the officer's authority. • Conduct regular patrol vehicle and equipment checks as required prior and post shift. • Work within the incident command system while responding to and attending complaints, calls for assistance or other emergencies. • Identify community engagement initiatives and programs that will work to make the community safer. • Serve as a conduit for municipal committees that have the objective of making the community safer by providing information to and sharing information from the committee. • Attend educational opportunities including community events, functions and other avenues that strive to provide education and knowledge to residents. • Interact with youth to engage them in the roles and levels of law enforcement within the community to provide a positive experience. • Attend schools and other learning institutions as required to educate and provide proactive engagement with youth, parents, families, and staff. • Identify crime reduction, traffic safety, municipal bylaw, and other proactive educational opportunities to educate residents. • Provide residents, business owners and visitors of the Lac La Biche County with information pertaining to operations, laws, locations, and other important information. • Proactively engage with residents while conducting patrols and targeted enforcement throughout the Lac La Biche County. • Complete other tasks as required within Enforcement Services and at the direction of the Supervisor or Manager. • Answer the complaint as required when on shift and provide customer service to callers. • Collect information from complainants who are requesting services from the Enforcement Services department or other departments. • Maintain confidentiality pertaining to all complaints, investigations, charges, and persons that are interacted with during the course of your duties. • Prioritize complaint calls and determine the appropriate level of response. • Work closely with partner agencies to provide a global response and complaint resolution process. |
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Qualifications:

Education/Experience:

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| <ul style="list-style-type: none"> • Completion of the Justice Solicitor General’s Community Peace Officer Program (CPOIP) or equivalent. • Valid Class 5 Alberta Operator’s License. • Valid First Aid/CPR Level C certificate. • Must submit a Drivers Abstract, Criminal Record Check/Vulnerable Sector, Intervention Check and Medical Assessment all satisfactory to Lac La Biche County |
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Knowledge:

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| <ul style="list-style-type: none"> • Computer proficiency in Microsoft Office Suite. • Knowledge of law enforcement reporting writing. • Knowledge in criminology and study of law enforcement operations. • Knowledge in providing and delivering educational material in formal and informal settings. • Experience or related training pertaining to using radio communication with law enforcement. • Knowledge of provincial legislation and Peace Officer Policy and Procedures. |
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Skills& Abilities:

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| <ul style="list-style-type: none"> • Communicate effectively with administration of school-based programs. • Strong public relations and communication skills. • Possess excellent conflict management skills. • Possess excellent skills in radio communication. |
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- Excellent written and verbal communication skills.
- Excellent planning and time management skills.
- Must be able to work well independently and as part of a team.
- Ability to deal effectively with various levels of school staff and administration.
- Must be able to build positive relationships with children and youth in a supportive and mentoring atmosphere.
- Proficiency in utilizing records management systems and law enforcement data bases.

Scope of Work/Working Conditions:

Accountabilities:

Freedom to Act/Independent Action: Standardized: These jobs are subject to instruction and established work routines **AND/OR** close supervision. The nature of the work allows for moderate independent actions/decision making opportunities.

Working Conditions:

Physical effort:

- Operate a computer and sit at a desk for extended periods of time.
- Must be able to drive and stand for long periods of time.
- Physically demanding job tasks such as running and physical exertion.
- Complete PARE Police Physical Abilities test
- Exposure to weight on spine, back and hips from duty belt and vest.

Physical environment:

- Exposure to noises that may have an affect on hearing over long periods of time.
- Exposure to light that may have an affect on vision if exposed over long periods of time.
- Exposure to communicable disease
- Exposure of other environmental contaminants such as smoke that may be toxic.
- Work is subject to extreme and changing weather conditions.

Sensory attention:

- Able to speak and present in public settings such as a classroom.
- Interacting with dispatch on a regular basis
- Interacting with different agencies such as Police, Fire, EMS, Conservation and Fish and Wildlife
- Multitasking in communicating with dispatch over the radio or via phone, Sheriff's operations Control Center, programs such as ROADS, communication with co

workers and also communication with people the public you are dealing with, sometimes all at the same time.

Mental Stress or Work Pressures:

- May be subjected to personal risk in emergency and stressful situations.
- Shift work may vary, which may include weekends and holidays.
- Exposure to critical incidents that may have an affect on mental health.

Leadership Qualities:

- Ensure you have a clear understanding of the organization’s mission/vision/core values and the role you play to achieve related goals.
- Remain committed to ongoing communication efforts with your team; remain receptive to other’s ideas and demonstrate a willingness to share your own ideas and concerns.
- Demonstrate empathy with your co-workers to develop meaningful professional relationships.
- Motivate and support co-workers to do their best; supporting a strong, positive, collaborative team environment.
- Continually seek out ways to improve your skills and expand your experience, highlighting your strong work ethic and your focus on excellence.
- Take responsibility for both successful outcomes and mistakes, demonstrating accountability for your actions.
- Provide suggestions on possible improvements to workplace practices, methods, etc.
- Demonstrate a commitment to resolving conflict in the workplace.
- Demonstrate integrity by sticking to your word, live by your core values, and follow-through.
- Identify your training/development needs and seek related resources.

FOIP and Information Management

Employees must comply with the Freedom of Information and Protection of Privacy Act (FOIP), in addition to proper information management practices, by:

- Assuring accuracy, quality, authenticity, and reliability of the information they create/store, and to ensure such information is kept confidential or is disclosed in accordance with established guidelines.
- Appropriately respond to and assist with Access to Information Requests, in consultation with Lac La Biche County’s Corporate Services Division.
- Adhere to best practices surrounding information and correspondence management.

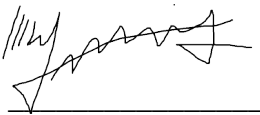
Occupational Health & Safety Responsibilities:

Every worker shall, while engaged in an occupation:

- Take reasonable care to protect the health and safety of self and of other persons at or in the vicinity of the work site while the worker is working.
- Cooperate with your supervisor or employer or any other person for the purpose of protecting the health and safety of:
 - the worker;
 - other workers engaged in the work of the employer and
 - other workers not engaged in the work of the employer, but present at the work site at which that work is being carried out.
- At all times, when the nature of the work requires, use all devices, and wear all personal protective equipment designated and provided for the worker's protection by the worker's employer or required to be used when worn by the worker by the Occupational Health and Safety Act, Code, and the Regulations.
- Refrain from causing or participating in harassment or violence in the workplace.
- Report to the employer or supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed.
- Report all incidents, near misses and/or injuries immediately to their supervisor.
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following an injury.
- Cooperate with any person exercising a duty imposed by the OH&S Act, Code, and the Regulations.
- Participate in any Emergency Management protocol or responsibilities that may be assigned to this position.
- To read, understand and comply with this municipality's safety policy, safe work practices, procedures and rules and any Occupational Health and Safety Acts, Codes and Regulations.

Signatures:

Approved By:



Director, Human Resources



Date



I certify that the foregoing information is correct and complete and describes my job as I understand it.

Employee's signature

Date

I certify that the above statements and information was reviewed with the employee.

Supervisor's signature

Date