

**POSITION DESCRIPTION**  
**Peace Officer**

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**POSITION SUMMARY/PURPOSE**

Under the supervision of the Sergeant, Peace Officer will provide response to prevent crime, protect life and property, preserve and maintain the public peace, enforce and investigate violations of Federal and Provincial laws, provide information and guidance to the public, control access to and from the precinct and promote public safety.

The LPS is responsible for all matters with respect to the physical protection of the Legislative Precinct. LPS Peace Officers possess full police powers within the Legislative Precinct and carry firearms.

**DUTIES & RESPONSIBILITIES**

1. Maintains a safe environment in the Legislative Precinct by exercising police authorities, enforcing laws, investigating and when appropriate arresting offenders, laying information's and participating in prosecutions;
2. Confront and resolve emergency and non-emergency situations in a manner that protects lives and property;
3. Provides coordinated response to extreme incidents;
4. Monitor access to and from the Legislative Precinct;
5. Remain current on Federal and Provincial laws, crime prevention and investigation techniques and comply with Service directives, memorandums and policies and procedures;
6. Maintain a notebook, recording observations, information, occurrences and surveillance activities with appropriate notations;
7. Maintain public order and provide assistance;
8. Participate in crowd management and Public Order duties;
9. Prepare and submit timely and complete verbal and written reports concerning investigations and Service activities;
10. Carry out duties in accordance with all applicable laws and provisions;
11. Be accountable to supervision;

12. Provide leadership and professional support to colleagues and the public;
13. Patrol designated areas responding promptly to calls for assistance;
14. Collect, tag and store seized and found property;
15. Provide basic crime prevention/personal safety advice when appropriate and, if required, ensure that further support is made available;
16. Support VIP visits to the Legislative Precinct;
17. Participate in training exercises and attend courses as required;
18. Respond to medical emergencies;
19. Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area;
20. Performs other duties as assigned.

The above job description outlines the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in this job.

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## **JOB REQUIREMENTS**

### **Training/Knowledge:**

#### **Knowledge**

- Working knowledge of relevant legislation;
- A thorough understanding and good working knowledge of the organizational structure, Written Directives, General Orders and practices within the Service, as they pertain to duties performed;
- Knowledge of effective investigative methods;
- Knowledge of law enforcement/protection practices and emergency response procedures.

#### **Skills**

- Strong written and verbal communication skills with the ability to articulate detail;
- Strong critical thinking skills;
- Well-developed customer service skills;
- Computer literate in Microsoft Office applications;
- Good time-management and organizational skills;
- Demonstrated proficiency in the operation of assigned equipment and weapons;
- Good negotiation skills.

## Abilities

- Ability to exercise excellent judgment and make good decision making;
- Ability to adapt to assignment changes; working irregular and flexible hours including nights, weekends and holidays;
- Ability to tolerate high levels of stress and react quickly and calmly in emergency situations and to determine proper course of action;
- Ability to observe, retain and prepare clear, concise and accurate reports;
- Ability to communicate effectively with people at all levels of comprehension and to handle the public with courtesy and authority;
- Ability to work in a team setting with minimal supervision;
- Ability to multi-task and produce work under strict and definitive deadlines;
- Ability to exercise situational awareness;
- Ability to remain focused on results in the face of ambiguity, change or strenuous demands;
- Ability to be discreet and handle highly confidential information in accordance with regulations and internal policies.

## Qualifications

- Possess a minimum Canadian equivalent secondary school (high school) diploma. Post-secondary education is advantageous
- Possess a Class G license
- Successful completion of the 16-week Basic training program is required.

### *Experienced Peace Officer Qualifications*

- Applicants with proof of a Canadian Police Service within the last four (4) years will be eligible to complete a reduced basic training program of six (6) weeks. In addition to meeting the required eligible criteria:
  - Currently serving or have served with a Canadian Police Service within the last 4 years
  - Proof of completing their probationary period with their current police service
  - Proof of Accredited Police College Transcript
  - Record of Discipline (formal and informal)
  - Record of any on-duty motor vehicle collisions
  - Record of Awards/Letters of commendation/appreciation
  - Two letters of reference from Police Service
  - Member in good standing with their Police Service including no outstanding, or previous disciplinary actions or charges.
- Be physically and mentally able to perform the duties of the position, having regard to his or her own safety and the safety of the public;
- Be of good moral character and habits;
- A Canadian citizen or a permanent resident of Canada;
- No criminal conviction(s) for which a pardon has not been granted;
- Successful completion of mandatory certification and recertification courses as required;
- Must be proficient in English, including being able to speak, write, read and understand English;
- At least eighteen (18) years of age.

**Judgement:**

Position exercises judgment where guidelines, procedures and processes are not well defined and/or when exercising policing authorities. Position seeks consultation from a supervisor for any deviation on interpretation and/or application of policies and procedures. Required to utilize rapid and effective judgment in responding to unusual or challenging situations.

**Confidentiality:**

Position requires confidentiality on all information received or matters investigated by the members of the LPS.

Position follows prescribed rules and procedures to safeguard confidential information in the course of gathering and forwarding CPIC information and when patrolling areas of the precinct where sensitive materials are located.

**Impact:**

The position is responsible for the physical protection and security of the Legislative Precinct. This includes controlling access to and from the precinct, preserving and maintaining the public peace, protecting life and property and protecting the legislative process. Due to the nature of the position, there is a possibility of physical harm when dealing with demonstrators, persons engaged in criminality or responding to emergencies/safety hazards. The position is required to exercise judgment when dealing with highly volatile situations that may require the use of physical force up to and including lethal force. These situations also require the appropriate consideration and application of crisis intervention and de-escalation techniques. LPS Peace Officers are subject to Special Investigation Unit (SIU) and Law Enforcement Complaints Agency (LECA) investigation.

**Contacts:**

Position has contact with a broad range of individuals regarding the exchange of information. Circulate among visitors and employees to preserve order and protect property.

**Supervision:**

No formal supervisory requirements.

**Working Environment:**

Position requires frequently monitoring the environment for concerns or threats. May be required to stand for lengthy periods throughout the shift. Position works around the Legislative Precinct, either standing at a static post or patrolling outside grounds. Required to be present during late night sittings when necessary. Ability to work rotating shifts and to provide coverage (7) days a week. When performing duties associated with Peace Officer, position may encounter the risk of sustaining serious or life threatening injury. Additional physical requirements may include lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds.

LPS Peace Officers are required to attend physically and mentally demanding training courses throughout their employment.