



Employment Opportunity

Recruitment and Training Officer

ABOUT US

The Lakeshore Regional Police Service (LRPS) is responsible for police service on the five First Nations – Kapawe’no First Nation, Sucker Creek First Nation, Driftpile Cree Nation, Swan River First Nation, and Sawridge First Nation in northern Alberta. We work closely with these communities to prevent and solve crime, and to promote safety and protect their communities. We have full police officer authority as granted under the Alberta Police Act. Our members consist of a Chief of Police (COP), two Inspectors, three Sergeants, twelve Constable positions, and seven civilian employees.

JOB SUMMARY

Attract and assess the best possible applicants for the Constable-Investigator position with the Lakeshore Regional Police Service (LRPS). Create partnerships and establish liaisons between the LRPS and communities to encourage suitable candidates to consider employment as a Constable-Investigator. Oversee all aspects of the Cadet Training Program and employee training. Manage Professional Standards investigations for the LRPS in a fair, transparent, timely manner, and as required.

DUTIES AND RESPONSIBILITIES

Recruitment

- Assesses applications, provides advice, conducts interviews, administers tests, organizes ride-along for potential candidates (Security Clearances completed by Inspector-Administration Officer)
- Responds to phone calls, emails, letters, and in-person inquiries relative to recruitment
- Creates partnerships and establishes liaisons between the LRPS and communities to encourage suitable candidates to consider employment as a Constable-Investigator
- Works with Crime Prevention Unit on maintaining and establishing positive relationships between the LRPS, the community members, and the governing bodies of the five First Nations and its program portfolio holders with annual reporting to COP
- Works with the Crime Prevention Unit to develop strategies and programs to be delivered to the communities
- Incorporates cross-cultural awareness into recruitment initiatives
- Conducts recruiting presentations and information sessions to selected organizations, post-secondary schools, and members of the public

Training

- In consultation with Senior Management, oversees the Cadet Training Program
- Acts as Training Coordinator and ensures re-occurring accreditations are met for employees
- Administers formal training and officer safety training procedures
- Develops and updates training matrix for all employees

Professional Standards (as required)

- Addresses public complaints from various sources including the LRPS website, phone calls, emails, letters, and in-person
- Directly contacts employees and members of the public to discuss complaints and resolution
- Uses active listening, dispute resolution, and written communication to understand the complaint and work towards resolution or investigation for the purpose of a Police Service Regulation investigation
- Interprets and applies provisions of the Police Act, Police Service Regulations, and other Provincial and Federal statutes, as well as LRPS policies respecting public complaints

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- Locates and reviews sources of information such as witnesses, video surveillance footage, medical records, related reports, transcripts, and any other records
 - Collaborates with internal and external partners when working through dispute resolution or Police Service Regulation investigations
 - Focuses on dispute resolution as the primary method to resolve public complaints
 - Documents investigative findings or resolution methods
 - Ensures complaints are resolved in a fair, transparent, and timely manner

Other duties as required

QUALIFICATIONS

- Minimum two years recent related experience or equivalent combination of education, training, and experience
- Knowledge and appreciation of the Cree people and Indigenous people across Canada

SKILLS/KNOWLEDGE

- Excellent communication and interpersonal skills
- Excellent analytical and conflict-resolution skills
- Organize work, set priorities, and meet critical deadlines with minimum direction
- Experience in public speaking

CONDITIONS OF EMPLOYMENT

- Professional Standards investigations (public complaints) may be revised December 2025
- Up to 18-month probationary period
- Sign and abide by an Oath of Allegiance and Office
- Abide by the LRPS Code of Conduct (Ethics)

REPORTS TO

Inspector-Administration Officer

DIRECT REPORTS

None

LOCATION: Lakeshore Regional Police Service Detachment, Driftpile, Alberta

START DATE: As soon as possible

CLOSE DATE: Friday, January 10, 2025

Please submit a resume and cover letter to:
Human Resources, Lakeshore Regional Police Service
Box 291, Driftpile, AB T0G 0V0
Email: careers@lsrps.ca Fax: 780-355-2161