Lake Forest Park Police Department
Job Description

Title: Transport Officer
Reports to: Support Services Division Commander
FLSA Class: Non-Exempt
Classification: Civil Service; Represented
Position Type: Part-Time
Effective Date: September 2026

Position Purpose:

Under the direction of the Support Services Division Commander, the Transport Officer safely moves detained individuals and inmates between correctional facilities and the court for legal proceedings. The officer maintains physical security of defendants, counsel, and court staff during court hearings. Additionally, this role serves arrest warrants and arrests judicially remanded defendants.

Duties require the ability to make independent and immediate decisions and to remain calm under extremely stressful situations. Responsibilities have a significant impact on the Court's and Department's operations and customer satisfaction.

Essential Functions:

I. Inmate Transport and Court Security:

- Books inmates into detention facilities, and transports detained individuals safely between jail facilities, medical centers, and the Court. Maintains physical custody and control of inmates using handcuffs, waist restraints, ankle restraints and other defensive technologies and equipment when warranted.
- Monitors inmates' health and safety while in holding cells or in physical custody. Make rapid, independent decisions during crises, medical emergencies, or security breaches.
- Maintains physical security of defendants, counsel, and court staff during court hearings. Takes court attendees into custody as required.
- Monitors high-risk individuals continuously to detect, prevent, and defuse disruptive behavior or escape attempts.
- Inspects vehicles, holding cells and facilities for safety risks.
- Reviews warrants and custody exchange paperwork. Document accurate transport logs, incident reports, and warrant service documentation daily.
- Serves warrants of arrest and arrests judicially remanded defendants.
- Transports evidence to and from the State crime lab utilizing a city-owned vehicle, as needed.

II. Other Responsibilities:

- Process fingerprints and related administrative activities.
- Participate in training sessions and meetings as required.
- Assist in other support services functions, when necessary, which may include, but is not limited to: conducting yearly equipment inventory, WASPC reaccreditation every four years, and other Support Services Unit duties and responsibilities.

The job duties and responsibilities in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor.

Qualifications:

Education and Experience:

Required:

- High school diploma or equivalent required AND at least one year of corrections or law enforcement environment experience.
- At least 21 years old upon hire.
- Basic Law Enforcement Academy, Corrections Academy, or Reserve Academy certification. **Decertified officers are not eligible.**
- Valid Washington State Driver's License and the ability to maintain insurability with the City.
- CPR, First Aid & AED certification within six months of hire.
- Must successfully pass a comprehensive criminal background investigation, psychological evaluation, pre-employment medical examination and drug screening.

Preferred:

- Previous Transport Officer or related experience.
- Experience within a court setting (testifying for the state).

Knowledge, Skills, Abilities:

Knowledge of:

- Proficient knowledge of computers and applicable computer software applications, including Microsoft Outlook, Word, and Excel.
- Working knowledge of modern administrative office procedures, methods, and equipment.
- Business letter writing and basic report preparation with proficient spelling and grammatical skills.
- Federal, state and local laws, including traffic control laws.
- Procedures, regulations, court procedures, federal, state and local laws pertaining to property and evidence in the custody of the police department.
- Knowledge and training in arrest procedures, defensive tactics, firearms, and emergency vehicle operation.

Skills in:

- Strong organizational, problem-solving, and analytical skills.
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities.
- Using initiative and independent judgement within established guidelines.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion and integrity.
- Effective interpersonal skills and the ability to interact effectively with the public and team members.
- Proficient skill and ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

Ability to:

- Remain calm, focused, and effective under extreme stress or dangerous conditions.
- Maintain proficiency with a firearm and less-lethal tools.
- Safely operate a city-owned transport vehicle.

- Interact with the public, co-workers and representatives of other public agencies using courtesy, tact and good judgment.
- Report for scheduled work with regular, reliable, and punctual attendance.
- Successfully pass required training courses relevant to position.
- Maintain and establish effective and cooperative working relationships with City employees, customers, and vendors and work effectively in a team environment.
- Work independently with a high degree of reliability, accuracy, and productivity.
- Conduct oneself in a professional manner as defined by City policy and maintain confidentiality.
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service.
- Prioritize multiple projects; anticipate needs and work effectively within deadlines while subject to frequent interruptions.
- Understand, interpret, and apply documents such as operating instructions, applicable policies, procedures, and governmental regulations.
- Follow all safety requirements, policies, and procedures. Identify work hazards and respond appropriately to mitigate safety concerns.
- Work with or near potentially hazardous material using appropriate safety precautions.
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations.
- Communicate in English clearly, concisely, and effectively, both orally and in writing.

Physical Demands and Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Environment: Indoor and outdoor environment; subject to adverse weather conditions; exposed to communicable diseases, hazardous materials and physical or verbal abuse from hostile citizens and inmates.

Mobility: To perform the essential function of the job, incumbents must be able to walk, stand, reach, talk, hear and operate a motorized vehicle; moderate or light lifting up to 50 pounds occasionally, and/or up to 20 pounds frequently.

Hours Worked: This position works 16 hours per week, or 8 hours/2 days per week. This position provides jail transportation services for inmates on judicial days for the Lake Forest Park Municipal Court, which are Monday and Wednesday. Occasional work on Tuesdays or Thursdays will be required due to observed holidays. Occasional evening or night shift work may be required.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirement of the job change.