

# Sheriff, Security and Transport – Subsidiary 3

## APS Benchmark Listings

Sub.No.	Bench- mark No.	Department	Working Title Job Title	Know-How			Creativity/ Problem Solving			Responsibility		Total Points
				Prof./Comp. Cont.Div.	H.R. Skills	Points	%	Points	Profile	Points		
<b>Sheriff, Security and Transport 4 (Point Range 314 - 370)</b>												
003	<a href="#">036SH24</a>	Public Safety and Emergency Services	Law Courts Sergeant	E	I	2	200	33	66	R2	87	353
003	<a href="#">036SH23</a>	Public Safety and Emergency Services	Sergeant, Sheriff Highway Patrol	E	I	2	200	33	66	R2	87	353
003	<a href="#">036SH28</a>	Public Safety and Emergency Services	Sergeant, Sheriff Highway Patrol (Commercial Vehicle)	E	I	2	200	33	66	R2	87	353
<b>Sheriff, Security and Transport 3 (Point Range 269 - 313)</b>												
003	<a href="#">035SH20</a>	Public Safety and Emergency Services	Surveillance Sheriff	D+	I	2	175	33	57	R2	76	308
003	<a href="#">035SH19</a>	Public Safety and Emergency Services	Law Courts Sheriff	D+	I	2	175	29	50	R2	66	291
003	<a href="#">035SH18</a>	Public Safety and Emergency Services	Sheriff, Highway Patrol Officer	D+	I	2	175	29	50	R2	66	291
003	<a href="#">035SH27</a>	Public Safety and Emergency Services	Sheriff, Highway Patrol Officer (Commercial Vehicle)	D+	I	2	175	29	50	R2	66	291
003	<a href="#">035SH26</a>	Public Safety and Emergency Services	Sheriff, Legislature and Government Centre Security	D+	I	2	175	29	50	R2	66	291

003	<a href="#">035SH25</a>	Culture	Museum Security Chief	D+	I	2	175	29	50	R1	57	282
<b>Sheriff, Security and Transport 2 (Point Range 228 - 268)</b>												
003	<a href="#">034SH09</a>	Public Safety and Emergency Services	Law Courts Sheriff (Entry level)	D	I	2	152	25	38	R2	50	240
<b>Sheriff, Security and Transport 1 (Point Range 161 - 191)</b>												
003	<a href="#">032SH05</a>	Public Safety and Emergency Services	Perimeter Security Sheriff	C+	I	1	115	25	29	R2	38	182
003	<a href="#">032SH04</a>	Public Safety and Emergency Services	Communication Officer	C+	I	1	115	22	25	R1	29	169
003	<a href="#">032SH03</a>	Culture	Museum Security Supervisor	C	I	2	115	22	25	R1	29	169

Note: Benchmark 034SH09 Law Courts Sheriff (Entry Level) is maintained as representative of SST2 type and level of work. New benchmarks will be established if jobs are found at that level in the future.

**Last Review: January 2023**

# Subsidiary 3

## Benchmark Evaluation – 036SH24

### Identification Section

**Working Title:** Law Courts Sergeant

**Department:** Public Safety and Emergency Services

**Division, Branch/Unit:** Public Security Division, Sheriffs Branch, Court and Security Services

**Reports To:** Inspector

**Levels to D.M.:** 6

**Job Description:** [036SH24](#)

**Minimum Recruitment Standards:** See the [Minimum Recruitment Standards](#) for Sheriff, Security and Transport

**Pay Grade:** [036SH](#) – Sheriff, Security and Transport 4

### Comments on Role

The Law Court Sergeant is directly responsible for delivering a complex program and the effective supervision of Law Court Sheriffs to escort prisoners and provide court security; inter-jurisdictional transfers of inmates; and providing support to the police at community events. The Sergeant ensures that high levels of coordination exist with stakeholders and partners with interests in the program, including other ministries, the Royal Canadian Mounted Police (RCMP), local and integrated law enforcement agencies, and provincial enforcement agencies.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E I 2 200	33% 66	R2 87	353

## Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- Requires law enforcement diploma (or related) and considerable directly related experience including completion of in-service induction training and demonstrated supervisory skills. Position also requires specialized training in Immediate Deployment/Active Shooter Response, investigation techniques, practices and principles and advanced law studies. A working knowledge of standard and emergency operating procedures, ministry policies and procedures and legislation governing the work and that of Peace Officer designation is necessary to the supervision of staff and the operational delivery. The rating of E recognizes the significant specialized knowledge, training and experience required to supervise and coordinate the delivery of a complex and highly specialized program of court services, prisoner escort, inmate transfer and community development in a designated region.

- **Complexity and Diversity:**

- The position requires an understanding of the courts operational program requirements within their assigned region, and the functions of Law Court Sheriffs to plan, coordinate and organize staff deployment and scheduling, and provide effective supervision to meet daily operational needs of the courts and prisoner transport ensuring safety and security of public, staff and prisoners.

- **Human Relations Skills:**

- As a supervisor, the position provides leadership, assigns, monitors, motivates, coaches, trains and reviews work of staff. The position also develops, collaborates, and maintains relationships with government officials, law enforcement and other agencies, the public and stakeholders requiring excellent communication and negotiation skills combined with skills of assertiveness and persuasion to resolve any conflict that may arise.

- **Creativity/Problem Solving:**

- The Law Court Sergeant is responsible for delivering operational and administrative program requirements in their assigned region/unit; and the effective leadership of Law Court Sheriffs including their actions and decisions, reporting and training. The position is required to balance the demands for coverage for a wide variety of program needs (e.g., prisoner transport, circuit court sittings, judiciary requests) with staff availability and coordination with other stakeholders, while ensuring safety and security of the public, judiciary, staff, and prisoners. The position encounters a varied array of ever-changing situations (potentially dangerous) including those escalated by the Sheriffs such as dealing with a problem prisoner, transport issues, interpretation of legislation and policies and/or legal documents (warrants), requiring the application of a wide breadth of content knowledge and experience to formulate the appropriate response within parameters of legislation, policy, and authority as a Peace Officer. The position participates in operational planning activities and provides input into the development and/or revision of standard/emergency operating procedures.

- Position is not rated 38% as it works within a defined legislated enforcement environment limiting the latitude to develop new procedures or alternative courses of actions outside the established framework.

- **Responsibility:**

- Position exercises authority as a Peace Officer under the *Alberta Peace Officers Act* and other applicable legislation and statutes.

**Last Reviewed: January 2023**

# Subsidiary 3 Benchmark

## Job Description – 036SH24

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Sheriff Branch is responsible for several areas that directly support law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta and plays a lead role in the Ministry's commitment to promote safe and secure communities throughout the province. These areas include traffic safety patrols and enforcement on provincial highways, warrant apprehension services, investigations, surveillance services, providing courthouse and identified or designated provincial critical infrastructure facilities security, prisoner management and transport services, and executive and judiciary security services. The Branch also offers security consultation for provincial facilities and maintains a 24-hour security control centre at Government Centre.

The Sergeant is directly responsible for delivering complex and a highly specialized program of prisoner escort and court security, inter-jurisdictional transfers of inmates and providing police support at community events. The Sergeant ensures that high levels of coordination exist with stakeholders and partners with interests in the program, including other ministries, the Royal Canadian Mounted Police (RCMP), local and integrated law enforcement agencies, and provincial enforcement agencies.

The Sergeant must be sensitive to not only operational requirements but also to scrutiny of the program and associated actions of staff members by stakeholders, the public, and the media. A constant focus on professionalism and safety of Sheriffs performing their duties is paramount, given that work is performed within continually evolving, ever-changing, and potentially dangerous environments.

Reporting to the program Manager and working within applicable legislation, policies, and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and all provincial and federal statutes, the Sergeant exercises their authority as Sheriff with Peace Officer status under the *Alberta Peace Officer Act*. In the absence of the program Manager, the Sergeant may be responsible for performing the duties of Acting Manager.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

These programs and related initiatives are delivered for an assigned area (i.e., region or unit) through effective supervision of Sheriffs carrying out associated functions:

- Orients Sheriffs as to program-specific issues and operation of associated equipment as required.
- Assigns responsibilities and holds Sheriffs accountable for their actions and decisions.
- Performs administrative functions, including completing reports and preparing updates and budgets.
- Prepares and delivers performance evaluations and participates in recruitment of Sheriffs as required.
- Coaches and mentors Sheriffs.
- Identifies training requirements and collaborates with management and Training Academy representatives to ensure training programs are delivered.
- Ensures Sheriff Branch standards are met and maintained in the use of designated tools and techniques (i.e., Incident Management Intervention Module (Use of Force), firearms, defensive batons, Oleoresin Capsicum (O.C.) spray and handcuffs).

Appropriate staff members are deployed to specific locations, approved events, and/or assignments in accordance with specific program priorities and performance expectations:

- Evaluates deployment strategies in collaboration with analytical support and other representatives as appropriate.
- Identifies concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborates with representatives of local and integrated law enforcement agencies, other government stake holder agencies and provincial enforcement agencies to determine and evaluate deployment strategies.
- Reviews work schedules and monitor/authorize overtime as required.

Ensures Sheriffs and other staff members associated within the area are assigned and available for the execution of responsibilities:

- Determines work schedules based on operational requirements.
- Liaises with head office to ensure adequate reporting and communication for all administrative issues (i.e., performance summaries, budgets, etc.).
- May supervise analytical and administrative support staff assigned to the program, unit, and/or region as appropriate.
- Ensures Sheriffs and other staff members display high standards of dress, deportment, and professionalism.

The safety of persons in custody and/or properties seized is ensured:

- Liaises directly with representatives of the Alberta Government, other provincial governments, local and integrated law enforcement agencies, RCMP, provincial enforcement agencies, first responders, etc. on an operational basis.

Interviews, reports, and completes legal documents in accordance with established policies and standards:

- Completes reports and legal documents in preparation for prosecution.
- Conducts interviews and takes statements from Sheriffs, complainants, witnesses, suspects, etc.
- Maintains and processes exhibits, prepares court briefs and disclosure documents, and gives evidence in court(s).

The Directorate is supported in achieving the mandate and goals of the assigned specialized program:

- Represents the program and Branch by developing and maintaining positive and professional relationships with Government officials and representatives, law enforcement and other agencies, the public, and stakeholders.
- Participates in business and operational planning activities and ensures staff members are informed of issues impacting work areas; collaborates with program and Branch representatives to ensure coordination and integration of activities.
- Provides input to development of and revisions to Emergency Standing Orders and procedures, Standard Operating Procedures, and contingency plans.
- Remains current as to new and innovative techniques and strategies associated with the specialized program.
- Participates in committees and projects, ensuring requirements and perspectives of the program, region, unit, Branch, and/or Division are represented as appropriate.
- Responsible for providing leadership and guidance to Sheriffs within Security Operations.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The Sergeant supervises the delivery of a specialized program in a designated region of the province. This position manages the efforts of Sheriffs delivering prisoner escort and court services. The Sergeant also oversees the activities of staff members when assigned to government-sponsored and other approved events and ensures Sheriffs are trained in all aspects of assigned functions and related tools and equipment.

The Sergeant develops evaluation strategies for program operations within the assigned area of responsibility. This position is expected to model a highly professional approach when representing the assigned program and the Branch, Ministry, government stakeholders and partners, including members of law enforcement, provincial enforcement, and integrated law enforcement agencies within Alberta, members of similar agencies from other provinces, and stakeholder organizations.

The Sergeant requires highly developed and demonstrated problem solving and leadership skills along with professional judgement, initiative, and integrity to deal with stressful and unexpected situations. Excellent communication and negotiation skills combined with environmental and political sensitivity are required to interact effectively with representatives of the Government, the public, stakeholders, and partners. This position also demonstrates leadership in and commitment to ongoing training and development, particularly training associated with the specialized program and the general competencies associated with a Sergeant position.

This position must be able to think rationally while under great pressure. The consequences of failing to do so are significant, ranging from political embarrassment and criticism of the Alberta Government to financial loss, property damage, and civil lawsuits to injury or death to Sheriffs or other staff members if placed in unsafe environments or conditions.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training, occupational certification/registration required for the job.)*

In addition to possessing the skills and competencies expected of Sheriff positions performing the services and functions associated with the program, the Sergeant is expected to demonstrate skills and competencies associated with supervising, motivating, and training Sheriffs and other staff members. The Sergeant will have completed training at least equivalent to that completed by Sheriff positions.

In addition to basic induction training (or equivalent), specialized training will include investigation techniques, practices and principles, advanced report writing, court presentation and advanced law studies with a focus on the Canadian Charter of Rights and Freedoms and case law.

The Sergeant must be competent in all aspects of the duties of a Sheriff with Peace Officer authority, including the use and application of the Alberta Peace Officer Act, the Criminal Code, the Canadian Charter of Rights and Freedoms as well as all other Provincial and Federal statutes.

The Sergeant requires working knowledge of:

- Legislation (provincial and federal statutes) pertaining to the specialized program.
- Applicable policies and procedures.
- Standing Operations Procedures.
- Emergency Standing Orders.
- Equipment associated with the specialized program.
- *The Freedom of Information and Protection of Privacy Act.*
- The radio communication system.
- The Positive Workplace program, including the ability to demonstrate and exercise this knowledge.

- Emergency vehicles protocol if applicable to specialized program.
- Various police cultures, policies, and practices.

The Sergeant also requires knowledge and awareness of:

- Cultural diversity.
- Organized crime and gang behaviour.
- Digital video recording.
- Officer safety Standards and procedures.

The Sergeant must qualify and maintain:

- A Class V or better Alberta operator's license.
- A minimum Standard Level First Aid and Level C CPR.
- Sheriffs Branch standards in the use of a firearm, O.C. spray, the defensive baton, handcuffs, and the Use of Force continuum.
- An enhanced level of security screening for CPIC.

Key tools provided include:

- Firearm, baton, O.C. spray, and handcuffs.
- A hard or soft uniform (full uniform with firearm or blazer with Sheriff s logo and markings or plain-clothes).
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.

The Sergeant must maintain a degree of physical fitness and demonstrate computer skills commensurate with requirements of the position.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

- Representatives of law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies within Alberta and other provinces.
- Ministry and Government representatives and officials (municipal, provincial, and federal).
- First responders.
- Stakeholders with interests in specialized program (i.e., enforcement, safety, and education)
- General public.
- Representatives of outside agencies.
- Offenders.
- Lawyers and judiciary.
- Media contact at the regional level regarding education, enforcement, and investigational initiatives.

The purpose of these contacts is to exchange information; provide direction; collaborate on specialized program issues and initiatives; assess risks and/or threats; and identify and resolve conflicts or problems. The Sergeant may also be required to apprehend and detain individuals and conduct arrests (including high risk suspects).

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

The Sergeant supervises Sheriff positions assigned to a designated region or unit. This position may also supervise administrative and analytical support staff associated with the specialized program.



# Subsidiary 3

## Benchmark Evaluation – 036SH23

### Identification Section

<b>Working Title:</b>	Sergeant, Sheriff Highway Patrol
<b>Department:</b>	Public Safety and Emergency Services
<b>Division, Branch/Unit:</b>	Public Security Division, Alberta Sheriffs Branch, Highway Patrol
<b>Reports To:</b>	Inspector
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	<a href="#">036SH23</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">036SH</a> – Sheriff, Security and Transport 4

### Comments on Role

The Sheriff Highway Patrol (SHP) unit has a mandate to reduce serious injury and fatal motor vehicle collisions on Alberta’s highways, protect highway infrastructure to keep them viable for the movement of traffic that promotes the Alberta economy, and to respond to calls for service and collisions that occur on provincial roadways.

SHP Sergeants provide, coordinate, and oversee complex and highly specialized services in collision response and investigation, awareness, and educational presentations, as well as warrant apprehension, and traffic safety enforcement through the investigation of related provincial statute and criminal code offences. SHP Sergeants work within continually evolving and potentially dangerous environments. This position works closely with other law enforcement agencies, including the RCMP and in responding to RAPID (Rural Alberta Provincial Integrated Defense Response) requests.

Reporting to a Sheriff Highway Patrol Inspector (Manager), this position works within applicable legislation, policies and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and other provincial and federal statutes. A Sergeant, Sheriff Highway Patrol exercises their authority as a Peace Officer under the *Alberta Peace Officer Act*.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E I 2 200	33% 66	R2 87	353

## Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- Requires a diploma in law enforcement (or related field) and considerable directly related experience including completion of in-service induction training and demonstrated supervisory skills. Position also requires specialized training including traffic enforcement and investigation, level 2 advanced collision investigation, high risk vehicle stops, speed detection and use of equipment, investigation techniques, practices and principles and standardized field sobriety testing, etc. A working knowledge of standard and emergency operating procedures, ministry policies and procedures, and legislation governing the work and that of Peace Officer designation is necessary to the supervision of staff and the operational delivery of services within a designated region/unit.

- The rating of E recognizes the significant specialized knowledge, training and experience required to supervise, coordinate, and oversee the delivery of specialized programs and related initiatives for an assigned area, while maintaining Branch standards.

- **Complexity and Diversity:**

- The position requires an understanding of the operational services requirements within their assigned region/unit, and how it relates to the overall responsibilities of the Sheriff Highway Patrol section, in order to plan, coordinate and organize staff deployment and scheduling, and provide effective supervision to meet daily operational needs.

- **Human Relations Skills:**

- As a supervisor provides leadership and assigns, monitors, motivates coaches, trains and reviews work of staff. The position also develops, collaborates, and maintains relationships with government officials, law enforcement and other agencies, the public and stakeholders requiring excellent communication and negotiation skills combined with skills of assertiveness and persuasion to resolve any conflict that may arise. As a working supervisor, position influences behaviour (short-term) through education and enforcement, supporting HR Skills 2 rating.

- **Creativity/Problem Solving:**

- The position is responsible for delivering operational and administrative program requirements in their assigned region/unit; and the effective leadership of Sheriffs, Highway Patrol including their actions and decisions, reporting and training. The position is a working supervisor, patrolling the highways and as such encounters a varied array of ever-changing situations, and also responds to issues and situations escalated by their Sheriffs, such as the interpretation of legislation and policies (charges) and/or legal documents (warrants), etc. The position is required to discern the situations and apply a wide breadth of content knowledge and experience to formulate the appropriate response and make decisions within parameters of legislation, policy, and authority as a Peace Officer. The position participates in operational planning activities and provides recommendations for improvement to current practices, and/or standard/emergency operating procedures.

- Position is not rated 38% as it works within a defined legislated enforcement environment limiting the latitude to develop new procedures or alternative courses of actions outside the established framework.

- **Responsibility:**

- Position exercises authority as a Peace Officer under the *Alberta Peace Officers Act* and other applicable legislation and statutes.

- Last Reviewed: January 2023**

# Subsidiary 3 Benchmark

## Job Description – 036SH23

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Sheriff Branch is responsible for several areas that directly support law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta and plays a lead role in the Ministry's commitment to promote safe and secure communities throughout the province.

Sheriff Highway Patrol Sergeants work within the "Highway Patrol" section of the Sheriffs Branch. The Sheriff Highway Patrol has a mandate to reduce serious injury and fatal motor vehicle collisions on Alberta's highways, protect highway infrastructure to keep them viable for the movement of traffic that promotes the Alberta economy, and to respond to calls for service and collisions that occur on provincial roadways.

Sheriff Highway Patrol Sergeants provide, coordinate, and oversee complex and highly specialized services in collision response and investigation, awareness, and educational presentations, as well as warrant apprehension, and traffic safety enforcement through the investigation of related provincial statute and criminal code offences. Sheriff Highway Patrol Sergeants work within continually evolving and potentially dangerous environments. Under the Rural Alberta Provincial Integrated Defense Force initiative (RAPID Response), Sergeants are designated responders tasked with intercepting, attending, and investigating 911 service calls inclusive of criminal driving offences and motor vehicle collisions up to and including criminal collisions.

Reporting to a Sheriff Highway Patrol Manager (Inspector), this position works within applicable legislation, policies and procedures, the *Criminal Code*, the *Canadian Charter of Rights and Freedoms*, and other provincial and federal statutes. A Sheriff Highway Patrol Sergeant exercises their authority as a Peace Officer (Sheriff) under the *Alberta Peace Officer Act*.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

The Sheriff Highway Patrol Sergeant is assigned to Sheriff Highway Patrol and oversees an individual team or unit - compliance with relevant federal and provincial statutes on provincial highways and related public safety is ensured through provision of patrol, awareness presentations, enforcement, and emergency (911) event response inclusive of motor vehicle collisions. The Sheriff Highway Patrol Sergeant is responsible both for performing the frontline role of a sheriff, as well as providing leadership and guidance to SHP sheriffs. Specific Sheriff Highway Patrol Sergeant responsibilities and activities include:

Ensures specialized programs and related initiatives are delivered for an assigned area (i.e., unit or team) through effective supervision of Traffic Sheriffs carrying out associated functions:

- Orients sheriffs as to program-specific issues and operation of associated equipment as required.
- Assigns responsibilities and holds sheriffs accountable for their actions and decisions.
- Performs administrative functions, including completing reports and preparing updates and budgets.
- Prepares and delivers performance evaluations and participates in recruitment of sheriffs as required.
- Coaches and mentor's sheriffs.

- Identifies training requirements and collaborates with management and PSES Training Academy representatives to ensure training programs are delivered.
- Ensures Sheriffs Branch standards are met and maintained in the use of designated tools and techniques (i.e., Use of Force, firearms, defensive batons, Oleoresin Capsicum (O.C.) spray, conductive energy devices, handcuffs, investigative equipment).

Ensures appropriate staff members are deployed to specific locations, approved events, and/or assignments in accordance with specific program priorities and performance expectations:

- Assumes the role of Incident Commander during evolving events (i.e., multi vehicle collisions, fatal motor vehicle collisions, disasters, etc.).
- Evaluates deployment strategies in collaboration with analytical support and other representatives as appropriate.
- Identifies concerns and issues associated with specific program through stakeholder involvement and discussions.
- Collaborates with representatives of local and integrated law enforcement agencies and provincial enforcement agencies to determine and evaluate deployment strategies.

Ensures sheriffs and other staff members associated within the area are assigned and available for the execution of responsibilities:

- Determines work schedules based on operational requirements.
- Liaises with the regional Inspector to ensure adequate reporting and communication for all administrative issues (i.e., performance summaries, budgets, etc.).
- Supervises analytical and administrative support staff assigned to the program, unit, and/or region as appropriate.
- Coordinates specific specialized programs on behalf of the Sheriff Highway Patrol as required.
- Ensures sheriffs and other staff members display high standards of dress, deportment, and professionalism.

Ensures that investigations, charges, and other enforcement actions performed by subordinates meet required standards and provides coaching and mentorship to foster continuous improvement:

- Reviews, corrects, and provides feedback regarding all subordinate operational files and investigations.
- Ensures the safety of persons brought into custody.  
Ensures the gathering, archiving, and transmission of sensitive information is done in accordance to established standards.

Supports regional and program management in achieving the mandate and goals of the assigned specialized program:

- Represents the program and Branch by developing and maintaining positive and professional relationships with Government officials and representatives, law enforcement and other agencies, the public, and stakeholders.
- Participates in business and operational planning activities and ensures staff members are informed of issues impacting work areas; collaborates with program and Branch representatives to ensure coordination and integration of activities.
- Provides input to development of and revisions to Emergency Standing orders and procedures, Standard Operating Procedures, and contingency plans.
- Remains current as to new and innovative techniques and strategies associated with the specialized program.
- Participates in committees and projects, ensuring requirements and perspectives of the program, region, unit, Branch, and/or Division are represented as appropriate.

Ensure the safety of the travelling public while maintaining public confidence that traffic laws are being enforced by proactively and reactively investigating federal and provincial statutes related to driving or those that are identified through traffic safety investigations:

- Responds to, intercepts, and investigates dispatched 911 calls for service to stop unsafe or criminal driving behaviour and charge offenders where applicable.
- Proactively patrols highways to identify offences and lay charges related to witnessed offences.
- Interprets and enforces various levels of legislation (provincial and federal statutes) through verbal and written warnings, issuing traffic violation tickets, provincial summons, laying Criminal Code charges through information, and/or seizes vehicles and other evidence where necessary.
- Engages in motor vehicle pursuits according to the PSES Provincial Pursuit Guidelines inclusive of using spike belts or other equipment/techniques where it is in the public interest to apprehend drivers committing criminal offences or offences dangerous to the public.
- Coordinates the release of arrested individuals through issuing appearance notices and/or assisting in the preparation of materials/attendance of offenders being brought before a Justice for a Judicial Interim Release hearing.
- Gathers necessary documents or evidence pursuant to a subject's release such as obtaining photographs or fingerprints.
- Screens vehicle drivers for impairment utilizing a combination of impairment detection equipment and specialized training to identify offences.
- Obtains witness statements from complainants and cautioned statements from suspects to support the laying of charges, arrest, and prosecution.
- Ensures safety of drivers and the public when detaining vehicles and drivers.
- Provides assistance to motorists experiencing emergent situations (i.e., vehicle breakdowns, medical emergencies).
- Partners with local law enforcement agencies and other provincial enforcement agencies to coordinate patrols and provide support to investigations, thus promoting consistency in enforcement practices.
- Executes outstanding arrest warrants by arresting criminals who have been identified following a traffic stop.
- Intervenes in any dangerous situation encountered to preserve life and keep the peace; employs as much physical force as necessary to perform that task as authorized under the Criminal Code.
- Provides information to drivers, committees, and stakeholder groups regarding traffic safety, including participating in public education and traffic safety public relations activities.
- Constructs traffic safety plans in consultation with other stakeholders and partners.
- Assists internal and external partners as directed.

Protects public safety, promotes accountability of road users, and promotes confidence in the justice system by responding to and investigating motor vehicle collisions.

- Provides first aid to collision victims if required and/or assists other first responders with first aid, vehicle extrication, or other collision scene elements that pose a threat to health or safety.
- Coordinates collision scene safety through traffic control and redirection.
- Coordinates specialized resources such as tow trucks, highway maintenance assets, fire and rescue, medical response, specialized investigation units, and others by requesting services and providing detailed accounts of the environment and evolution of a collision event.
- Gathers evidence, both physical and witnessed to further the investigation of complex collision scenes that can lead to provincial/criminal charges and may be subpoenaed for use in civil court proceedings.

Maintains public confidence and judicial confidence in the Sheriffs Branch by ensuring interviews, reports, and legal documents are completed in accordance with established policies and standards:

- Completes reports and legal documents in preparation for prosecution.
- Provides professional and thorough testimony in Court to ensure convictions.
- Ensures that evidence from a collision scene is properly obtained, recorded, and secured as per chain of custody protocols.
- Conducts interviews including cautioned, warned, audio, or video statements from Peace Officers, complainants, witnesses, suspects, etc.
- Maintains and processes exhibits, prepares court briefs and disclosure documents, and gives evidence in court(s).

Maintains the Branch's operational capacity and agility, thereby reducing the impact on provincial policing resources by taking on specialist roles where necessary and undergoes additional training to support the role(s):

- Performs the role of exhibit custodian and/or information manager in the records management system.
- Performs the role of impairment investigator specialist inclusive of becoming a qualified breath technician and/or drug recognition expert.
- Performs the role of collision analyst or collision reconstructionist.
- Performs the role of criminal collision investigation specialist which may include specializations in photography, obtaining warrants, interviews, or others as required.
- Performs the role of instructor in matters of investigation, use of force, tactics, driving, law, and others.
- Performs the role of acting Sergeant and/or incident commander as required. Performs other roles or assists other sections of the Branch as needed or directed.

Maintains vehicles, equipment and facilities in a manner that ensures a safe work environment and ongoing operational readiness. Position is trained to:

- Maintains personal defensive equipment and ensure its availability at all times.
- Ensures operational readiness of vehicles, shared firearms, and equipment.
- Calibrates and maintains applicable resources such as: breath testing instruments, speed detection equipment, video recording equipment, tire deflation devices, collision investigation equipment, etc.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The Sheriff Highway Patrol Sergeant supervises the delivery of a specialized program in a designated region or unit of the province. This position manages the efforts of sheriffs delivering traffic enforcement, collision investigation, delivery of educational, awareness, and other initiatives developed through the specialized program or by other provincial stakeholders with interests in the assigned program. Sheriff Highway Patrol Sergeant also oversees the activities of staff members when assigned to Government-sponsored and other approved events and ensures Traffic Sheriffs are trained in all aspects of assigned functions and related tools and equipment.

The Sheriff Highway Patrol Sergeant develops evaluation strategies for program operations within the assigned area of responsibility. This position is expected to model a highly professional approach when representing the assigned program, the Branch, Ministry, and Government to stakeholders and partners, including members of law enforcement, provincial enforcement, and integrated law enforcement agencies within Alberta, members of similar agencies from other provinces, and stakeholder organizations.

The Sheriff Highway Patrol Sergeant requires highly developed and demonstrated problem solving and leadership skills along with professional judgement, initiative, and integrity to deal with stressful and unexpected situations. Excellent communication and negotiation skills combined with environmental and political sensitivity are required to interact effectively with representatives of the Government, the public, stakeholders, and partners. This position also demonstrates leadership in, and commitment to, ongoing training and development, particularly specialized training program and the general competencies associated with a Sergeant position.

This position must be able to think rationally while under great pressure. The consequences of failing to do so are significant, ranging from political embarrassment and criticism of the Alberta Government to financial loss, property damage, creation of undesirable case law, civil lawsuits to injury or death to Traffic Sheriffs or other staff members if placed in unsafe environments or conditions.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training, occupational certification/registration required for the job.)*

### Qualifications:

- 2 years of post-secondary study in law enforcement, police science or social sciences is required along with two years of related experience.

In addition to possessing the skills and competencies expected of SHP sheriff positions performing the services and functions associated with the program, the Sheriff Highway Patrol Sergeant is expected to demonstrate skills and competencies associated with supervising, motivating, and training Sheriffs and other staff members.

The Sergeant will have completed training at least equivalent to that completed by sheriff positions.

- The position must complete an internal fifteen-week induction program consisting of conflict resolution, criminal law, security procedures, court room protocol, defensive driving, defensive tactics, physical training, arrest apprehension, etc.
- A Sheriff Highway Patrol Sergeant also goes through specialized training. Training requirements are consistent with or exceed that of Alberta law enforcement agencies performing similar functions. Traffic safety enforcement and investigation training.
- Eight-week training curriculum (in addition to basic training) that includes traffic enforcement training, emergency vehicle operation training, officer safety, high risk vehicle stops, traffic law, traffic investigations, Level 2. Advanced collision investigation, collection of evidence, scenario training, advanced or enhanced driving instruction, speed detection training and equipment use etc. Upon successful completion of training, position will be certified as a Level 2 collision investigator and will be court-qualified on numerous speed detection practices and specialized equipment operations.

### RAPID Response supplementary training:

- In addition to basic induction training and traffic enforcement/investigation training, specialized training will include advanced criminal offence investigation techniques, practices and principles, advanced report writing, court presentation and advanced law studies with a focus on the Canadian Charter of Rights and Freedoms and case law. Sergeants are trained in Standardized Field Sobriety Testing, other impaired driving techniques, motor vehicle pursuit techniques, and major case management.

The Sheriff Highway Patrol Sergeant must be competent in all aspects of the duties of an Alberta Peace Officer (Sheriff) with Peace Officer authority, including the use and application of the Alberta Peace Officer Act, the Criminal Code, the Controlled Drugs and Substances Act, the Canadian Charter of Rights and Freedoms, as well as all other Provincial and Federal statutes.

The position requires working knowledge of:

- Applicable policies and procedures, Standing Operations Procedures, Emergency Standing Orders.
- The *Freedom of Information and Protection of Privacy Act*.
- The Criminal Code of Canada.
- The *Controlled Drugs and Substances Act*.
- The *Cannabis Act*.
- The *Canada Evidence Act*.
- The *Identification of Criminals Act*.
- All Provincial Acts that in Alberta related to the traffic job function.
- The AFRRACS radio communication system.
- The Respect in the Workplace program, including the ability to demonstrate and exercise this knowledge.
- Canadian Police Information Center (CPIC).
- APSA CAD and RMS applications and other related law enforcement databases.

The position requires in-depth knowledge of:

- The Government of Alberta Leadership program.
- Cultural diversity.
- Vulnerable or mentally ill persons.
- Legislation (provincial and federal statutes) pertaining to traffic safety enforcement.
- Various police culture, policies, and practices.
- Use of Digital Video Recording Devices, Laser Speed and Measurement units and Moving mode radar equipment.
- Police Motorcycle Operations.
- Officer safety and High-Risk Vehicle Takedown Standards.
- Breath and Drug testing instruments.
- Spike belts, other pursuit termination devices, traffic management equipment, and techniques.

The position must qualify and maintain:

- Class 5 and where applicable Class 6 or better Alberta operator's license.
- Minimum Emergency Level First Aid, Level A CPR, Automated External Defibrillator.
- Officer Down trauma level first aid.
- Sheriffs Branch standards in the use of a pistol, shotgun, oleoresin capsicum spray, the defensive baton, conductive energy device (TASER), and the Use of Force continuum.
- Maintain CVSA certification:
- Maintain On-Highway Dangerous Goods Inspector certification.
- Must maintain strong knowledge of CVSA guidelines with regard to inspection procedures and placing of vehicles and drivers "Out-Of- Service".
- Federal level enhanced reliability level of security clearance for CPIC and facility access.

Key tools provided to include:

- Firearm (pistol and shotgun), baton, oleoresin capsicum spray, conductive energy device, and handcuffs.
- A hard or soft uniform (full uniform with firearm or plain-clothes).
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.
- Any Sheriff position must maintain a degree of physical fitness and demonstrate above average computer skills commensurate with requirements of the specialized function.



## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

<b>Client</b>	<b>Frequency</b>	<b>Purpose of Contact</b>
Sheriffs Branch Personnel	Daily	Provide guidance, assistance and /or request information.
Other Enforcement or First Responder Agencies.	Daily	Provide guidance, assistance and /or request information.
Sheriffs Branch Internal and External Stakeholders.	As required	Provide and/or request information.
Other Branches.	As required	Provide and/or request information.
Members of the Public	Daily	Provide guidance, assistance and /or request information.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

SST3 – Sheriff, Highway Patrol Officers.

# Subsidiary 3

## Benchmark Evaluation – 036SH28

### Identification Section

<b>Working Title:</b>	Sergeant, Sheriff Highway Patrol (Commercial Vehicle)
<b>Department:</b>	Public Safety and Emergency Services
<b>Division, Branch/Unit:</b>	Public Security Division, Sheriffs Branch, Highway Patrol
<b>Reports To:</b>	Inspector
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	<a href="#">036SH28</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">036SH</a> – Sheriff, Security and Transport 4

### Comments on Role

The Sheriff Highway Patrol (SHP) Commercial Vehicle Enforcement (CVE) Sergeant works within the “Highway Patrol” section of the Sheriffs Branch. The SHP has a mandate to reduce serious injury and fatal motor vehicle collisions on Alberta’s highways, protect highway infrastructure to keep them viable for the movement of traffic that promotes the Alberta economy, and to respond to calls for service and collisions that occur on provincial roadways.

CVE Sergeant provides complex and highly specialized services in collision response and investigation, awareness, and educational presentations, as well as warrant apprehension, and traffic safety enforcement through the investigation of related provincial statute and criminal code offences.

As working supervisor, the position is responsible for providing leadership and guidance to Sheriff, Commercial Vehicle Enforcement as well as performing the front-line duties. As a peace officer (Sheriff) under the *Peace Officer Act*, the position ensures compliance with Provincial and Federal Statutes and conducts North American Standard Inspections (NASI) inspections through the Commercial Vehicle Safety Alliance (CVSA) by industry and community education, enforcement, and investigation. Conducts roadside inspection of commercial vehicles; operation of vehicle inspection stations; provides industry specific education to carriers and drivers.

Reporting to a Sheriff Highway Patrol Inspector (manager) this position works within applicable legislation, policies and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and other provincial and federal statutes. A CVE Supervisor exercises their authority as a Peace Officer under the *Alberta Peace Officer Act*.

## Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
E 12 200	33% 66	R2 87	353

## Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- Position requires a diploma in law enforcement, demonstrated supervisory skills, mandatory in-service and required highway sheriff training including investigation techniques, practices and principles and advanced law studies, and standardized field sobriety testing, additional specialized CVSA and On-Highway Dangerous Goods Inspector certification training and knowledge of operations of vehicle inspection stations. An in-depth knowledge of CVSA and NASI standards, standard/emergency operating procedures, ministry policies and procedures, and legislation governing the work and that of Peace Officer designation is necessary to the supervision of staff and the operational delivery of services within a designated region/unit.

- The rating of E recognizes the significant specialized knowledge, training and experience required to supervise, coordinate, and oversee the delivery of specialized programs and services in a designated region.

- **Complexity and Diversity:**

- The position requires an understanding of commercial vehicle enforcement and the operational services requirements within their assigned region/unit, and how it relates to the overall responsibilities of the Sheriff Highway Patrol section, to plan, coordinate and organize staff deployment and scheduling, and provide effective supervision to meet daily operational needs.

- **Human Relations Skills:**

- As a supervisor provides leadership and assigns, monitors, motivates, coaches, trains and reviews work of staff. The position develops, collaborates, and maintains relationships with government officials, law enforcement and other agencies, the public and stakeholders including provision of industry specific education to carriers and drivers, requiring excellent communication, negotiation skills, and skills of assertiveness and persuasion to resolve any conflict.

- **Creativity/Problem Solving:**

- The position is responsible for delivering operational and administrative program services requirements in their assigned region/unit; and the effective leadership of Sheriffs, Highway Patrol Commercial Vehicle including their actions and decisions, reporting and training.

- The position is a working supervisor, patrolling the highways and as such encounters a varied array of ever-changing situations, and responds to issues and situations escalated by their Sheriffs, such as the interpretation of standards, legislation, and policies (charges) and/or inspection issues, clarification of legal documents (warrants), etc. The position is required to discern the situations and apply a wide breadth of content knowledge and experience to formulate

the appropriate response (decision) within parameters of legislation, policy, and authority as a Peace Officer. The position participates in operational planning activities and provides recommendations for improvement to current practices, and/or standard/emergency operating procedures.

The position is not rated 38% as it works within a defined legislated enforcement environment limiting the latitude to develop new procedures or alternative courses of action outside the established framework.

- **Responsibility:**

Position exercises authority as a Peace Officer under the *Alberta Peace Officers Act*, and as a CVSA and On-highway Dangerous Goods Inspector, as governed by other applicable provincial and federal legislation, standards, and statutes.

**Last Reviewed: January 2023**

## Subsidiary 3 Benchmark

### Job Description – 036SH28

#### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Sheriff Branch is responsible for several areas that directly support law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta and plays a lead role in the Ministry's commitment to promote safe and secure communities throughout the province.

The Sheriff Highway Patrol (SHP) Commercial Vehicle Enforcement Supervisor (Sergeant) works within the "Highway Patrol" section of the Sheriffs Branch. The Sheriff Highway Patrol has a mandate to reduce serious injury and fatal motor vehicle collisions on Alberta's highways, protect highway infrastructure to keep them viable for the movement of traffic that promotes the Alberta economy, and to respond to calls for service and collisions that occur on provincial roadways.

The Supervisor supports the Ministry's mandate to maintain and enhance public safety and provide infrastructure protection on Alberta's highways, as well as supporting Ministry programs and initiatives. As a peace officer with peace officer status under the *Peace Officer Act*, the position ensures compliance with Provincial and Federal Statutes and conducts North American Standard Inspections (NASI) inspections through the Commercial Vehicle Safety Alliance (CVSA) by industry and community education, enforcement, and investigation. Conducts roadside inspection of commercial vehicles; operation of vehicle inspection stations; provides industry specific education to carriers and drivers.

Commercial Vehicle Enforcement Supervisor provides complex and highly specialized services in collision response and investigation, awareness, and educational presentations, as well as warrant apprehension, and traffic safety enforcement through the investigation of related provincial statute and criminal code offences. The Commercial Vehicle Enforcement Sheriffs work within continually evolving and potentially dangerous environments. Under the Rural Alberta Provincial Integrated Defense Force initiative (RAPID Response), Commercial Vehicle Enforcement officers are designated responders tasked with intercepting, attending, and investigating 911 service calls inclusive of criminal driving offences and motor vehicle collisions up to and including criminal collisions.

Reporting to a Sheriff Highway Patrol Inspector (manager) this position works within applicable legislation, policies and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and other provincial and federal statutes. A Commercial Vehicle Enforcement Supervisor exercises their authority as a Peace Officer (Sheriff) under the *Alberta Peace Officer Act*.

#### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

The Commercial Vehicle Enforcement Sergeant is assigned to Sheriff Highway Patrol and oversees an individual team or unit - compliance with relevant federal and provincial statutes on provincial highways and related public safety is ensured through provision of patrol, awareness presentations, enforcement, and emergency (911) event response inclusive of motor vehicle collisions. The Commercial Vehicle Sergeant is responsible both for performing the frontline role of a Commercial Vehicle Enforcement Sheriff, as well as providing leadership and guidance to Commercial Vehicle Enforcement Sheriffs. Specific Commercial Vehicle Enforcement Sergeant responsibilities and activities include:

Ensures specialized programs and related initiatives are delivered for an assigned area (i.e., unit or team) through effective supervision of sheriffs carrying out associated functions:

- Orients sheriffs as to program-specific issues and operation of associated equipment as required.
- Assigns responsibilities and holds sheriffs accountable for their actions and decisions.
- Performs administrative functions, including completing reports and preparing updates and budgets.
- Prepares and delivers performance evaluations and participates in recruitment of Traffic Sheriffs as required.
- Coaches and mentors sheriffs.
- Identifies training requirements and collaborates with management and PSES Training Academy representatives to ensure training programs are delivered.
- Ensures Sheriffs Branch standards are met and maintained in the use of designated tools and techniques (i.e., Use of Force, firearms, defensive batons, Oleoresin Capsicum (O.C.) spray, conductive energy devices, handcuffs, investigative equipment).

Ensures appropriate staff members are deployed to specific locations, approved events, and/or assignments in accordance with specific program priorities and performance expectations:

- Assumes the role of Incident Commander during evolving events (i.e.: multi vehicle collisions, motor vehicle collisions, disasters, etc.).
- Evaluates deployment strategies in collaboration with analytical support and other representatives as appropriate.
- Identifies concerns/issues associated with specific program through stakeholder involvement and discussions.
- Collaborates with representatives of local and integrated law enforcement agencies and provincial enforcement agencies to determine and evaluate deployment strategies.

Ensures sheriffs and other staff members associated within the area are assigned and available for the execution of responsibilities:

- Determines work schedules based on operational requirements.
- Liaises with the regional Inspector to ensure adequate reporting and communication for all administrative issues (i.e., performance summaries, budgets, etc.).
- Supervises analytical and administrative support staff assigned to the program, unit, and/or region as appropriate.
- Coordinates specific specialized programs on behalf of the Sheriff Highway Patrol as required.
- Ensures sheriffs and other staff members display high standards of dress, deportment, and professionalism.

Ensures that investigations, charges, and other enforcement actions performed by subordinates meet required standards and provides coaching and mentorship to foster continuous improvement:

- Reviews, corrects, and provides feedback regarding all subordinate operational files and investigations.
- Ensures the safety of persons brought into custody.
- Ensures the gathering, archiving, and transmission of sensitive information is done in accordance to established standards.

Supports regional and program management in achieving the mandate and goals of the assigned specialized program:

- Represents the program and Branch by developing and maintaining positive and professional relationships with Government officials and representatives, law enforcement and other agencies, the public, and stakeholders.
- Participates in business and operational planning activities and ensures staff members are informed of issues impacting work areas; collaborates with program and Branch representatives to ensure coordination and integration of activities.

- Provides input to development of and revisions to Emergency Standing orders and procedures, Standard Operating Procedures, and contingency plans.
- Remains current as to new and innovative techniques and strategies associated with the specialized program.
- Participates in committees and projects, ensuring requirements and perspectives of the program, region, unit, Branch, and/or Division are represented as appropriate.

Ensure the safety of the travelling public while maintaining public confidence that traffic laws are being enforced by proactively and reactively investigating federal and provincial statutes related to driving or those that are identified through traffic safety investigations:

- Responds to, intercepts, and investigates dispatched 911 calls for service in order to stop unsafe or criminal driving behaviour and charge offenders where applicable.
- Proactively patrols highways to identify offences and lay charges related to witnessed offences.
- Interprets and enforces various levels of legislation (provincial and federal statutes) through verbal and written warnings, issuing traffic violation tickets, provincial summons, laying Criminal Code charges through Information's, and/or seizes vehicles and other evidence where necessary.
- Engages in motor vehicle pursuits according to the Provincial Pursuit Guidelines inclusive of using spike belts or other equipment/techniques where it is in the public interest to apprehend drivers committing criminal offences or offences dangerous to the public.
- Coordinates the release of arrested individuals through issuing appearance notices and/or assisting in the preparation of materials/attendance of offenders being brought before a Justice for a Judicial Interim Release hearing. Gathers necessary documents or evidence pursuant to a subject's release such as obtaining photographs or fingerprints.
- Screens vehicle drivers for impairment utilizing a combination of impairment detection equipment and specialized training to identify offences.
- Obtains witness statements from complainants and cautioned statements from suspects to support the laying of charges, arrest, and prosecution.
- Ensures safety of drivers and the public when detaining vehicles and drivers.
- Provides assistance to motorists experiencing emergent situations (i.e., vehicle breakdowns, medical emergencies).
- Partners with local law enforcement agencies and other provincial enforcement agencies to coordinate patrols and provide support to investigations, thus promoting consistency in enforcement practices.
- Executes outstanding arrest warrants by arresting criminals who have been identified as a result of a traffic stop.
- Intervenes in any dangerous situation encountered to preserve life and keep the peace and employ as much physical force as necessary to perform that task as authorized under the Criminal Code.
- Provides information to drivers, committees, and stakeholder groups regarding traffic safety, including participating in public education and traffic safety public relations activities.
- Constructs traffic safety plans in consultation with other stakeholders and partners.
- Assists internal and external partners as directed.

Protects public safety, promotes accountability of road users, and promotes confidence in the justice system by responding to and investigating motor vehicle collisions:

- Provides first aid to collision victims if required and/or assists other first responders with first aid, vehicle extrication, or other collision scene elements that pose a threat to health or safety.
- Coordinates collision scene safety through traffic control and redirection.
- Coordinates specialized resources such as tow trucks, highway maintenance assets, fire and rescue, medical response, specialized investigation units, and others by requesting services and providing detailed accounts of the environment and evolution of a collision event.
- Gathers evidence, both physical and witnessed to further the investigation of complex collision scenes that can lead to provincial/criminal charges and may be subpoenaed for use in civil court proceedings.

Maintains public confidence and judicial confidence in the Sheriffs Branch by ensuring interviews, reports, and legal documents are completed in accordance with established policies and standards:

- Completes reports and legal documents in preparation for prosecution.
- Provides professional and thorough testimony in Court to ensure convictions.
- Ensures that evidence from a collision scene is properly obtained, recorded, and secured as per chain of custody protocols.
- Conducts interviews including cautioned, warned, audio, or video statements from Peace Officers, complainants, witnesses, suspects, etc.
- Maintains and processes exhibits, prepares court briefs and disclosure documents, and gives evidence in courts.

Maintains the Branch's operational capacity and agility, thereby reducing the impact on provincial policing resources by taking on specialist roles where necessary and undergoes additional training to support the role(s):

- Performs the role of exhibit custodian and/or information manager in the records management system.
- Performs the role of impairment investigator specialist inclusive of becoming a qualified breath technician and/or drug recognition expert.
- Performs the role of collision analyst or collision reconstructionist.
- Performs the role of criminal collision investigation specialist which may include specializations in photography, obtaining warrants, interviews, or others as required.
- Performs the role of instructor in matters of investigation, use of force, tactics, driving, law, and others.
- Performs the role of incident commander as required.
- Performs other roles or assists other sections of the Branch as needed or directed.

Maintains vehicles, equipment and facilities in a manner that ensures a safe work environment and ongoing operational readiness. Position is trained to:

- Maintain personal defensive equipment and ensure its availability at all times.
- Ensure operational readiness of vehicles, shared firearms, and equipment.
- Calibrate and maintain applicable resources such as: breath testing instruments, speed detection equipment, video recording equipment, tire deflation devices, collision investigation equipment, etc.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The Commercial Vehicle Enforcement Sergeant supervises the delivery of a specialized program in a designated region or unit of the province. This position manages the efforts of Commercial Vehicle Enforcement Sheriffs delivering traffic enforcement, collision investigation, delivery of educational, awareness, and other initiatives developed through the specialized program or by other provincial stakeholders with interests in the assigned program. The Sergeant also oversees the activities of staff members when assigned to Government-sponsored and other approved events and ensures sheriffs are trained in all aspects of assigned functions and related tools and equipment.

The Commercial Vehicle Sergeant develops evaluation strategies for program operations within the assigned area of responsibility. This position is expected to model a highly professional approach when representing the assigned program, the Branch, Ministry, and Government to stakeholders and partners, including members of law enforcement, provincial enforcement, and integrated law enforcement agencies within Alberta, members of similar agencies from other provinces, and stakeholder organizations.

The Commercial Vehicle Sergeant requires highly developed and demonstrated problem solving and leadership skills along with professional judgement, initiative, and integrity to deal with stressful and



unexpected situations. Excellent communication and negotiation skills combined with environmental and political sensitivity are required to interact effectively with representatives of the Government, the public, stakeholders, and partners. This position also demonstrates leadership in, and commitment to, ongoing training and development - particularly training associated with the specialized program and the general competencies associated with a Commercial Vehicle Sergeant position.

This position must be able to think rationally while under great pressure. The consequences of failing to do so are significant, ranging from political embarrassment and criticism of the Alberta Government to financial loss, property damage, creation of undesirable case law, civil lawsuits to injury or death to Commercial Vehicle Enforcement Sheriffs or other staff members if placed in unsafe environments or conditions.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training, occupational certification/registration required for the job.)*

### Qualifications:

- 2 years of post-secondary study in law enforcement, police science or social sciences is required along with two years of related experience.

In addition to possessing the skills and competencies expected of Commercial Vehicle Enforcement Sheriff positions performing the services and functions associated with the program, the Commercial Vehicle Sergeant is expected to demonstrate skills and competencies associated with supervising, motivating, and training Sheriffs and other staff members.

### Traffic safety enforcement and investigation training:

The Sergeant will have completed training at least equivalent to that completed by Commercial Vehicle Enforcement Sheriffs positions.

- The position must complete an internal fifteen-week induction program consisting of conflict resolution, criminal law, security procedures, court room protocol, defensive driving, defensive tactics, physical training, arrest apprehension, etc.
- Eight-week training curriculum (in addition to basic training) that includes traffic enforcement training, emergency vehicle operation training, officer safety, high risk vehicle stops, traffic law, traffic investigations, Level 2 Advanced collision investigation, collection of evidence, scenario training, advanced or enhanced driving instruction, Speed detection training and equipment use etc. Upon successful completion of training, position will be certified as a Level 2 collision investigator and will be court-qualified on numerous speed detection practices and specialized equipment operations.
- A Commercial Vehicle Sheriff Sergeant also goes through specialized training. Training requirements are consistent with or exceed that of Alberta law enforcement agencies performing similar functions.

### RAPID Response supplementary training:

- In addition to basic induction training and traffic enforcement/investigation training, specialized training will include advanced criminal offence investigation techniques, practices and principles, advanced report writing, court presentation and advanced law studies with a focus on the Canadian Charter of Rights and Freedoms and case law. Commercial Vehicle Sergeants are trained in Standardized Field Sobriety Testing, other impaired driving techniques, motor vehicle pursuit techniques, and major case management.

The Commercial Vehicle Sheriff Supervisor must be competent in all aspects of the duties of an Alberta Peace Officer (Sheriff) with Peace Officer authority, including the use and application of the Alberta Peace Officer Act, the Criminal Code, the Controlled Drugs and Substances Act, the Canadian Charter of Rights and Freedoms, as well as all other Provincial and Federal statutes.

The position requires working knowledge of:

- Applicable policies and procedures, Standing Operations Procedures, and Emergency Standing Orders.
- The *Freedom of Information and Protection of Privacy Act*.
- The Criminal Code of Canada.
- The *Controlled Drugs and Substances Act*.
- The *Cannabis Act*.
- The *Canada Evidence Act*.
- The *Identification of Criminals Act*.
- All Provincial Acts that in Alberta related to the traffic job function.
- The AFRRACS radio communication system.
- The Respect in the Workplace program, including the ability to demonstrate and exercise this knowledge.
- Canadian Police Information Center (CPIC).
- APSA CAD and RMS applications and other related law enforcement databases.

The position requires in-depth knowledge of:

- The Government of Alberta Leadership program.
- Cultural diversity.
- Vulnerable or mentally ill persons.
- Legislation (provincial and federal statutes) pertaining to traffic safety enforcement.
- Various police culture, policies, and practices.
- Use of Digital Video Recording Devices, Laser Speed and Measurement units and Moving mode radar equipment.
- Police Motorcycle Operations.
- Officer safety and High-Risk Vehicle Takedown Standards.
- Breath and Drug testing instruments.
- Spike belts, other pursuit termination devices, traffic management equipment, and techniques.

The position must qualify and maintain:

- Class 5 and where applicable Class 6 or better Alberta operator's license.
- Minimum Emergency Level First Aid, Level A CPR, Automated External Defibrillator.
- Officer Down trauma level first aid.
- Sheriffs Branch standards in the use of a pistol, shotgun, oleoresin capsicum spray, the defensive baton, conductive energy device (TASER), and the Use of Force continuum.

Maintain CVSA certification:

- Maintain On-Highway Dangerous Goods Inspector certification.
- Must maintain strong knowledge of CVSA guidelines with regard to inspection procedures and placing of vehicles and drivers "Out-Of- Service".
- Federal level enhanced reliability level of security clearance for CPIC and facility access.

Key tools provided to include:

- Firearm (pistol and shotgun), baton, oleoresin capsicum spray, conductive energy device, and handcuffs.
- A hard or soft uniform (full uniform with firearm or plain-clothes).
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.

Any Sheriff position must maintain a degree of physical fitness and demonstrate above average computer skills commensurate with requirements of the specialized function.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

<b>Client</b>	<b>Frequency</b>	<b>Purpose of Contact</b>
Sheriffs Branch Personnel.	Daily	Provide guidance, assistance and /or request information..
Other Enforcement or First Responder Agencies.	Daily	Provide guidance, assistance and /or request information.
Sheriffs Branch Internal and External Stakeholders.	As required	Provide and/or request information
Other Branches.	As required	Provide and/or request information.
Members of the Public.	Daily	Provide guidance, assistance and /or request information.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

SST3 – Sheriff, Highway Patrol Officers (CV)

# Subsidiary 3 Benchmark Evaluation – 035SH20

## Identification Section

<b>Working Title:</b>	Surveillance Sheriff
<b>Department:</b>	Public Safety and Emergency Services
<b>Division, Branch/Unit:</b>	Public Security Division, Sheriffs Branch, Investigation and Enforcement Operations Unit
<b>Reports To:</b>	Surveillance Sergeant
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	<a href="#">035SH20</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">035SH</a> – Sheriff, Security and Transport 3

## Comments on Role

The Surveillance Sheriff provides complex and highly specialized services assisting other law enforcement agencies in surveillance activities and investigation on people of interest. Work is performed within continually evolving, ever-changing, and potentially dangerous environments. Reporting to a Surveillance Sergeant, and working within applicable legislation, policies and procedures, the Criminal Code Canadian Charter of Rights and Freedom, and all provincial and federal statutes, the Sheriff exercises its authority as a Peace Officer under the *Alberta Peace Officer Act*.

## Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+   2 175	33% 57	R2 76	308

## Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

The position requires a diploma in law enforcement and related experience, and additional, significant specialized in-service training in surveillance, intelligence, investigation, and report writing necessary to conform to police agency standards and practices, court presentation, and the collection and processing of evidence including DNA. The push (+) on the D recognizes the additional specialized training (and practical content knowledge) required to perform the role.

Position is not rated “E” as it does not require the application of theoretical knowledge, as for the most part, it is applying/utilizing practical and operational content knowledge and experience to perform the responsibilities of the role.

**Complexity and Diversity:**

The position works in close collaboration with law enforcement agencies, provincial enforcement agencies and integrated law enforcement agencies to gather evidence to prevent criminal activities and investigate crimes. Position must understand how its role fits in with the broader investigations team.

**Human Relations Skills:**

Communication is essential in this position, as they are in constant communication with other police investigators throughout the investigation, including completing and exchanging accurate notes that are subject to disclosure in criminal courts. The position is often required to brief law enforcement agencies on the findings and provide court testimony on their activities as part of a major criminal investigation. The nature of the interactions goes beyond exchange and requires skills of persuasiveness or assertiveness supporting the “2” rating.

- **Creativity/Problem Solving:**

This is a specialized role conducting overt surveillance of organized criminal activities and people as part of an investigation team involving police and RCMP (ALERT). The 33% rating acknowledges the unknown environment and circumstances that present themselves during an assignment. The position works independently and utilizing its knowledge and experience, is required to constantly analyze the situation and monitor the approach or tactic in response to the differing and variable situations that present themselves. Position is not rated 38%, as they report to a Sergeant, and are not at the highest level of operational thinking.

- **Responsibility:**

Position exercises authority as a Peace Officer under the Alberta Peace Officers Act and other applicable legislation and statutes.

**Last Reviewed: January 2023**

# Subsidiary 3 Benchmark

## Job Description – 035SH20

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Sheriff Branch is responsible for several areas that directly support law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta and plays a lead role in the Ministry's commitment to promote safe and secure communities throughout the province. These areas include traffic safety and commercial vehicle enforcement on provincial highways, SCAN investigations, Fish and Wildlife services, surveillance services, providing courthouse and "identified or designated provincial critical infrastructure" facilities security, prisoner management and transport services, and executive and judiciary security services. The Branch also offers security consultation for provincial facilities and maintains a 24-hour security control centre at Government Centre. Work is performed within continually evolving, ever-changing, and potentially dangerous environments.

The Surveillance Sheriff provides a complex and highly specialized services assisting ALERT and other law enforcement agencies in surveillance activities and investigation on people of interest. Work is performed within continually evolving, ever-changing, and potentially dangerous environments.

Reporting to a Surveillance Sergeant and working within applicable legislation, policies, and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and all provincial and federal statutes, the Sheriff exercises its authority through a Provincial Surveillance Appointment and a RCMP Special Constable (Sheriff) with Peace Officer status under the *Alberta Peace Officer Act*.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

Physical (tactical and strategic) surveillance services are provided to support ALERT integrated law enforcement agencies and provincial enforcement agencies to gather evidence to prevent criminal activities and investigate crimes.

- Uses leading edge techniques to perform physical strategic and tactical surveillance of individuals identified as persons of interest in conjunction with other law enforcement agencies in Alberta.
- Identifies, conducts covert surveillance, and documents activities of individuals who are under investigation by a law enforcement agency for the purposes of determining "lifestyle" so that the investigation team can make strategic decisions regarding the investigation and future surveillance techniques.
- Identifies, conducts covert surveillance, documents, and collects physical evidence (with judicial authority) for an investigation team.
- Processes evidence collected in the appropriate fashion pursuant to various police procedures.

Positive relationships are maintained with ALERT management and Investigators, law enforcement and other provincial agencies, the judiciary and court employees, and the public as appropriate to assigned function(s) through use of excellent and demonstrated interpersonal, public relations, communication, investigation, and crisis management skills.

Security Services standards are met and maintained in the use of the following tools and techniques.

- Incident Management Intervention Module (Use of Force).
- Firearm.
- Defensive Baton.
- Oleoresin Capsicum Spray (O.C. Spray).
- Handcuffs.
- Other specialized training as required.

Reports, and legal documents are completed in accordance with established ALERT policies and standards.

- Completes reports and legal documents in preparation for prosecution.
- Maintains and processes exhibits, prepares court briefs and disclosure documents, and gives evidence in court(s).
- Conducts covert surveillance on assigned targets assigned by ALERT or other police or government agencies.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The Surveillance Sheriff provides highly specialized and complex services in close collaboration with law enforcement agencies, provincial enforcement agencies, and integrated ALERT law enforcement agencies to promote the safety and security of citizens and communities within Alberta.

The Sheriff actively contributes to and participates in various training functions, demonstrating commitment to training associated with the specialized assignment and the general competencies associated with a senior Sheriff position.

This position is expected to represent the Branch, Ministry, and Government in a highly professional manner when interacting with stakeholders and partners, including members of law enforcement agencies within Alberta, members of similar agencies from other provinces, and stakeholder organizations. This position also provides guidance and mentoring for other members of Security Services gaining experience in or recently assigned to specialized functions.

The Surveillance Sheriff is expected to demonstrate leadership, initiative, and integrity in relation to performance of all aspects of job responsibilities. This position may function as the "Team Leader" and may be required to assume the duties of the Sergeant as required.

The impacts of action or inaction by the position are significant, and can result in physical injury, danger to the public, employees, government officials, offenders, and/or prisoners. Other consequences of action or inaction by this position can include political embarrassment, financial loss, property damage, civil lawsuits, grievous bodily harm, or death.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training, occupational certification/registration required for the job.)*

### Qualifications:

- Two years of post-secondary study in law enforcement, police science or social sciences is required along with three years of related experience.
- The position must complete an internal sixteen-week induction program consisting of conflict resolution, criminal law, security procedures, court room protocol, defensive driving, defensive tactics, physical training, advanced arrest apprehension, etc.

### Surveillance training:

- In addition to basic induction training (or equivalent), specialized training will include basic and advanced surveillance courses (to the same standard as all Alberta police agencies), advanced or enhanced driving instruction (EVOC).
- A Surveillance Understudy Program will also be required once a candidate has been assigned to the Surveillance Unit.

### Investigation:

- In addition to basic induction training (or equivalent), specialized training will include investigation techniques, practices and principles, advanced report writing, court presentation and advanced law studies with a focus on the Canadian Charter of Rights and Freedoms and case law.

The Surveillance Sheriff must be competent in all aspects of the duties of a Sheriff, with Peace Officer authority, including the use and application of the *Alberta Peace Officer Act*, the Criminal Code, the Canadian Charter of Rights and Freedoms as well as all other Provincial and Federal statutes.

### The Sheriff requires working knowledge of:

- Applicable ALERT and Sheriff policies and procedures.
- Surveillance Standing Operations Procedures.
- *The Freedom of Information and Protection of Privacy Act* the Criminal Code of Canada the AFRACS radio communication system the Respect in the Workplace program, including the ability to demonstrate and exercise this knowledge.

### The Surveillance Sheriff will also require in-depth knowledge of:

- Cultural diversity.
- Organized gang behaviour.
- Various police culture, policies, and practices.

### The position must qualify and maintain:

- A Class 5 or better Alberta operator's license.
- A minimum Emergency Level First Aid and Level A CPR.
- Security Services standards in the use of a firearm, Oleoresin Capsicum spray, the defensive baton, and the Use of Force continuum.

### Key tools provided include:

- Firearm, baton, Oleoresin Capsicum spray, and handcuffs.
- A hard or soft uniform (full uniform with firearm or blazer with Sheriff's logo and markings or plain-clothes).
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.

The Sheriff must maintain a degree of physical fitness and demonstrate computer skills commensurate with requirements of the specialized function.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

Main contacts for the position may include any or all of the following:

- Ministry and Government representatives and officials Representatives of ALERT and other law enforcement agencies and other provincial enforcement agencies.
- Offenders as points of target.
- Lawyers and Judiciary.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

No Supervision.



# Subsidiary 3 Benchmark Evaluation – 035SH19

## Identification Section

<b>Working Title:</b>	Law Courts Sheriff
<b>Department:</b>	Public Safety and Emergency Services
<b>Division, Branch/Unit:</b>	Public Security Division, Sheriffs Branch, Court and Security Services
<b>Reports To:</b>	Law Court Sergeant
<b>Levels to D.M.:</b>	7
<b>Job Description:</b>	<a href="#">035SH19</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">035SH</a> – Sheriff, Security and Transport 3

## Comments on Role

The Law Court Sheriff provides and maintains a safe and secure setting for all persons within provincial courthouses. The position provides an armed presence in courtrooms when a prisoner is in custody or when threat levels are elevated. The position also provides effective and efficient prisoner management and transportation throughout the province, transporting and escorting prisoners from RCMP detachments, municipal police agencies, correctional or mental health institutions, provincial centres, and federal penitentiaries to provincial courthouses or the reverse, and escorting prisoners to hospitals as required. In addition, this position performs out-of-province prisoner escorts to bring individuals arrested in Canada but outside of Alberta back to the province. As assigned, the Law Court Sheriff assists the police community by participating in Community Deployment Events including working in front line deployment with police to keep the peace, assist in making arrests, handling, searching, managing, and transporting prisoners.

## Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+   2 175	29% 50	R2 66	291

## Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- Requires a law enforcement diploma, mandatory in-service training and specialized training in Immediate Deployment, Active Shooter Response, prisoner management and operation of prisoner transport vehicles and class 4 license. The push (+) on the D recognizes the additional specialized training (and practical content knowledge) required to perform the role.

- Position is not rated “E” as the primary focus of the work is on utilizing practical and operational content, knowledge and skills limited to ensuring safe and secure setting and persons within courthouses and during prisoner transportation.

- **Complexity and Diversity:**

- Position is responsible for ensuring safety of all persons within a provincial courthouse, effective and efficient prisoner management and transport. Must understand how its role and powers as a Peace Officer fits within the Law Court operational programs.

- **Human Relations Skills:**

- Position requires strong interpersonal and communication skills to interact with public, prisoners, law enforcement, correctional staff, and judiciary. The position encounters a variety of situations requiring the use of skills in persuasion and assertiveness to influence behavior, enforce rules, turn situations around, and resolve conflicts, problems or arrest and detain individuals. Position is not rated “3” as it is not required to influence behavior on a long-term basis.

- **Creativity/Problem Solving:**

- The position encounters a variety of situations and issues and is guided by the application of established standard operating procedures and policies, training, and experience in determining the appropriate response. The position works within an enforcement environment with a defined framework of legislation, policies, and procedures, limiting the latitude of the role to alter or change responses. There is access to assistance from the supervisor.

- The position is not rated 33% as there is no requirement to apply professional judgment and theoretical knowledge or related practices and principles to determine solutions as solutions are found within a well-defined framework of standard operating procedures and legislation.

- **Responsibility:**

- Position exercises authority as a Peace Officer under the *Alberta Peace Officers Act* and other applicable legislation and statutes.

**Last Reviewed: January 2023**

# Subsidiary 3 Benchmark

## Job Description – 035SH19

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Sheriff's Branch is responsible for several areas that directly support law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta and plays a lead role in the Ministry's commitment to promote safe and secure communities throughout the province. These areas include traffic safety patrols, enforcement on provincial highways, warrant apprehension services, investigations, surveillance services, providing courthouse and "identified or designated provincial critical infrastructure" facilities security, prisoner management and transport services, and executive and judiciary security services. The Branch also offers security consultation for provincial facilities and maintains a 24-hour security control centre at Government Centre.

The Department has adopted a policy whereby, in the interests of safe and secure communities, the Sheriffs Branch will mobilize into the community for events to assist the police agency of jurisdiction by performing duties that are consistent with the sheriffs' authority and training. While this changes and enhances the work of the sheriffs, it allows front-line police officers to focus on responding to and investigating organized and serious crime.

This position provides and maintains a safe and secure setting for all persons within the province's 75 provincial courthouses. Work is performed within ever-changing and potentially dangerous environments, with a requirement to provide specialized, competent physical security services for special events and conferences as required. New and further specialized training is required (Immediate Deployment and Active Shooter Response) to be in a position to respond to an active shooter" situation in a court facility.

A Law Court Sheriff ensures the personal safety of all persons within provincial courthouses by providing an armed presence in courtrooms when a prisoner is in custody or when threat levels are elevated. Their presence in the courtrooms and facilities is essential not only for the immediate protection of all who frequent these locations but also to diminish the threat of intimidation in and outside the courts. The position also provides effective and efficient prisoner management and transportation throughout the province, transporting and escorting prisoners from RCMP detachments, municipal police agencies, correctional or mental health institutions, provincial centres, and federal penitentiaries to provincial courthouses or the reverse, and escorting prisoners to hospitals as required. In addition, this position performs out-of-province prisoner escorts to bring individuals arrested in Canada but outside of Alberta back to the province.

In keeping with the department's commitment to assist the police community in providing safe and secure communities, the Sheriffs Branch has developed a Community Deployment Program whereby Law Courts sheriffs contribute to the continuum of policing by providing prisoner management, handling, and transport services outside of their normal "institutional" environment.

This function includes front-line deployment in partnership with police, dealing with offenders, prisoners, the general public and the media in an uncontrolled and dynamic environment. These deployments demand a high degree of professionalism and actions that instils public trust and confidence. Sheriffs are held to those standards by virtue of the *Peace Officer Act* and are held accountable in that regard. Community deployments include major public order events such as large sporting events, Canada Day, Air Shows, large concert events etc.

Law Court sheriffs also assist the police with the movement of children in need of protection by transporting them from police facilities to safe houses around Alberta. This requires a modification to the management" of the young person as opposed to a prisoner and requires an enhanced skills set.

Reporting to a Sergeant and working within applicable legislation, policies, and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and all provincial and federal statutes, the position exercises its authority as a Sheriff with Peace Officer status under the *Alberta Peace Officer Act (2007)*.

## Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

A safe, secure, and armed presence is provided in an open environment for all persons within all courthouses. Special emphasis is placed on the on and off-site security concerns of the judiciary while enforcing the Criminal Code and all provincial and federal statutes to ensure:

- The preservation of the peace.
- The prevention of crime and offences against the laws in force in Alberta.
- The detection and prevention of acts of intimidation of witnesses in the court environment.
- The apprehension of criminals, offenders and others who may lawfully be taken into custody.
- The execution of all warrants and performance of all duties and services there under or in relation there to that under the laws in force in Alberta may lawfully be executed and performed by a peace officer.
- Taking into custody of newly sentenced persons and those arrested in the courthouse.
- Initial response to major incidents within the courthouse including protection of crime scenes, identification and preservation of evidence, separation of potential witnesses and liaison/ assistance to police.
- First aid response for all stakeholders within the courthouse as well as members of the public.
- The evacuation of prisoners as well as stakeholders and members of the public during major incidents such as bomb threats or fire alarms.

Prisoners attending court and within holding cells are supervised to ensure care, custody, and control.

- Maintains accurate prisoner counts.
- Documents pertinent information in respect to prisoners, records personal property, and completes specific Ministry and court forms, including appropriate release procedures and documents.
- Completes staff reports and occurrence reports as required.
- Conducts searches of prisoners, public, courtrooms, escort vehicles, and prisoner holding facilities to ensure prisoner, public, and officer safety.
- Maintains knowledge of all warrants, Judges Orders, and external police agency prisoner documentation.
- Ensures certain prisoners are separated based on age, threat, and gang affiliation.
- Being watchful and aware of subtle cues among the prisoners, such as hand signals and other non-verbal communications which would identify the need for increased threats.

The safe and secure transfer of prisoners to and from various locations within the province is facilitated.

- Provides armed escorts of prisoners from various locations within the province to court and back, as well as between centres and police detachments and, if required, to hospitals.
- Provides out-of-province prisoner escorts, escorting individuals arrested outside of Alberta and within Canada back to the province.
- Responds to threats or potential threats by prisoners and/or the public during the transport process.
- Ensures the appropriate "booking" documentation is in order (Judge's Orders, etc.).

### Assist the police community by participating in Community Deployment Events.

- Participates in extra training and/or briefings with policing partners to determine parameters of the mission.
- Works in front lines with police to keep the peace, assists in making arrests, handling, searching, managing, and transporting prisoners.
- Interacts with members of the public, policing partners, and media.

### The following responsibilities are common to all Law Court Sheriff positions regardless of assigned unit:

- Positive relationships are maintained with government officials, the judiciary, lawyers, the public, police, other agencies, Correctional Services and Federal Penitentiary representatives, and court employees as appropriate to assigned responsibilities through use of excellent interpersonal, public relations, communication, investigation, and crisis management skills.
- Sheriffs Branch standards are met and maintained in the use of the following tools and techniques:
  - Incident Management Intervention Module (Alberta Association of Chiefs of Police - AACP "use of force" standard).
  - Firearms training and yearly re-certification.
  - Immediate Deployment/Active Shooter Response training.
  - Defensive Baton techniques.
  - Oleoresin Capsicum Spray (O.C. Spray).
  - Handcuffs.
  - Verbal judo techniques (conflict diffusion).
  - Control tactics (AACP standard).
- Current knowledge of personal and physical security methods and electronic and computerized security equipment is maintained to ensure a secure environment for the public, employees, and visitors to courthouses.
  - Monitors access to courthouses during normal operational hours.
  - Maintains working knowledge of the geographic layout of the applicable building(s) to respond to all alarms efficiently and effectively (panic and/or fire) and threats or acts of intimidation.
- Interviews, reports, and legal documents are completed in accordance with established policies and standards.
  - Completes reports and legal documents in preparation for prosecution.
  - Conducts interviews and takes statements from Sheriffs, complainants, witnesses, suspects, etc.
  - Maintains and processes exhibits, prepares court briefs and disclosure documents, and gives evidence in court(s).

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

In addition to providing facilities security, prisoner management and transport services, the position also provides physical and personal protection packages for special and high-profile events and conferences, with examples including the G8 Conference, the World Petroleum Congress, Premier's Conferences, Energy Utilities Board Hearings, and public consultation sessions dealing with sensitive and controversial topics.

Community Deployments Program events as well as events previously described provides the sheriff with opportunities to identify problems quickly and effectively. create solutions without necessarily the benefit of supervision and employ the solution in a timely fashion having regard for public safety.

The position is expected to contribute to other key responsibilities of the Sheriffs Branch, including gathering and disseminating intelligence, confidential source development and information and contributing to risk analysis and assessment (i.e., organized crime; special interest groups - patriots).

The Law Court Sheriff actively contributes to and participates in various training functions, with examples including:

- Specialized instruction and partnerships with police agencies, including certification of instructors for Sheriffs Branch.
- Immediate Deployment/Active Shooter Response training.
- On-line ethics-based and supervisory training (through the Canadian Police Knowledge Network).
- Scenario training.
- Tactical shooting training.
- First Aid / CPR / AED (Defibrillator).
- Field training.

This position also performs Canadian Police Information Centre, Comis, and IRIMS checks for outstanding warrants and criminal and/or terrorist activity. In addition, the position is relied on to represent the Branch, Ministry, and Government in a highly professional manner when interacting with stakeholders. This can include providing practicum job sites for students from various community colleges. The Sheriff also provides assistance, guidance, and on-the-job training for new members of the Sheriffs Branch.

The Law Court Sheriff is expected to demonstrate leadership and initiative in relation to the performance of all aspects of job responsibilities. This position often functions as the "second in command," providing dispatch officers with directions and ensuring that operational requirements are met using resources available. The Law Court sheriff may be required to assume the duties of Temporary Acting Sergeant.

The impacts of action or inaction by the position are significant, and can result in physical injury, danger to the judiciary, employees, the public, and/or prisoners. Other consequences of action or inaction by this position can include political embarrassment, financial loss, harm to the judicial process, property damage, civil lawsuits, grievous bodily harm, or death.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc. and specific training, occupational certification/registration required for the job.)*

### Qualifications:

- 2 years of post-secondary study in law enforcement, police science or social sciences is required along with two years of related experience. Candidates must complete physical testing (PARE test) with a score of 4 minutes and 15 seconds or better.
- Positions must have successfully completed the SGPS Induction Training Program with a minimum 80% average (induction training program is currently seven weeks in duration).

The Induction Training Program consists of:

- Legal Studies - information pertaining to the Criminal Justice system, Criminal Code, Charter of Rights and Freedoms, *Freedom of Information and Privacy Act*, Powers of a Peace Officer, structure of Provincial Statutes, Giving Evidence, courtroom procedures. Powers of Arrest, Use of Force, Powers of Search, etc.
- Criminal intelligence collection, analysis and dissemination.
- Human Relations - communication and listening skills, leadership styles, public relations skills, writing skills, facilitation skills, dealing with the media, preparing presentations, working with diverse audiences, interaction skills, etc.
- Officer Safety training - use of force, principles of control, resistance/control continuum, handcuffing, pressure points, Oleoresin Capsicum (OC) spray theory and exposure, vascular neck

restraints, weapon retention and disarming, assailant confrontation, baton training, physical fitness, driver training, etc.

- Firearms training.
- Scenario training including room searches, confrontation with armed and unarmed individuals.
- Verbal judo.

Law Court Sheriffs also receive instruction in the (AACCP approved) operation of prisoner transport vehicles. This is also a GoA requirement).

The position must be competent in all aspects of the duties of a Sheriff with Peace Officer authority, including the use and application of the *Alberta Peace Officer Act*, the Criminal Code, the Canadian Charter of Rights and Freedoms as well as all other Provincial and Federal statutes.

The position requires working knowledge of:

- Applicable policies and procedures.
- Standing Operation Procedures.
- Emergency Standing Orders.
- *The Freedom of Information and Protection of Privacy Act*.
- The radio communication system.
- Cultural diversity.
- Organized gang behaviour.
- The Positive Workplace program, including ability to demonstrate and exercise this knowledge.

The position must qualify and maintain:

- A Class 4 or better Alberta operator's license.
- A minimum Emergency Level First Aid and Level A CPR.
- Sheriffs Branch standards in the use of a firearm, Oleoresin Capsicum spray, the defensive baton, and the (AACCP) Use of Force continuum.

Key tools provided include:

- Firearm, baton, Oleoresin Capsicum spray, handcuffs.
- A hard or soft uniform (full uniform with firearm or blazer with Sheriff's logo and markings).
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.

All Sheriff positions must maintain a degree of physical fitness and demonstrate basic computer skills.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

Main contacts for the Law Court Sheriff are:

- Judiciary and their staff members.
- Representatives of police agencies and first responders.
- Representatives of Correctional Services and Court Services.
- Lawyers.
- Prisoners.
- General public.
- Representatives of outside agencies.
- Media.

The purpose of these contacts is to exchange information; assess risks and/or threats; identify and resolve conflicts or problems; discuss issues; and arrest or detain individuals as necessary.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

Provides guidance and direction to new recruits.

# Subsidiary 3

## Benchmark Evaluation – 035SH18

### Identification Section

<b>Working Title:</b>	Sheriff, Highway Patrol Officer
<b>Department:</b>	Public Safety and Emergency Services
<b>Division, Branch/Unit:</b>	Public Security Division, Sheriffs Branch, Highway Patrol
<b>Reports To:</b>	Sergeant, Highway Patrol
<b>Levels to D.M.:</b>	7
<b>Job Description:</b>	<a href="#">035SH18</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">035SH</a> – Sheriff, Security and Transport 3

### Comments on Role

The Sheriff Highway Patrol has a mandate to reduce serious injury and fatal motor vehicle collisions on Alberta’s highways, protect highway infrastructure to keep them viable for the movement of traffic that promotes the Alberta economy, and to respond to calls for service and collisions that occur on provincial roadways.

Sheriff Highway Patrol officers enforce various provincial and federal statutes on Alberta highways ensuring the safety of motorists, provide complex and highly specialized services in collision response and investigation, awareness, and educational presentations, as well as warrant apprehension, and traffic safety enforcement through the investigation of related provincial statute and criminal code offences. The officers work within continually evolving and potentially dangerous environments. This position works closely with other law enforcement agencies, including the RCMP and in responding to RAPID (Rural Alberta Provincial Integrated Defense Response) requests.

Reporting to a Sheriff Highway Patrol Supervisor (Sergeant) this position works within applicable legislation, policies and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and other provincial and federal statutes, and exercises their authority as a Peace Officer (Sheriff) under the *Alberta Peace Officer Act*.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+   2 175	29% 50	R2 66	291



## Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

Position requires a diploma in law enforcement, mandatory in-service training and additional specialized internal training including traffic enforcement training, firearm certification, level 2 advanced collision investigation certificate, interpretation of legislation, use of force continuum, high risk vehicle approach, executing warrants and arresting techniques, enhanced driving instruction, etc. The push (+) on the D recognizes the additional specialized training, and practical content knowledge gained through experience required to perform the role.

Position is not rated “E” as the focus of the work is on applying operational and practical knowledge and skills in the performance of assigned duties, focused predominantly on highway patrol.

**Complexity and Diversity:**

The position requires a good understanding of its responsibilities as a Sheriff Highway Patrol and the legislation, policies, procedures governing its work and its role and authorities as a Peace Officer. The position works with and coordinates with other Sheriffs, the communication center, and law enforcement agencies to ensure road safety, and protection of highway infrastructure.

**Human Relations Skills:**

Position requires strong interpersonal and communication skills to interact with public and stakeholders in the execution of its responsibilities for traffic safety, enforcement, and education. The position encounters a variety of situations requiring the use of skills in persuasion and assertiveness to influence behavior, enforce rules, turn situations around, and resolve conflicts, problems or arrest and detain individuals. Given the short-term nature of the interactions, an HR skills rating of 3 is not supported.

- **Creativity/Problem Solving:**

The position encounters a variety of situations and issues, and is guided by the application of established standard operating procedures and policies, training, past practices and precedents and experience in the determination of the appropriate response. The position works with considerable independence within an enforcement environment and operates within a defined framework of legislation, policies, and procedures; therefore, limiting the latitude of the role to alter or change responses. There is also access to assistance from the Supervisor, therefore, the position is not rated 33%.

- **Responsibility:**

Position exercises authority as a Peace Officer under the *Alberta Peace Officers Act* and other applicable legislation and statutes.

**Last Reviewed: January 2023**

# Subsidiary 3 Benchmark

## Job Description – 035SH18

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Sheriff Branch is responsible for several areas that directly support law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta and plays a lead role in the Ministry's commitment to promote safe and secure communities throughout the province.

Sheriff Highway Patrol Officer's work within the "Sheriff Highway Patrol" section of the Sheriffs Branch. The Sheriff Highway Patrol has a mandate to reduce serious injury and fatal motor vehicle collisions on Alberta's highways, protect highway infrastructure to keep them viable for the movement of traffic that promotes the Alberta economy, and to respond to calls for service and collisions that occur on provincial roadways.

Sheriff Highway Patrol officers provide complex and highly specialized services in collision response and investigation, awareness, and educational presentations, as well as warrant apprehension, and traffic safety enforcement through the investigation of related provincial statute and criminal code offences. The officers work within continually evolving and potentially dangerous environments. Under the Rural Alberta Provincial Integrated Defense Response initiative (RAPID Response), Sheriff Highway Patrol officers are designated responders tasked with intercepting, attending, and investigating 911 service calls inclusive of criminal driving offences and motor vehicle collisions up to and including criminal collisions.

Reporting to a Sheriff Highway Patrol Supervisor (Sergeant,) this position works within applicable legislation, policies and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and other provincial and federal statutes. A Sheriff, Highway Patrol Officer exercises their authority as a Peace Officer (Sheriff) under the *Alberta Peace Officer Act*.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

The Sheriff Highway Patrol Officer is assigned to Sheriff Highway Patrol - compliance with relevant federal and provincial statutes on provincial highways and related public safety is ensured through provision of patrol, awareness presentations, enforcement, and emergency (911) event response inclusive of motor vehicle collisions.

Ensure the safety of the travelling public while maintaining public confidence that traffic laws are being enforced by proactively and reactively investigating federal and provincial statutes related to driving or those identified through traffic safety investigations:

- Responds to, intercepts, and investigates dispatched 911 calls for service to stop unsafe or criminal driving behaviour and charge offenders where applicable.
- Proactively patrols highways to identify offences and lay charges related to witnessed offences.

- Interprets and enforces various levels of legislation (provincial and federal statutes) through verbal and written warnings, issuing traffic violation tickets, provincial summons, laying Criminal Code charges through Information's, and/or seizes vehicles and other evidence where necessary.
- Engages in motor vehicle pursuits according to the Provincial Pursuit Guidelines inclusive of using spike belts or other equipment/techniques where it is in the public interest to apprehend drivers committing criminal offences or offences dangerous to the public.
- Coordinates the release of arrested individuals through issuing appearance notices and/or assisting in the preparation of materials/attendance of offenders being brought before a Justice for a Judicial Interim Release hearing. Gathers necessary documents or evidence pursuant to a subject's release such as obtaining photographs or fingerprints.
- Screens vehicle drivers for impairment utilizing a combination of impairment detection equipment and specialized training to identify offences.
- Obtains witness statements from complainants and cautioned statements from suspects to support the laying of charges, arrest, and prosecution.
- Ensures safety of drivers and the public when detaining vehicles and drivers.
- Provides assistance to motorists experiencing emergent situations (i.e., vehicle breakdowns, medical emergencies).
- Partners with local law enforcement agencies and other provincial enforcement agencies to coordinate patrols and provide support to investigations, thus promoting consistency in enforcement practices.
- Executes outstanding arrest warrants by arresting criminals who have been identified following a traffic stop.
- Intervenes in any dangerous situation encountered to preserve life and keep the peace; employs as much physical force as necessary to perform that task as authorized under the Criminal Code.
- Provides information to drivers, committees, and stakeholder groups regarding traffic safety, including participating in public education and traffic safety public relations activities.
- Constructs traffic safety plans in consultation with other stakeholders and partners.
- Assists internal and external partners as directed.

Protects public safety, promotes accountability of road users, and promotes confidence in the justice system by responding to and investigating motor vehicle collisions:

- Provides first aid to collision victims if required and/or assists other first responders with first aid, vehicle extrication, or other collision scene elements that pose a threat to health or safety.
- Coordinates collision scene safety through traffic control and redirection.
- Coordinates specialized resources such as tow trucks, highway maintenance assets, fire and rescue, medical response, specialized investigation units, and others by requesting services and providing detailed accounts of the environment and evolution of a collision event.
- Gathers evidence, physical and witnessed, to further investigation of complex collision scenes that can lead to provincial/criminal charges and may be subpoenaed for use in civil court proceedings.
- Where alcohol or drug impairment is suspected in motor vehicle collisions and the individual is injured as a result of the collision, obtains judicial authorization, in the form of a warrant to obtain blood, to enable the attending physician to extract blood for the purposes of determining alcohol content or identifying illicit drugs.

Maintains public confidence and judicial confidence in the Sheriffs Branch by ensuring interviews, reports, and legal documents are completed in accordance with established policies and standards:

- Completes reports and legal documents in preparation for prosecution.
- Provides professional and thorough testimony in Court to ensure convictions.
- Ensures that evidence from a collision scene is properly obtained, recorded, and secured as per chain of custody protocols.
- Conducts interviews including cautioned, warned, audio, or video statements from peace officers, complainants, witnesses, suspects, etc.
- Maintains and processes exhibits, prepares court briefs and disclosure documents, and gives evidence in court(s).

Maintains the Branch's operational capacity and agility, thereby reducing the impact on provincial policing resources by taking on specialist roles, where necessary, and undergoes additional training to support the role(s):

- Performs the role of exhibit custodian and/or information manager in the records management system.
- Performs the role of impairment investigator specialist inclusive of becoming a qualified breath technician and/or drug recognition expert.
- Performs the role of collision analyst or collision reconstructionist.
- Performs the role of criminal collision investigation specialist which may include specializations in photography, obtaining warrants, interviews, or others as required.
- Performs the role of instructor in matters of investigation, use of force, tactics, driving, law, and others.
- Performs the role of acting sergeant and/or incident commander as required
- Performs other roles or assists other sections of the Branch as needed or directed.

Maintains vehicles, equipment and facilities in a manner that ensures a safe work environment and ongoing operational readiness. Position is trained to:

- Maintains personal defensive equipment and ensure its availability at all times.
- Ensures operational readiness of vehicles, shared firearms, and equipment.
- Calibrates and maintains applicable resources such as: breath testing instruments, speed detection equipment, video recording equipment, tire deflation devices, collision investigation equipment, etc.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The Sheriff Highway Patrol Officer provides highly specialized traffic services in close collaboration with law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies to promote the safety and security of citizens and communities within Alberta. The position is to maintain a positive relationship with these agencies as well as the public, using excellent interpersonal, public relations, communication, investigation, and crisis management skills.

The position actively contributes to and participates in various training functions, demonstrating commitment to training associated with the specialized assignment and the general competencies associated with a senior Sheriff position. In addition, some positions are involved in curriculum development and course delivery at the training facility, instructing other Sheriffs and stakeholders as required.

This position is expected to represent the Branch, Ministry, and Government in a highly professional manner when interacting with stakeholders and partners, including members of law enforcement agencies within Alberta, members of similar agencies from other provinces, and stakeholder organizations. This position also provides guidance and mentoring for other members of the Sheriffs Branch gaining experience in or recently assigned to traffic enforcement.

The Sheriff Highway Patrol Officers is expected to demonstrate leadership, initiative, and integrity in relation to performance of all aspects of job responsibilities. Due to the unique and dangerous rural operating environment, Sheriff, HPO must make independent decisions in dangerous situations often without access to a supervisor or other resources. This position may function as the "second in command" and may be required to assume the duties of the Supervisor (Sergeant) as required.

The impacts of action or inaction by the position are significant, and can result in physical injury, death, and danger to the public or other employees. Other consequences of action or inaction by this position can include political embarrassment, financial loss, property damage, setting of undesirable case law precedent, and civil lawsuits.

## Knowledge, Skills and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training if it is an occupational certification/registration required for the job.)

### Qualifications:

- 2 years of post-secondary study in law enforcement, police science or social sciences is required along with two years of related experience.

### Traffic safety enforcement and investigation training:

- The position must complete an internal fifteen-week induction program consisting of conflict resolution, criminal law, security procedures, court room protocol, defensive driving, defensive tactics, physical training, arrest apprehension, etc.
- A Sheriff Highway Patrol officers also goes through specialized training. Training requirements are consistent with or exceed that of Alberta law enforcement agencies performing similar functions.
- Eight-week training curriculum (in addition to basic training) that includes traffic enforcement training, emergency vehicle operation training, officer safety, high risk vehicle stops, traffic law, traffic investigations, Level 2 Level Advanced collision investigation, collection of evidence, scenario training, advanced or enhanced driving instruction, Speed detection training and equipment use etc. Upon successful completion of training, position will be certified as a Level 2 collision investigator and will be court-qualified on numerous speed detection practices and specialized equipment operations.

### RAPID Force supplementary training:

- In addition to basic induction training and traffic enforcement/investigation training, specialized training will include advanced criminal offence investigation techniques, practices and principles, advanced report writing, court presentation and advanced law studies with a focus on the Canadian Charter of Rights and Freedoms and case law. Sheriffs, HPO are trained in Standardized Field Sobriety Testing, other impaired driving techniques, motor vehicle pursuit techniques, and major case management.

The Sheriff Highway Patrol Officer must be competent in all aspects of the duties of an Alberta Peace Officer (Sheriff) with Peace Officer authority, including the use and application of the Alberta Peace Officer Act, the Criminal Code, the Controlled Drugs and Substances Act, the Canadian Charter of Rights and Freedoms, as well as all other Provincial and Federal statutes.

### The position requires working knowledge of:

- Applicable policies and procedures, Standing Operations Procedures.
- Emergency Standing Orders.
- *The Freedom of Information and Protection of Privacy Act.*
- The Criminal Code of Canada.
- *The Controlled Drugs and Substances Act.*
- *The Cannabis Act.*
- *The Canada Evidence Act.*
- *The Identification of Criminals Act.*
- All Provincial Acts that in Alberta related to the traffic job function.
- The AFRRACS radio communication system.
- The Respect in the Workplace program, including the ability to demonstrate and exercise this knowledge.
- Canadian Police Information Center (CPIC).
- APSA CAD and RMS applications and other related law enforcement databases.

The position requires in-depth knowledge of:

- Cultural diversity.
- Vulnerable or mentally ill persons.
- Legislation (provincial and federal statutes) pertaining to traffic safety enforcement.
- Various police culture, policies, and practices.
- Use of Digital Video Recording Devices, Laser Speed and Measurement units and Moving mode radar equipment.
- Police Motorcycle Operations.
- Officer safety and High-Risk Vehicle Takedown Standards.
- Breath and Drug testing instruments.
- Spike belts, other pursuit termination devices, traffic management equipment, and techniques.

The position must qualify and maintain:

- Class 5 and where applicable Class 6 or better Alberta operator's license.
- Minimum Emergency Level First Aid, Level A CPR, Automated External Defibrillator.
- Officer Down trauma level first aid.
- Sheriffs Branch standards in the use of a pistol, shotgun, oleoresin capsicum spray, the defensive baton, conductive energy device (TASER), and the Use of Force continuum.
- Federal level enhanced reliability level of security clearance for CPIC and facility access.

Key tools provided to include:

- Firearm (pistol and shotgun), baton, oleoresin capsicum spray, conductive energy device, and handcuffs.
- A hard or soft uniform (full uniform with firearm or plain-clothes).
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.

Any Sheriff position must maintain a degree of physical fitness and demonstrate above average computer skills commensurate with requirements of the specialized function.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

<b>Client</b>	<b>Frequency</b>	<b>Nature and Purpose of Contact</b>
Sheriffs Branch Personnel	Daily	Provide guidance and assistance. provide and/or request information.
Other Enforcement or First Responder Agencies	Daily	Provide guidance and assistance. provide and/or request information.
Sheriffs Branch Internal and External Stakeholders	As required	Provide and/or request information.
Other Branches	As required	Provide and/or request information.
Members of the Public	Daily	Provide guidance and assistance. provide and/or request information.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

No Supervision.

# Subsidiary 3

## Benchmark Evaluation – 035SH27

### Identification Section

<b>Working Title:</b>	Sheriff, Highway Patrol Officer (Commercial Vehicle)
<b>Department:</b>	Public Safety and Emergency Services
<b>Division, Branch/Unit:</b>	Public Security Division, Sheriffs Branch, Highway Patrol
<b>Reports To:</b>	Sergeant, Highway Patrol (Commercial Vehicle)
<b>Levels to D.M.:</b>	7
<b>Job Description:</b>	<a href="#">035SH27</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">035SH</a> – Sheriff, Security and Transport 3

### Comments on Role

Specifically the Sheriff Highway Patrol (SHP) is the law enforcement agency in Alberta responsible, through its Officers, for the delivery of the Commercial Vehicle Safety Alliance (CVSA) Program in Alberta, enhancing the detection of unsafe/unfit vehicles and drivers in an effort to reduce collisions involving commercial vehicles on Alberta's highways and protecting Alberta's highway infrastructure by monitoring commercial vehicle weights and dimensions, thus, protecting Alberta's infrastructure.

The Sheriff, Highway Patrol, Commercial Vehicle Enforcement (CVE) Officers provide complex and highly specialized services in collision response and investigation, awareness, and educational presentations, as well as warrant apprehension, and traffic safety enforcement through the investigation of related provincial statutes and criminal code offences.

Reporting to a SHP CVE Supervisor (Sergeant), this position works within applicable legislation, policies and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and other provincial and federal statutes. A CVE officer exercises their authority as a peace officer (Sheriff) under the *Alberta Peace Officer Act*.

As a peace officer under the *Peace Officer Act*, it ensures compliance with Provincial and Federal Statutes, and as a certified On-Highway Dangerous Goods Inspector and holder of CVSA certification conducts North American Standard Inspections (NASI) inspections through the Commercial Vehicle Safety Alliance (CVSA) by industry and community education, enforcement, and investigation. Conducts roadside inspection of commercial vehicles; operation of vehicle inspection stations; provides industry specific education to carriers and drivers.

## Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+   2 175	29% 50	R2 66	291

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

Position requires a diploma in law enforcement, mandatory in-service and required highway sheriff training, and additional specialized CVSA and On-Highway Dangerous Goods Inspector certification training. The push (+) on the D recognizes the additional specialized training (and practical content knowledge) required to perform the role.

Position is not rated “E” as the focus of the work is on applying operational and practical knowledge and experience in the performance of assigned duties, focused on commercial vehicle inspections and enforcement.

**Complexity and Diversity:**

The position requires a good understanding of its responsibilities and certifications as a Highway Patrol Sheriff Commercial Vehicle, and the legislation, policies, procedures governing its work, and its role and authorities as a Peace Officer.

**Human Relations Skills:**

Position requires strong interpersonal and communication skills to interact with public and stakeholders in the execution of its responsibilities for commercial vehicle traffic safety, inspection, enforcement, and education. The position encounters a variety of situations requiring the use of skills in persuasion and assertiveness to influence behavior, enforce rules, turn situations around, and resolve conflicts, problems (short term and in the moment) in the delivery of CVE programs.

- **Creativity/Problem Solving:**

The position encounters a variety of situations and issues, and is guided by the application of established standard operating procedures and policies, training, past practices and precedents, and experience in the determination of the appropriate response. The position works with considerable independence within an enforcement environment and a defined framework of legislation, policies, and procedures; therefore, limiting the latitude of the role to alter or change responses. There is also access to assistance from the Supervisor, therefore, position is not rated 33% as for the most part the solutions and responses are found within a well-defined framework of standard operating procedures, legislation, precedents, and experience.

- **Responsibility:**

Position exercises authority as a Peace Officer under the *Alberta Peace Officers Act* and other certifications, applicable legislation, and statutes.

Last Reviewed: January 2023



# Subsidiary 3 Benchmark

## Job Description – 035SH27

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Sheriff Branch is responsible for several areas that directly support law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta and plays a lead role in the Ministry's commitment to promote safe and secure communities throughout the province.

Sheriff Highway Patrol (SHP) Commercial Vehicle Enforcement (CVE) Officers work within the "Highway Patrol" section of the Sheriffs Branch. The Sheriff Highway Patrol has a mandate to reduce serious injury and fatal motor vehicle collisions on Alberta's highways, protect highway infrastructure to keep them viable for the movement of traffic that promotes the Alberta economy, and to respond to calls for service and collisions that occur on provincial roadways.

Commercial Vehicle Enforcement (CVE) Officers support the Ministry's mandate to maintain and enhance public safety and provide infrastructure protection on Alberta's highways, as well as supporting Ministry programs and initiatives. As a peace officer with peace officer status under the *Peace Officer Act*, the position ensures compliance with Provincial and Federal Statutes and conducts North American Standard Inspections (NASI) inspections through the Commercial Vehicle Safety Alliance (CVSA) by industry and community education, enforcement, and investigation. Conducts roadside inspection of commercial vehicles; operation of vehicle inspection stations; provides industry specific education to carriers and drivers.

Commercial Vehicle Enforcement (CVE) Officers provide complex and highly specialized services in collision response and investigation, awareness, and educational presentations, as well as warrant apprehension, and traffic safety enforcement through the investigation of related provincial statute and criminal code offences. Officers work within continually evolving and potentially dangerous environments. Under the Rural Alberta Provincial Integrated Defense Response initiative (RAPID Response), Officers are designated responders tasked with intercepting, attending, and investigating 911 service calls inclusive of criminal driving offences and motor vehicle collisions up to and including criminal collisions.

Reporting to an SHP Commercial Vehicle Enforcement (CVE) Supervisor (Sergeant,) this position works within applicable legislation, policies and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and other provincial and federal statutes. A Commercial Vehicle Enforcement (CVE) officer exercises their authority as a peace officer (Sheriff) under the *Alberta Peace Officer Act*.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is)*

The Commercial Vehicle Enforcement (CVE) Officer is assigned to Sheriff Highway Patrol - compliance with relevant federal and provincial statutes on provincial highways and related public safety is ensured through provision of patrol, awareness presentations, enforcement, and emergency (911) event response inclusive of motor vehicle collisions.

Ensures the safety of the travelling public while maintaining public confidence that traffic laws are being enforced by proactively and reactively investigating federal and provincial statutes related to driving or those identified through traffic safety investigations:

- Responds to, intercepts, and investigates dispatched 911 calls for service to stop unsafe or criminal driving behaviour and charge offenders where applicable.
- Proactively patrols highways to identify offences and lay charges related to witnessed offences.
- Interprets and enforces various levels of legislation (provincial and federal statutes) through verbal and written warnings, issuing traffic violation tickets, provincial summons, laying Criminal Code charges through Information's, and/or seizes vehicles and other evidence where necessary.
- Engages in motor vehicle pursuits according to the PSES Provincial Pursuit Guidelines inclusive of using spike belts or other equipment/techniques where it is in the public interest to apprehend drivers committing criminal offences or offences dangerous to the public.
- Coordinates the release of arrested individuals through issuing appearance notices and/or assisting in the preparation of materials/attendance of offenders being brought before a Justice for a Judicial Interim Release hearing. Gathers necessary documents or evidence pursuant to a subject's release such as obtaining photographs or fingerprints.
- Screens vehicle drivers for impairment utilizing a combination of impairment detection equipment and specialized training to identify offences.
- Obtains witness statements from complainants and cautioned statements from suspects to support the laying of charges, arrest, and prosecution.
- Ensures safety of drivers and the public when detaining vehicles and drivers.
- Provides assistance to motorists experiencing emergent situations (i.e., vehicle breakdowns, medical emergencies).
- Partners with local law enforcement agencies and other provincial enforcement agencies to coordinate patrols and provide support to investigations, thus promoting consistency in enforcement practices.
- Executes outstanding arrest warrants by arresting criminals who have been identified as a result of a traffic stop.
- Intervenes in any dangerous situation encountered to preserve life and keep the peace and employ as much physical force as necessary to perform that task as authorized under the Criminal Code.
- Provides information to drivers, committees, and stakeholder groups regarding traffic safety, including participating in public education and traffic safety public relations activities.
- Constructs traffic safety plans in consultation with other stakeholders and partners.
- Assists internal and external partners as directed.
- Assists carriers/drivers with compliance issues and provide training as required.
- Monitors Commercial Vehicle Inspection Program (CVIP) inspections by conducting inspections on previously CVIP inspected vehicles.
- Monitors a variety of programs including the Long Haul, Heavy Haul and Long Combination Vehicle Programs.
- Monitors loads of logs being transported in Alberta to ensure detection of infested logs.
- Ensures operational readiness of Vehicle Inspection Stations, patrol vehicle, and specialized vehicles and equipment.
- Calibrates and maintains applicable resources such as portable scales, radar sets, tuning forks.

Delivery of the Commercial Vehicle Safety Alliance (CVSA) Program in Alberta, enhancing the detection of unsafe/unfit vehicles and drivers to reduce collisions involving commercial vehicles on Alberta's highways:

- Conducts vehicle and driver safety inspections on commercial trucks, trailers, and buses on the roadside and at Vehicle Inspection Stations (VIS).
- Maintains CVSA certification.
- Maintains On-Highway Dangerous Goods Inspector certification.
- Follows CVSA guidelines with regard to inspection procedures and placing of vehicles and drivers "Out-Of- Service".

- Participates in compliance checks throughout Alberta.
- Delivers CVSA awareness presentations to the industry and public.
- Responds to requests from other branches/agencies for assistance with CVSA related matters.

Protects Alberta's highway infrastructure by monitoring commercial vehicle weights and dimensions, thus, protecting Alberta's infrastructure:

- Weighs and measures vehicles roadside.
- Weighs and measures vehicles at Vehicle Inspection Stations and at static weigh scale sites.
- Enforces road ban and bridge restrictions.
- Monitors compliance to issued permits.

Protects public safety, accountability of road users, and confidence in the justice system by responding to and investigating motor vehicle collisions:

- Provides first aid to collision victims if required and/or assists other first responders with first aid, vehicle extrication, or other collision scene elements that pose a threat to health or safety.
- Coordinates collision scene safety through traffic control and redirection.
- Coordinates specialized resources such as tow trucks, highway maintenance assets, fire and rescue, medical response, specialized investigation units, and others by requesting services and providing detailed accounts of the environment and evolution of a collision event.
- Gathers evidence, both physical and witnessed to further the investigation of complex collision scenes that can lead to provincial/criminal charges and may be subpoenaed for use in civil court proceedings.
- Where alcohol or drug impairment is suspected in motor vehicle collisions and the individual is injured as a result of the collision, obtains judicial authorization, in the form of a warrant to obtain blood, to enable the attending physician to extract blood for the purposes of determining alcohol content or identifying illicit drugs.

Maintains public confidence and judicial confidence in the Sheriffs Branch by ensuring interviews, reports, and legal documents are completed in accordance with established policies and standards:

- Completes reports and legal documents in preparation for prosecution.
- Provides professional and thorough testimony in Court to ensure convictions.
- Ensures that evidence from a collision scene is properly obtained, recorded, and secured as per chain of custody protocols.
- Conducts interviews including cautioned, warned, audio, or video statements from Peace Officers, complainants, witnesses, suspects, etc.
- Maintains and processes exhibits, prepares court briefs and disclosure documents, and gives evidence in court(s).

Maintains the Branch's operational capacity and agility, thereby reducing the impact on provincial policing resources by taking on specialist roles, where necessary, and undergoes additional training to support the role(s):

- Performs the role of exhibit custodian and/or information manager in the records management system.
- Performs the role of impairment investigator specialist inclusive of becoming a qualified breath technician and/or drug recognition expert.
- Performs the role of collision analyst or collision reconstructionist.
- Performs the role of criminal collision investigation specialist which may include specializations in photography, obtaining warrants, interviews, or others as required.
- Performs the role of instructor in matters of investigation, use of force, tactics, driving, law, and others.
- Performs the role of acting Sergeant and/or incident commander as required.
- Performs other roles or assists other sections of the Branch as needed or directed.

Maintains vehicles, equipment and facilities in a manner that ensures a safe work environment and ongoing operational readiness. Position is trained to:

- Maintains personal defensive equipment and ensure its availability at all times.
- Ensures operational readiness of vehicles, shared firearms, and equipment.
- Calibrates and maintains applicable resources such as: breath testing instruments, speed detection equipment, video recording equipment, tire deflation devices, collision investigation equipment, etc.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The Commercial Vehicle Enforcement (CVE) Officer provides highly specialized traffic services in close collaboration with law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies to promote the safety and security of citizens and communities within Alberta. The position is to maintain a positive relationship with these agencies as well as the public, using excellent interpersonal, public relations, communication, investigation, and crisis management skills.

The position actively contributes to and participates in various training functions, demonstrating commitment to training associated with the specialized assignment and the general competencies associated with a senior Sheriff position. In addition, some Commercial Vehicle Enforcement (CVE) Officer positions are involved in curriculum development and course delivery at the training facility, instructing other Sheriffs and stakeholders as required.

This position is expected to represent the Branch, Ministry, and Government in a highly professional manner when interacting with stakeholders and partners, including members of law enforcement agencies within Alberta, members of similar agencies from other provinces, and stakeholder organizations. This position also provides guidance and mentoring for other members of the Sheriffs Branch gaining experience in or recently assigned to traffic enforcement.

The Commercial Vehicle Enforcement (CVE) Officers is expected to demonstrate leadership, initiative, and integrity in relation to performance of all aspects of job responsibilities. Due to the unique and dangerous rural operating environment, Sheriffs, HPO (CV) must make independent decisions in dangerous situations often without access to a supervisor or other resources. This position may function as the “second in command” and may be required to assume the duties of the Commercial Vehicle Enforcement (CVE) Supervisor (Sergeant) as required.

The impacts of action or inaction by the position are significant, and can result in physical injury, death, and danger to the public or other employees. Other consequences of action or inaction by this position can include political embarrassment, financial loss, property damage, setting of undesirable case law precedent, and civil lawsuits.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training if it is an occupational certification/registration required for the job.)*

### Qualifications:

- Minimum two-year post-secondary diploma or high school diploma with recent law enforcement or journeyman certification. The position requires knowledge and abilities related to law enforcement, including the criminal justice system and mechanical knowledge of commercial vehicles.

#### Traffic safety enforcement and investigation training:

- The position must have completed an internal induction program consisting of conflict resolution, criminal law, security procedures, court room protocol, defensive driving, defensive tactics, physical training, arrest apprehension, etc.
- A Commercial Vehicle Enforcement (CVE) Officer also goes through specialized training. Training requirements are consistent with or exceed that of Alberta law enforcement agencies performing similar functions.
- Eight-week training curriculum (in addition to basic training) that includes traffic enforcement training, emergency vehicle operation training, officer safety, high risk vehicle stops, traffic law, traffic investigations, Level 2 Level Advanced collision investigation, collection of evidence, scenario training, advanced or enhanced driving instruction, Speed detection training and equipment use etc. Upon successful completion of training, position will be certified as a Level 2 collision investigator and will be court-qualified on numerous speed detection practices and specialized equipment operations.

#### RAPID Response supplementary training:

- In addition to basic induction training and traffic enforcement/investigation training, specialized training will include advanced criminal offence investigation techniques, practices and principles, advanced report writing, court presentation and advanced law studies with a focus on the Canadian Charter of Rights and Freedoms and case law.
- CVE Officers are trained in Standardized Field Sobriety Testing, other impaired driving techniques, motor vehicle pursuit techniques, and major case management.
- The Commercial Vehicle Enforcement (CVE) Officer must be competent in all aspects of the duties of an Alberta Peace Officer (Sheriff) with Peace Officer authority, including the use and application of the *Alberta Peace Officer Act*, the Criminal Code, the *Controlled Drugs and Substances Act*, the Canadian Charter of Rights and Freedoms, as well as all other Provincial and Federal statutes.

#### The position requires working knowledge of:

- Applicable policies and procedures, Standing Operations Procedures.
- Emergency Standing Orders.
- *The Freedom of Information and Protection of Privacy Act*.
- The Criminal Code of Canada.
- *The Controlled Drugs and Substances Act*.
- *The Cannabis Act*.
- *The Canada Evidence Act*.
- *The Identification of Criminals Act*.
- All Provincial Acts that in Alberta related to the traffic job function.
- The AFRRACS radio communication system.
- The Respect in the Workplace program, including the ability to demonstrate and exercise this knowledge.
- Canadian Police Information Center (CPIC) APSA CAD and RMS applications and other related law enforcement databases.

#### The position requires in-depth knowledge of:

- Cultural diversity.
- Vulnerable or mentally ill persons.
- Legislation (provincial and federal statutes) pertaining to traffic safety enforcement.
- Various police culture, policies, and practices.
- Use of Digital Video Recording Devices, Laser Speed and Measurement units and Moving mode radar equipment.
- Police Motorcycle Operations.
- Officer safety and High-Risk Vehicle Takedown Standards.
- Breath and Drug testing instruments.
- Spike belts, other pursuit termination devices, traffic management equipment, and techniques.

The position must qualify and maintain:

- Class 5 and where applicable Class 6 or better Alberta operator's license.
- Minimum Emergency Level First Aid, Level A CPR, Automated External Defibrillator.
- Officer Down trauma level first aid.
- Sheriffs Branch standards in the use of a pistol, shotgun, oleoresin capsicum spray, the defensive baton, conductive energy device (TASER), and the Use of Force continuum.
- Federal level enhanced reliability level of security clearance for CPIC and facility access.

Key tools provided to include:

- Firearm (pistol and shotgun), baton, oleoresin capsicum spray, conductive energy device, and handcuffs.
- A hard or soft uniform (full uniform with firearm or plain-clothes).
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.

Any Sheriff position must maintain a degree of physical fitness and demonstrate above average computer skills commensurate with requirements of the specialized function.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

<b>Client</b>	<b>Frequency</b>	<b>Nature and Purpose of Contact</b>
Sheriffs Branch Personnel	Daily	Provide guidance and assistance. provide and/or request information.
Other Law Enforcement Agencies and First Responder Agencies	As required	Provide and/or request information.
Sheriffs Branch Internal and External Stakeholders	As required	Provide and/or request information.
Other Branches	As required	Provide and/or request information.
Members of the Public	Daily	Provide guidance and assistance. provide and/or request information.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

No Supervision.

# Subsidiary 3

## Benchmark Evaluation – 035SH26

### Identification Section

<b>Working Title:</b>	Sheriff, Legislature and Government Centre Security
<b>Department:</b>	Public Safety and Emergency Services
<b>Division, Branch/Unit:</b>	Public Security Division, Sheriffs Branch, Legislature and Government Centre Security
<b>Reports To:</b>	Sergeant (SST4)
<b>Levels to D.M.:</b>	7
<b>Job Description:</b>	<a href="#">035SH26</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">035SH</a> – Sheriff, Security and Transport 3

### Comments on Role

The position provides and maintains a safe and secure setting for all persons within the Legislature Building, Federal Building, and surrounding Government Center property (a 23 hectare of land located in core Edmonton that houses the Legislature, Federal, Bowker, Haultain buildings, pedway and Terrace Building). Work is performed within ever-changing and potentially dangerous environments, with a requirement to provide specialized, competent physical security services for special events and demonstrations in addition to daily security duties. Reporting to a Sergeant, position is a Peace Officer, per *the Alberta Peace Officer Act*, and works within applicable legislation, policies and procedures including all federal and provincial statutes.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+ I 2 175	29% 50	R2 66	291

## Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

The position requires a diploma in law enforcement or related studies, related experience, and successful completion of in-service training program, including firearms certification, use of force continuum, interpretation of legislation and intelligence gathering. Working knowledge of authority as a Peace Officer as well as knowledge of standard operating and emergency policies and procedures. The push on the D rating recognizes the additional in-service training and certification.

Position is not rated “E” as role is operational in nature with strong content knowledge; however, does not require the application of theoretical knowledge in the ongoing performance of duties.

**Complexity and Diversity:**

The position has a good understanding of ministry procedures and its role and powers as a Peace Officer. Responsible for ensuring the safety and security of all persons and property within Government Centre.

**Human Relations Skills:**

Strong communication skills are needed when engaging with the public, using skills in persuasion and assertiveness when responding to diverse situations requiring understanding of issues, ability to turn situations around through de-escalation, and enforce rules, including detaining and/or arresting individuals.

- **Creativity/Problem Solving:**

The position is required to assess and determine the appropriate interpretation of regulations and standards to fit diverse situations within diversified guidelines, past practice, and precedents. Position for the most part works independently in an ever-changing environment and has the latitude to consider the best approach to a situation within the framework of established procedures and protocols and guided by legislative authority. There is limited latitude to alter from the established standards and procedures.

- **Responsibility:**

Position exercises authority as a Peace Office under the *Alberta Peace Officers Act* and other applicable legislation and statutes.

**Last Reviewed: January 2023**



# Subsidiary 3 Benchmark

## Job Description – 035SH26

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

Government Centre Is a 23-hectare parcel of land located in the downtown core within the City of Edmonton that houses multiple buildings: Legislature Building, Edmonton Federal Building, Bowker Building, Haultain Building, Pedway, Legislature Annex and Terrace Building. Legislature and Government Centre Security (LGCS) Sheriffs ensure the safety of all persons within Government Centre, both in buildings and on surrounding property. This is accomplished through patrols conducted 24 hours a day, 365 days a year. In addition to the patrol of Government Centre, regular vehicle patrols are conducted at Government House and the Lieutenant Governor's Residence (located outside the Government Centre Grounds), as well as a response to any alarms that may occur at any of these sites. The Sheriffs presence Inside the buildings and on the surrounding grounds is essential not only for the Immediate protection of all who frequents these locations but also to diminish any possible threats to persons or property at Government Centre.

This position provides and maintains a safe and secure setting for all persons within the Legislature Building, Edmonton Federal Building, and surrounding Government Centre property. Work is performed within ever-changing and potentially dangerous environments, with a requirement to provide specialized, competent physical security services for special events and demonstrations as required, in addition to other dally security duties.

Government Centre Is a site used commonly for large special events, such as Canada Day or a site for public demonstrations. For example, on Canada Day, an average of 10,000 people attend the Government Centre to participate in the events being held there. Events such as the Diamond Jubilee, swearing in of new Premiers, high profile demonstrations and the Centennial Celebration draw large crowds that require an additional security presence and operational planning by Government Centre Sheriffs to ensure security and safety of people and property.

When necessary, and operationally possible, Government Centre Sheriffs may be asked to assist the Edmonton Law Courts Sheriffs if they require additional staffing for their operational requirements.

Reporting to a Sergeant and working within applicable legislation, policies, and procedures, the Canadian Criminal Code, the Canadian Charter of Rights and Freedoms, *the Trespass to Premises Act*, the Crown Lands Regulation, and all provincial and federal statutes, the position exercises Its authority as a Sheriff with Peace Officer status under the *Alberta Peace Officer Act*.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

A safe, secure, and armed presence is provided in an open environment for all people in Government Centre buildings and on Government Centre grounds, while enforcing the Criminal Code and all provincial statutes to ensure:

- The preservation of the peace.
- The prevention of crime and offences against the laws in force In Alberta.
- The apprehension of criminals and offenders and others who may lawfully be taken into custody.
- The execution of all warrants and performance of all duties and services thereunder or in relation thereto, that under the laws in force in Alberta may lawfully be executed and performed by a peace officer.

- Initial response to major incidents within the Government Centre Including (but not limited to) protection of crime scenes, identification and preservation of evidence, separation of potential witnesses and liaison/assistance to police.
- First aid response for all stakeholders within the Government Centre and members of the public.
- The evacuation of employees and members of the public during critical incidents such as an active assailant, bomb threat or fire alarms.
- Liaises with the Edmonton Police Service for any criminal code or civil events that require police presence, assistance and/or intervention.
- Responds to any alarms that are received and dispatched through SOCC including (but not limited to) panic, intrusion, and fire alarms.
- Responds to any concerns observed via CCTV and/or any concerns/complaints received and dispatched by SOCC.
- Maintains a security presence relative to the threat level determined by Senior Management of the Government Centre location.

Patrols and maintains a security presence and responds to any security alarms or concerns at Government Centre via at least one of the following methods on a 24-hour basis:

- Foot patrol inside and outside Government Centre buildings.
- Bike patrol of the Government Centre Grounds (only by trained bike Patrol members).
- Vehicle patrol of Government Centre Grounds and of Government House.
- Various security screening methods of persons entering the Government Grounds gates, Legislature Building and Edmonton Federal Building, which may include documenting names of guests or visitors to the building, documenting the license plates of visitors parking around the Legislature Building, physically screening guests or visitors entering the Legislature Building.

Patrols and maintains a security presence at Government House and the Lieutenant Governor's Residence:

- Conducts a regular vehicle patrol and, if deemed necessary, a foot patrol of the area(s).
- Responds to any alarms that are received and dispatched through SOCC, including (but not limited to) panic, intrusion, and fire alarms.

Positive relationships maintained with government officials, MLAs, Ministers, Legislative Assembly of Alberta employees, Government of Alberta employees, the public, police, other agencies, as appropriate to assigned responsibilities through use of excellent interpersonal, public relations, communication, investigations, and crisis management skills.

Sheriffs Branch standards are met and maintained in the use of the following tools and techniques:

- Incident Management Intervention Module (Alberta Association of Chiefs of Police - AACP "use of force standard).
- Firearms training and yearly re-certification.
- immediate Deployment/Active Shooter Response training.
- Defensive Baton techniques.
- Oleoresin Capsicum Spray (O.C. Spray).
- Handcuffs.
- Verbal judo techniques (conflict diffusion).
- Control tactics (AACP standard).

Current knowledge of personal and physical security methods and electronic and computerized security equipment is maintained to ensure a secure environment for the public, employees, and visitors to the Legislature and Government Centre:

- Monitor public and employee access to the Legislature Building and Edmonton Federal Building during normal operational hours.
- Monitor CCTV cameras (located at applicable posts) on a 24hour basis for public and property security.
- Patrol the Government Centre buildings and grounds property on a 24/7 basis to ensure public and property security.
- Maintain working knowledge of the geographic layout of the applicable building(s) to respond to all alarms efficiently and effectively (panic and/or fire) and threats or acts of violence or property damage/theft.

Interviews, reports, and completes legal documents in accordance with established policies and standards:

- Completes reports and legal documents in preparation for possible prosecution and court testimony.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, end creativity of the job.)*

In addition to providing building and grounds security, the position also provides additional security protection for special and high-profile events conducted at the Government Centre and at external locations, with examples including Canada Day events, Centennial Celebrations, Special Hearings, and public consultation sessions dealing with sensitive and controversial topics.

Events previously described provides the Sheriff with opportunities to quickly and effectively identify problems, create solutions without necessarily the benefit of supervision and employ the solution in a timely fashion having regard for public safety.

The position is expected to contribute to other key responsibilities of the Sheriffs Branch, including gathering and disseminating intelligence, confidential source development and Information and contributing to risk analysis and assessment (i.e., organized crime; special Interest groups - freemen: persons who threaten Government of Alberta employees or Government Centre buildings).

The LGCS Sheriff actively contributes to and participates in various training functions, with examples including:

- Specialized instruction and partnerships with police agencies, including certification of instructors for Sheriffs Branch.
- Immediate Deployment/Active Shooter Response training.
- On-line ethics based and supervisory training (through the Canadian Police Knowledge Network).
- Scenario training.
- Tactical shooting training.
- First Aid/ CPR /AED (defibrillator).
- Field training.

This position also performs Canadian Police Information Centre, ORCA, and APSA checks for outstanding warrants and criminal and/or terrorist activity. In addition, the position is relied on to represent the Branch, Ministry, and Government in a highly professional manner when interacting with stakeholders. This can include providing practicum job sites for students from various community colleges. The Sheriff also provides assistance, guidance, and on-the-job training for new members of the Sheriffs Branch.

The government Centre Sheriff is expected to demonstrate leadership and initiative in relation to the performance of all aspects of job responsibilities. This position often functions in an acting capacity providing Sergeants and/or Inspector with information and ensuring that operational requirements are met using resources available.

The impacts of action or inaction by the position is significant, and can result in physical injury, danger to government officials, employees, the public, and/or property. Other consequences of action or inaction by this position can include political embarrassment, financial loss, property or building damage, civil lawsuits, grievous bodily harm, or death.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training if it is an occupational certification/registration required for the job.)*

### Qualifications:

- Two years of post-secondary study in law enforcement, police science or social sciences is required along with two years of related experience.
- Candidates must complete physical testing (PARE test) with a score of 4 minutes and 15 seconds or better. Sheriffs must have successfully completed the Sheriff Recruit Training Program.

### The Induction Training Program consists of:

- Legal Studies - information pertaining to the Criminal Justice system, Criminal Code, Charter of Rights and Freedoms, *Freedom of Information and Privacy Act*, Powers of a Peace Officer, structure of Provincial Statutes, Giving Evidence, courtroom procedures, Powers of Arrest, Use of Force, Powers of Search, etc.
- Criminal Intelligence collection, analysis, and dissemination.
- Human Relations - communication and listening skills, leadership styles, public relations skills, writing skills, facilitation skills, dealing with the media, preparing presentations, working with diverse audiences, interaction skills, etc.
- Officer Safety training - use of force, principal control, resistance/control continuum, handcuffing, pressure points, Oleoresin Capsicum (OC) spray theory and exposure, vascular neck restraints, weapon retention and disarming, Assailant confrontation, baton training, physical fitness, driver training, etc.
- Firearms competency.
- Effective communication skills.

The position must be competent in all aspects of the duties of a Sheriff with Peace Officer authority, including the use and application of *the Alberta Peace Officer Act*, the Canadian Criminal Code, the Canadian Charter of Rights and Freedoms as well as all other Provincial and Federal statutes.

### The position requires working knowledge of:

- Applicable policies and procedures.
- Standing Operation Procedures.
- Emergency Standing Orders.
- *The Freedom of Information and Protection of Privacy Act*.
- The radio communication system.
- Cultural diversity.
- Organized gang behaviour.
- Mental health Issues.
- The Positive Workplace program, including ability to demonstrate and exercise this knowledge.

The position must qualify and maintain:

- A Class 4 or better Alberta operator's license.
- A minimum Emergency Level First Aid and Level A CPR.
- Sheriffs Branch standards in the use of a firearm, Oleoresin Capsicum spray, the defensive baton, and the (MCP) Use of Force continuum.

Key tools provided include:

- Firearm, baton, Oleoresin Capsicum spray, handcuffs.
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.

All Sheriff positions must demonstrate basic computer skills.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

Main contacts for the Government Centre Sheriff are:

- Ministers and their staff.
- MLAs and their staff.
- Sergeant at Arms and Legislative Assembly of Alberta staff.
- Lieutenant Governor and their staff.
- Government of Alberta employees.
- Representatives of police agencies and first responders.
- General public.
- Representatives of outside agencies.
- Media.

The purpose of these contacts is to exchange information; assess risks and/or threats; identify and resolve conflicts or problems; discuss issues; and arrest or detain individuals as necessary,

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

Provides guidance and direction to new recruits.

# Subsidiary 3

## Benchmark Evaluation – 035SH25

### Identification Section

<b>Working Title:</b>	Museum Security Chief
<b>Department:</b>	Culture
<b>Division, Branch/Unit:</b>	Heritage Division, Royal Alberta Museum, Business Operations
<b>Reports To:</b>	Director, Business Operations
<b>Levels to D.M.:</b>	4
<b>Job Description:</b>	<a href="#">035SH25</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">035SH</a> – Sheriff, Security and Transport 3

### Comments on Role

Reporting to the Director of Business Operations, this position is responsible for overseeing the security services for the Royal Alberta Museum (RAM) and all its related facilities: RAM-Downtown, RAM-Acheson and 7 storage warehouses. Working under broad direction, the position is responsible for the ongoing operations of the security unit including defining policies, procedures, and operation planning for all facilities. Position responsibilities include training staff and contractors on security practices, technical and monitoring systems, and long-term planning. This position has frequent contacts with outside organizations, enforcement agencies, vendors, contractors, and consultants. The Museum Security Chief supervises a staff of approximately 25 security personnel and manages a security contract valued at over one million dollars annually.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D+ I 2 175	29% 50	R1 57	282

## Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- The position requires working knowledge, acquired through training and extensive experience, with electronic monitoring and security equipment and a thorough knowledge of security functions and practices necessary to supervise and oversee security operations for the museum. Supervisory skills and experience are also required. The position is rated with a push (+) for the reliance on its knowledge as the “go-to” (Subject Matter Expert) for security functions for the museum.

- **Complexity and Diversity:**

- The position has a comprehensive knowledge of the assets, facilities and functions of the museum and off-site facilities necessary to the planning, supervision and ongoing provision of safety and security services.

- **Human Relations Skills:**

- Well-developed human relations skills required to supervise, review and train security staff and provide functional oversight to monitor and direct contracted security personnel. Position uses skills in persuasion and assertiveness in responding to issues, enforcing rules, and when engaging with staff, public and external parties.

- **Creativity/Problem Solving:**

- Position is the museum’s go-to for safety and security services and the development/maintenance of security procedures and protocols. Focus is on ensuring safety and security of the staff, the public and the assets and facilities of the museum, requiring the role to anticipate security requirements, deal with a broad range of issues and determine the applicable approach for resolution within a framework of procedures, guidelines, and past practices. Position makes decisions on security matters and actions to be taken within established framework. Position has latitude to determine which procedure to use for changing situations and develop new processes. Position is not required to use theoretical, professional, or scientific principles to find solutions, as such is not rated 33%.

- **Responsibility:**

- Position is responsible for the delivery of security services for the RAM and its off-site facilities. Position does not have vested authority per legislation, and therefore not rated R2.

**Last Reviewed: January 2023**

# Subsidiary 3 Benchmark

## Job Description – 035SH25

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

Reporting to the Director of Business Operations, this position is responsible for Managing the security services for the Royal Alberta Museum and all its related facilities: RAM-Downtown, RAM-Acheson and 7 storage warehouses. Working under broad direction, the position is responsible for the ongoing operations of the security unit including defining policies, procedures and operation planning for all facilities, training staff and contractors on security practices technical and monitoring systems, and long-term planning. This position has frequent contacts with outside organizations, enforcement agencies, vendors, contractors, and consultants. The Security Chief supervises a staff of approximately 25 security personnel and manages a security contract valued over \$1M annually.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

#### Policy and Planning - Ensures security services are proactively managed by:

- Writing, reviewing, and updating security policies and procedures designed to ensure a safe and secure environment in compliance with all applicable fire and life safety regulations.
- Ensuring security policy aligns with institutional policies and philosophies, including the importance of visitor services and museum collection management requirements.
- Contributing to the development of institutional policies and procedures as they relate to security functions, as appropriate.
- Coordinating strategies providing service and advice to a variety of museum departments for special projects and ongoing operations.
- Planning and implementing semi-annual fire inspections and annual staff fire evacuation tests.
- Remaining knowledgeable about municipal, provincial and federal standards, and legislations; and understanding how the regulations pertain to the museum operations.
- Maintaining relationships with public service agencies, including police and fire departments, and with other museums, libraries, consultants, and vendors both locally and world-wide.

#### Operational Implementation - Ensures security services are responsive to visitor and safety needs by:

- Reporting any serious incidents immediately to the Director of Business Operations and Executive Director.
- Examining and monitoring security services to ensure the building is operating in a safe and secure manner for visitors, staff, volunteers, and contractors.
- Maintaining the sophisticated technical security and fire systems and actively involved in the implementation of improvements to existing systems, including computerized systems, alarms, closed circuit monitors, locks, card readers and radio systems.
- Overseeing the installation of all technical systems, including supervising the work of contractors.
- Developing and supervising the implementation of a comprehensive lock-smithing key and card key program; articulating rules and procedures for staff and responds to requests and questions.
- Managing the video management system for network of IP and analog cameras including the recording equipment.
- Coordinating with building maintenance staff and building management staff, both Alberta Infrastructure and contractors.



- Coordinating customized event security plans and resources for numerous museum functions.
- Participating as an active member on the workplace occupational health and safety committee.
- Managing and monitoring the buildings first aid rooms and AED units including ensuring all first aid supplies are appropriately stocked.
- Managing and coordinating near-misses and incident paperwork, and files with Director of Business Operations, Executive Director, and ministry OH&S Manager.
- Coordinating event security for Provincial, Federal and International VIP visits, and liaison with police, Sheriffs and Federal security agencies.
- Coordinating with all departments to ensure appropriate security coverage of exhibitions, special events, construction projects, VIP visits, and other projects. Evaluating requests for security enhancements and develops appropriate response and budgeting strategy.
- Participating in the institution-wide emergency planning and preparedness efforts.

Staff Management - Ensure security services have knowledgeable and trained staff by:

- Managing and directing the security supervisors, control room staff and other functions staff to deliver services to public and stakeholders.
- Managing the personnel functions of the department, including hiring, terminations, disciplinary actions, counseling, and performance appraisals.
- Planning and monitoring the scheduling of security personnel both GoA staff and contractors.
- Designing, documenting, and conducting training programs for security staff on all aspects of security operations, public relations, technical systems, and museum operations.

Budget Management - Ensures security services are adequately resourced to keep the staff and building safe by:

- Planning, developing, and managing the security operating budget of over one million dollars annually.
- Monitoring all expenditures closely and provides monthly budget reports to the Director of Business Operations on budget vs actual expenditures.
- Managing the services provided by the security contractor. Receiving and confirming all invoices. Monitoring timesheets and services.
- Providing estimates on costs for extra services or resources when required for internal special events or projects looking for the most cost effective and secure option.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The primary responsibility of the Security Supervisor is life safety. Secondary is the security of the museum collections and ensuring basic preservation. Thirdly, is the security of the building premises and its inventory. Given the downtown location this includes dealing with challenging individuals who are often the city's most vulnerable citizens: people of visible minorities, LBGQT+, people who are experiencing homelessness, people with criminal intentions and also individuals with varying degrees of mental health issues. This position can deal with many false alarms (kids pull fire alarm) small and minor issues in the building (public disruption, small building failures such as localized flooding or loss of power) to dangerous situations (robberies, life safety issues) to full building wide emergencies (fire, flooding) requiring full building evacuation or external threats require a lock-in (tornado, first person shooter) and VIP scenarios (unpopular VIP visit and potential for protests), and being aware of the general serious threat level in Edmonton (ties to world events, significant museum heists, terrorism threats).

The Security Chief is responsible to proactively predict and address potential problems. This entails ensuring all security staff and contractors have the guidance, solutions, and direction they need to resolve issues that may occur on a daily basis; and understand what issues should be elevated to the next level in the organization and how to do so with tact. Security policies must be well developed and detailed and be able to provide guidelines for most situations.

Emergency situations cannot be fully anticipated or planned for in advance. Immediate action is required, often without the ability to receive internal support on critical issues. Crisis management situations occur and quick and decisive action to manage those instances is crucial. Sound judgement and tact is required. The Security Chief is on call 24-7 to deal with any critical issues the Security Supervisor onsite cannot address directly. All emergency situations require the Security Chief to report on site and be available to emergency response teams as needed.

Decisions to counteract security risks and challenges are based on situations and circumstances and quite often instantaneous; risk taking is frequent and holds potential significant repercussions. It is essential to be well versed in municipal, provincial, and federal legislation to prepare instant solutions to problems without the time to research compliance.

Failure to meet these responsibilities could result in serious ramifications for the operational requirements of the museum, its collections and public safety. Some situations could also result in the potential embarrassment of the museum and its world reputation as a scientific institution, the division, and the ministry. Superior communication skills are essential with an emphasis on the ability to be able to read people and predict their behaviour. Skills in conflict resolution, anger management, cultural sensitivity and mental illness awareness are essential as there are daily interactions with the public in often stress-inducing situations.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training if it is an occupational certification/registration required for the job.)*

### Qualifications:

- A certificate in Security
- A minimum of two years of experience designing and conducting training programs within the security field.
- A minimum of seven years' experience in management of a security department for a like sized institution, museum, or library.
- Formal Training in cultural sensitivity, mental health awareness, conflict resolution and anger management.
- Certified in First Aid Instruction, CPR and AED training.
- Pro-Service certification.

### Knowledge, Skills and Abilities:

- Thorough knowledge of security management, including development and documentation of policies and procedures, fire, and life safety systems and procedures.
- Knowledge of municipal, provincial, and federal legislation pertaining to security, fire and life safety codes and requirements.
- Knowledge of security computerized technical systems, including alarms fire detection and suppression, and access control.
- Management of security personnel, including hiring, motivational techniques, disciplinary action, and behaviour counseling
- Budget management in a GoA environment.

- Must be diplomatic and able to maintain confidentiality in dealing with staff at all levels of the organization.
- Good written and verbal communication.
- Planning and organizational skills.

### Competencies

- Agility:
- Creative Problem Solving
- Develop Networks
- Develop Self and Others
- Systems Thinking

### **Contacts**

*(The main contacts of this position and the purpose of those contacts.)*

#### Internal/External:

- General public (daily) - answering questions, providing instruction, diffusing difficult situations
- Museum Executive (daily) - providing guidance and recommendations.
- Museum staff and contractors (daily) - providing operational instructions.
- Contract security managers and operations staff (daily) - providing operational instructions and guidance
- Building management and maintenance staff (daily) - providing operational advice, working on problem solving.
- Municipal, provincial, and federal law enforcement and emergency response staff (monthly or as needed) - providing operational information, receiving awareness information, coordinating efforts in emergencies.
- Municipal, provincial, and federal liaison officers (annual or as needed) - providing operational information, receiving awareness information, coordinating efforts in emergencies.
- Ministers, MLA's, City Councilors, LG, other VIPs, and personal security detail (as needed) - providing operational information, coordinating security for onsite event, preparing for emergency evacuation routes and plans.

### **Supervision Exercised**

*(List position numbers, class titles, and working titles of positions directly supervised.)*

Supervises security personnel.

# Subsidiary 3

## Benchmark Evaluation – 034SH09

### Identification Section

**Working Title:** Law Courts Sheriff (Entry Level)

**Department:** Public Safety and Emergency Services

**Division, Branch/Unit:** Public Security Division, Sheriffs Branch, Court and Security Services

**Reports To:** Law Courts Sergeant

**Levels to D.M.:** 5

**Job Description:** [034SH09](#)

**Minimum Recruitment Standards:** See the [Minimum Recruitment Standards](#) for Sheriff, Security and Transport

**Pay Grade:** [034SH](#) – Sheriff, Security and Transport 2

### Comments on Role

Under supervision and guidance, the position provides and maintains a safe and secure setting for all persons within the assigned courthouses and effective and efficient prisoner management and transportation. Work is performed within ever-changing and potentially dangerous environments; position will assist with providing specialized, competent physical security services for special events and conferences and may assist with lower risk out-of-province prisoner escorts o bring individuals arrested in Canada but outside of Alberta back to the province. New and further specialized training is required (Immediate Deployment and Active Shooter response) to be in a position to respond to an "active shooter" situation in a court facility.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
D I 2 152	25% 38	R2 50	240

## Comments on Evaluation

- **Knowledge:**

- **Professional/Content Knowledge:**

- Position requires a law enforcement diploma and will receive internal training that includes a nine-month induction program, Immediate Deployment and Active Shooter Response, as well as, prisoner management, handling, and transport services, dealing with offenders, prisoners, the public and media at community supported events.

- **Complexity and Diversity:**

- This position requires a good understanding of ministry procedures and its role and powers as a Peace Officer. Assists with ensuring the personal safety of all persons within provincial courthouse, effective and efficient prisoner management and transportation throughout the province and gathering of intelligence.

- **Human Relations Skills:**

- Position is expected to maintain positive relationships with all parties, government officials, the judiciary, lawyers, the public, police, court staff and the inmates to resolve conflicts, problems or arrest and detain individuals.

- **Creativity/Problem Solving:**

- Standard practices and procedures exist, judgement is required to address issues that may arise with respect to the transfer of inmates due to the variety of court facilities and the range of inmates being transported together from the Federal Penitentiary, Mental Health Institutions, Women's Prison and Youth Centres and who have the potential of having conflicting gang affiliations.

- **Responsibility:**

- The position has Peace Officer Authority under the *Alberta Peace Officer Act*, the Criminal Code, the Canadian Charter of Rights and Freedoms and the Provincial and Federal Statutes which include the authority to arrest. The position has the authority to execute warrants and can detain people if necessary.

**Last Reviewed: 2007**

## Subsidiary 3 Benchmark

### Job Description – 034SH09

#### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Sheriff's Branch is responsible for several areas that directly support law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta and plays a lead role in the Ministry's commitment to promote safe and secure communities throughout the province. These areas include traffic safety patrols and enforcement on provincial highways, warrant apprehension services, investigations, surveillance services, providing courthouse and "identified or designated provincial critical infrastructure" facilities security, prisoner management and transport services, and executive and judiciary security services. The Branch also offers security consultation for provincial facilities and maintains a 24-hour security control centre at Government Centre.

The Department has adopted a policy whereby, in the interests of safe and secure communities, the Sheriffs Branch will mobilize into the community for events to assist the police agency of jurisdiction by performing duties that are consistent with the sheriffs' authority and training. While this changes and enhances the work of the sheriffs, it allows front-line police officers to focus on response to and the investigation of organized and serious crime.

Under supervision and guidance this position provides and maintains a safe and secure setting for all persons within the province's 75 provincial courthouses. Work is performed within ever-changing and potentially dangerous environments, with a requirement to provide specialized, competent physical security services for special events and conferences as required. New and further specialized training is required (Immediate Deployment and Active Shooter Response) to be in a position to respond to an "active shooter" situation in a court facility.

A Law Court Sheriff ensures the personal safety of all persons within provincial courthouses by providing an armed presence in courtrooms when a prisoner is in custody or when threat levels are elevated. Their presence in the courtrooms and facilities is essential not only for the immediate protection of all who frequent these locations but also to diminish the threat of intimidation in and outside the courts. The position also provides effective and efficient prisoner management and transportation throughout the province, transporting and escorting prisoners from RCMP detachments, municipal police agencies, correctional or mental health institutions, provincial centres, and federal penitentiaries to provincial courthouses or the reverse, and escorting prisoners to hospitals as required. In addition, under the direction and guidance of a senior sheriff, this position assists with out-of-province prisoner escorts to bring individuals arrested in Canada but outside of Alberta back to the province.

In keeping with the department's commitment to assist the police community in providing safe and secure communities, the Sheriffs Branch has developed a Community Deployment Program Whereby Law Courts sheriffs contribute to the continuum of policing by providing prisoner management, handling, and transport services outside of their normal "institutional" environment. This function includes front-line deployment in partnership with police, dealing with offenders, prisoners, the general public and the media in an uncontrolled and dynamic environment. These deployments demand a high degree of professionalism and actions that instills public trust and confidence. Sheriffs are held to those standards by virtue of the *Peace Officer Act* and are held accountable in that regard. Community deployments include major public order events such as large sporting events, Canada Day, Air Shows, large concert events etc.

Law Court Sheriffs also assist the police with the movement of children in need of protection by transporting them from police facilities to safe houses around Alberta. This requires a modification to the “management” of the young person as opposed to a prisoner and requires an enhanced skills set.

Reporting to a Sergeant and working within applicable legislation, policies, and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and all provincial and federal statutes, the position exercises its authority as a Sheriff with Peace Officer status under the *Alberta Peace Officer Act* (2007).

## Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

Working with a partner and under supervision, provides a safe, secure, and armed presence is provided in an open environment for all persons within all courthouses. Special emphasis is placed on the on and off-site security concerns of the judiciary while enforcing the Criminal Code and all provincial and federal statutes to ensure:

- The preservation of the peace.
- The prevention of crime and offences against the laws in force in Alberta.
- The detection and prevention of acts of intimidation of witnesses in the court environment.
- The apprehension of criminals and offenders and others who may lawfully be taken into custody.
- The execution of warrants and performance of duties and services there under or in relation thereto that under the laws in force in Alberta may lawfully be executed and performed by a peace officer.
- Taking into custody of newly sentenced persons and those arrested in the courthouse.
- Initial response to major incidents within the courthouse including protection of crime scenes, identification and preservation of evidence, separation of potential witnesses and liaison/assistance to police.
- First aid response for all stakeholders within the courthouse as well as members of the public; and the evacuation of prisoners as well as stakeholders and members of the public during major incidents such as bomb threats or fire alarms.

Prisoners attending court and within holding cells are supervised to ensure care, custody, and control:

- Maintains accurate prisoner counts.
- Documents pertinent information in respect to prisoners, records personal property, and completes specific Ministry and court forms, including appropriate release procedures and documents.
- Completes staff reports and occurrence reports as required.
- Conducts searches of prisoners, public, courtrooms, escort vehicles, and prisoner holding facilities to ensure prisoner, public, and officer safety.
- Maintains knowledge of all warrants, Judges Orders, and external police agency prisoner documentation.
- Ensures certain prisoners are separated based on age, threat, and gang affiliation.
- Being watchful and aware of subtle cues among the prisoners, such as hand signals and other non-verbal communications which would identify the need for increased threats.

The safe and secure transfer of prisoners to and from locations within the province is facilitated:

- Provides armed escorts of prisoners from various locations within the province to court and back, as well as between centres and police detachments and, if required, to hospitals.
- Under the direction and guidance of a senior sheriff, may assist with low risk out- of-province prisoner escorts, escorting individuals arrested outside of Alberta and within Canada back to the province.
- Responds to threats or potential threats by prisoners and/or the public during the transport process.
- Ensures the appropriate “booking” documentation is in order (Judge’s Orders, etc.).

Under the direction and guidance of a senior sheriff may assist the police community by participating in Community Deployment Events:

- Participates in extra training and/or briefings with policing partners to determine parameters of the mission.
- Works in front lines with police to keep the peace, assist in making arrests, handling, searching, managing, and transporting prisoners.
- Interacts with members of the public, policing partners, and media.

The following responsibilities are common to all Law Court Sheriff positions regardless of assigned unit:

- Positive relationships are maintained with government officials, the judiciary, lawyers, the public, police, other agencies, Correctional Services and Federal Penitentiary representatives, and court employees as appropriate to assigned responsibilities through use of excellent interpersonal, public relations, communication, investigations, and crisis management skills.
- Sheriffs Branch standards are met and maintained in the use of the following tools and techniques:
  - Incident Management Intervention Module (Alberta Association of Chiefs of Police – AACP “use of force” standard).
  - Firearms training and yearly re-certification.
  - Immediate Deployment/Active Shooter Response training.
  - Defensive Baton techniques.
  - Oleoresin Capsicum Spray (O.C. Spray).
  - Handcuffs.
  - Verbal judo techniques (conflict diffusion).
  - Control tactics (AACP standard).
- Current knowledge of personal and physical security methods and electronic and computerized security equipment is maintained to ensure a secure environment for the public, employees, and visitors to courthouses:
  - Monitors access to courthouses during normal operational hours.
  - Maintains working knowledge of the geographic layout of the applicable building(s) to respond to all alarms efficiently and effectively (panic and/or fire) and threats or acts of intimidation.
- Interviews, reports, and legal documents are completed in accordance with established policies and standards:
  - Completes reports and legal documents in preparation for prosecution.
  - Conducts interviews and takes statements from Sheriffs, complainants, witnesses, suspects, etc.
  - Maintains and processes exhibits, prepares court briefs and disclosure documents, and gives evidence in court(s).

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

In addition to providing facilities security, prisoner management and transport services, the position also may assist in providing physical and personal protection packages for special and high-profile events and conferences, with examples including the G8 Conference, the World Petroleum Congress, Premier's Conferences, Energy Utilities Board Hearings, and public consultation sessions dealing with sensitive and controversial topics.

As part of their training, will participate in Community Deployment Program events as well as events previously described which provides the sheriff with opportunities to quickly and effectively identify problems, create solutions and employ the solution in a timely fashion having regard for public safety.



The position is expected to contribute to other key responsibilities of the Sheriffs Branch, including gathering and disseminating intelligence, confidential source development and information and contributing to risk analysis and assessment (i.e., organized crime; special interest groups - patriots).

The entry-level Law Court Sheriff participates in various training functions, with examples including:

- Immediate Deployment/Active Shooter Response training.
- On-line ethics-based and supervisory training (through the Canadian Police Knowledge Network).
- Scenario training.
- Tactical shooting training.
- Standard First Aid / CPR / AED (Defibrillator).
- Field training.

This position also performs Canadian Police Information Centre, Comis, and IRIMS checks for outstanding warrants and criminal and/or terrorist activity. In addition, the position is relied on to represent the Branch, Ministry, and Government in a highly professional manner when interacting with stakeholders.

The impacts of action or inaction by the position are significant, and can result in physical injury, danger to the judiciary, employees, the public, and/or prisoners. Other consequences of action or inaction by this position can include political embarrassment, financial loss, harm to the judicial process, property damage, civil lawsuits, grievous bodily harm, or death.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training if it is an occupational certification/registration required for the job.)*

### Qualifications:

- 2 years of post-secondary study in law enforcement, police science or social sciences is required or an equivalent combination of education and experience. Candidates must complete physical testing (PARE test) with a score of 4 minutes and 15 seconds or better.
- Positions must have successfully completed the SGPS Induction Training Program with a minimum 80% average (induction training program is currently seven weeks in duration).

The Induction Training Program consists of:

- Legal Studies – information pertaining to the Criminal Justice system, Criminal Code, Charter of Rights and Freedoms, *Freedom of Information and Privacy Act*, Powers of a Peace Officer, structure of Provincial Statutes, Giving Evidence, courtroom procedures, Powers of Arrest, Use of Force, Powers of Search, etc.
- Criminal intelligence collection, analysis, and dissemination.
- Human Relations – communication and listening skills, leadership styles, public relations skills, writing skills, facilitation skills, dealing with the media, preparing presentations, working with diverse audiences, interaction skills, etc.
- Officer Safety training - use of force, principles of control, resistance/control continuum, handcuffing, pressure points, Oleoresin Capsicum (OC) spray theory and exposure, vascular neck restraints, weapon retention and disarming, assailant confrontation, baton training, physical fitness, driver training, etc.
- Firearms training.
- Scenario training including room searches, confrontation with armed and unarmed individuals.
- Verbal judo.
- Law Court Sheriffs also receive instruction in the (AACP approved) operation of prisoner transport vehicles. This is also a GoA requirement.
- The position must be competent in all aspects of the duties of a Sheriff with Peace Officer authority, including the use and application of the Alberta Peace Officer Act, the Criminal Code, the Canadian Charter of Rights and Freedoms as well as all other Provincial and Federal statutes.

The position requires working knowledge of:

- Applicable policies and procedures.
- Standing Operation Procedures.
- Emergency Standing Orders.
- *The Freedom of Information and Protection of Privacy Act*.
- The radio communication system.
- Cultural diversity.
- Organized gang behaviour.
- The Positive Workplace program, including ability to demonstrate and exercise this knowledge.

The position must qualify and maintain:

- a Class 4 or better Alberta operator's license.
- a minimum Emergency Standard Level First Aid and Level A "C" CPR.
- Sheriffs Branch standards in the use of a firearm, Oleoresin Capsicum spray, the defensive baton, and the (AACP) Use of Force continuum.
- All Sheriff positions must maintain a degree of physical fitness and demonstrate basic computer skills.

Key tools provided include:

- Firearm, baton, Oleoresin Capsicum spray, handcuffs.
- A hard or soft uniform (full uniform with firearm or blazer with Sheriff's logo and markings).
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

Main contacts for the Law Court Sheriff are:

- Judiciary and their staff members.
- Representatives of police agencies and first responders.
- Representatives of Correctional Services and Court Services.
- Lawyers.
- Prisoners.
- General public.
- Representatives of outside agencies.
- Media.

The purpose of these contacts is to exchange information; assess risks and/or threats; identify and resolve conflicts or problems; discuss issues; and arrest or detain individuals as necessary.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

No Supervision.

# Subsidiary 3

## Benchmark Evaluation – 032SH05

### Identification Section

<b>Working Title:</b>	Perimeter Security Sheriff
<b>Department:</b>	Public Safety and Emergency Services
<b>Division, Branch/Unit:</b>	Security Operations Division, Sheriffs Branch, Court and Security
<b>Reports To:</b>	Sergeant
<b>Levels to D.M.:</b>	7
<b>Job Description:</b>	<a href="#">032SH05</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">032SH</a> – Sheriff, Security and Transport 1

### Comments on Role

The Perimeter Security Sheriff ensures the safety of provincial courthouses by providing perimeter security screening at courthouses and for special events and conferences. They use electronic equipment to search individuals coming into courthouses to prevent weapons or contraband being brought into the building. This position also provides security for certain situations where non-lethal force security is appropriate.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+ I 1 115	25% 29	R2 38	182

### Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

Position requires a one-year related certificate and must successfully complete additional in-service training (i.e., identification of prohibited and restricted weapons and items, force continuum, use of equipment, procedures, etc.). Position operates electronic scanning devices, has knowledge of prohibited contraband, and is well versed in procedures and policies. Position is trained in the "use of force continuum" and to use a baton, O.C. spray and handcuffs. The push (+) recognizes the additional knowledge required for the role gained from in-service training and experience.

**Complexity and Diversity:**

The position has a good understanding of ministry procedures and its role and powers as a Peace Officer when assessing the public as they enter the building and responding to issues as they present themselves.

**Human Relations Skills:**

Position interacts with courtroom staff, ministry employees, law enforcement agencies and any visitor to the courthouse. The position may be required to resolve matters where security has been compromised, which include screening people entering the courthouse, detaining individuals under suspicion, and removing contraband from persons. Although the position is in constant contact with the public and possibly dangerous individuals and position may need to exercise authority over a situation or person, communication is for information exchange for the most part, therefore not rated "2". More senior Sheriffs and Sergeants are on-site and intervene when situations escalate.

**▪ Creativity/Problem Solving:**

Position works in an environment of well-defined operating procedures, though any number of confrontational situations may arise where the position must quickly determine the appropriate course of action, including physical force. Experience on the job assists in determining appropriate choices in dealing with difficult individuals. Training and established procedures prepare the position to deal with the majority situations. The position makes judgement calls on how to appropriately handle differing situations with room to operate within the respective practices, supporting the 25%. Assistance is readily available when required.

**▪ Responsibility:**

Position is a Peace Officer, per the *Alberta Peace Officer Act* and has the authority to restrict access to the building, detain individuals and confiscate illegal materials for the safety of the premises, supporting R2 rating.

**Last Reviewed: January 2023**

# Subsidiary 3 Benchmark

## Job Description – 032SH05

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

The Sheriff Branch is responsible for several areas that directly support law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta and plays a lead role in the Ministry's commitment to promote safe and secure communities throughout the province. These areas include traffic safety patrols and enforcement on provincial highways, warrant apprehension services, investigations, surveillance services, providing courthouse and "identified or designated provincial critical infrastructure" facilities security, prisoner management and transport services, and executive and judiciary security services. The Branch also offers security consultation for provincial facilities and maintains a 24-hour security control at Government Centre.

The Perimeter Security Sheriff contributes to the provision and maintenance of safe and secure settings for all persons within the designated Government facilities or provincial courthouses. Work is performed within ever-changing and potentially dangerous environments, with the position ensuring the safety of Government buildings and provincial courthouses by providing perimeter security screening and for special events and conferences as required. This position also provides security for certain situations where non-lethal force security is appropriate. The Perimeter Security Sheriff also patrols Government buildings and facilities, reporting suspicious activity and taking action as necessary, and patrols and searches the perimeter of provincial courthouses.

Reporting to a Sergeant, the position works within applicable legislation, policies, and procedures, the Criminal Code, the Canadian Charter of Rights and Freedoms, and all provincial and federal statutes. The position exercises its authority as a Sheriff with Peace Officer status under the *Alberta Peace Officer Act*.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

The safety and security of courthouses throughout the province are maintained:

- Uses electronic equipment to perform perimeter security screening at provincial courthouses, screening people entering court facilities for weapons or other prohibited or restricted contraband.
- Searches individuals when there are indications that they are carrying weapons or contraband.
- Engages verbally with individuals to ensure weapons and contraband do not enter court facilities; uses physical force to enforce mandate if and/or when verbal diffusion skills are not successful.
- Conducts arrests and Canadian Police Information Centre (CPIC) checks in accordance with applicable guidelines (i.e., Charter Rights).
- Ensures control and continuity of exhibits.
- Patrols courthouses and reports suspicious activities, patrols, and searches perimeter of courthouses.
- With the support of more senior Sheriffs, may assist with prisoner management within courthouses or prisoner transport as required.
- Provides directions and answers enquiries from the judiciary, courthouse employees, lawyers law enforcement personnel and the public act as Ambassador for the Law Courts.
- Provides security for situations (i.e., Judicial Dispute Resolution, Family After Separations) where non-lethal force security is appropriate.
- Assists with special events and conferences at various locations by providing perimeter security screening (also provides traffic, crowd, and parking control).

The safety and security of designated Government buildings and facilities throughout the province are maintained:

- Patrols designated buildings and facilities (i.e., Government Centre) on foot or in a vehicle, reporting suspicious activity or acting as necessary to preserve life or the destruction of property.
- Maintains safety and security of Government buildings by ensuring only appropriate personnel are issued access cards and keys to a variety of secure areas.
- Conducts arrests and Canadian Police Information Centre (CPIC) checks in accordance with applicable guidelines (i.e., Charter Rights).
- Ensures adequate levels of safety and security by providing a compliance audit function with respect to the day- to-day operations of contracted security personnel.
- Monitors security surveillance equipment and uses electronic scanning equipment as required for job functions, identifying, and resolving problems with equipment as required.
- Maintains working knowledge of geographic layout of Government buildings and facilities to respond to an alarm efficiently and effectively (panic and/or fire).
- Assists employees of and visitors to designated Government buildings by giving directions and information, liaising with clients, assisting with security and safety matters, and acting on complaints of criminal acts and parking violations.
- Assists with security at special events by coordinating traffic and providing crowd and parking control.

Interviews, reports, and legal documents are completed in accordance with established policies and standards:

- Completes reports and legal documents in preparation for prosecution.
- Conducts interviews and takes statements from Sheriffs, complainants, witnesses, suspects, etc.
- Maintains and processes exhibits, prepares court briefs and disclosure documents, and gives evidence in court(s).

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

In addition to providing perimeter security screening for provincial courthouses, the Perimeter Security Sheriff also provides site security for designated Government buildings and facilities. The position is relied on to represent the Branch, Ministry, and Government in a highly professional manner when interacting with Government and courthouse employees, elected officials, the judiciary, visitors to Government buildings and courthouses, and the public.

The position is responsible for perimeter security for provincial courthouses, using electronic equipment to screen people entering courthouses for weapons or other prohibited or restricted contraband and carrying out patrols of Government buildings and courthouses and their perimeters.

The impacts of action or inaction by the position are significant and can result in physical injury or danger to individuals within provincial courthouses and Government buildings. Other consequences of action or inaction by this position can include political embarrassment, financial loss, property damage, civil lawsuits, grievous bodily harm, or death.

## Knowledge, Skills and Abilities

(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training if it is an occupational certification/registration required for the job.)

### Qualifications and Training:

- Post-secondary Certificate in law enforcement, police science or social sciences is required along with one year of related experience.
- Position must successfully complete a two-week training program at the Public Security Staff College.
- In addition, the position is required to complete a one-week on-site orientation; training in the identification of prohibited and restricted weapons and items: and specialized training relating to the area of assignment (i.e., electronic scanning devices).

The Perimeter Security Sheriff must be competent in all aspects of the duties of a Sheriff with Peace Officer authority, including the use and application of the Alberta Peace Officer Act, the Criminal Code, the Canadian Charter of Rights and Freedoms, and other provincial and federal statutes. In addition to well developed and demonstrated interpersonal and communication skills, the position develops recommendations for management with respect to resolving technical problems, upgrading equipment, and other operational issues.

### The Perimeter Security Sheriff requires working knowledge of:

- Applicable Ministry policies, Branch policies and procedures, and legislation and regulations (i.e., Public Works, *Supply and Services Act*; Crown Property Regulations; *Petty Trespass Act*; *Trespass to Premises Act*; *Motor Vehicle Act*; Edmonton Parking Bylaw; and the *Freedom of Information and Protection of Privacy Act*.
- The radio communication system.
- Cultural diversity and the Positive Workplace program.

### The Perimeter Security Sheriff also requires:

- Extensive knowledge and expertise as to the operation of electronic scanning devices to screen individuals for weapons or other prohibited contraband.
- Extensive knowledge and expertise in identifying prohibited and restricted weapons and other items.

### The Perimeter Security Sheriff must qualify and maintain:

- A minimum Emergency Level First Aid and Level A CPR.
- Security Services standards in the use of O.C. spray, the defensive baton, and the Use of Force continuum.

### Key tools provided to the Perimeter Security Sheriff include:

- Baton, O.C. spray, handcuffs.
- A hard or soft uniform (full uniform without firearm or blazer with Sheriff's logo and markings).
- Peace Officer designation pursuant to the *Alberta Peace Officer Act*.

The position must maintain a degree of physical fitness and demonstrate basic computer skills. A valid Alberta Class V or better operator's license is required.

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

### Main contacts for position include:

- Employees of Government ministries (i.e., Alberta Infrastructure and Transportation, Alberta Justice).
- The judiciary.
- Representatives of law enforcement agencies and first responders.
- Lawyers.
- Representatives of outside agencies.
- Visitors to provincial courthouses.
- General public.

The purpose of these contacts is to perform electronic screening of individuals entering provincial courthouses; exchange information; assess risks and/or threats; resolve conflicts or problems; and discuss issues.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

No Supervision.



# Subsidiary 3

## Benchmark Evaluation – 032SH04

### Identification Section

<b>Working Title:</b>	Communication Officer
<b>Department:</b>	Public Safety and Emergency Services
<b>Division, Branch/Unit:</b>	Public Security Division, Sheriffs Branch, Sheriff Operational Communication Centre (SOCC)
<b>Reports To:</b>	Communications Supervisor
<b>Levels to D.M.:</b>	7
<b>Job Description:</b>	<a href="#">032SH04</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">032SH</a> – Sheriff, Security and Transport 1

### Comments on Role

Reporting to the Communications Supervisor, the position is responsible for monitoring and delivering timely, accurate and effective security and dispatch services, including alarm and video monitoring, prisoner transport oversight, call taking and dispatch, and electronic information retrieval and communication. The Sheriff Operational Communications Centre (SOCC) operates on a 24-hour basis and is the main point of contact between the RCMP and the Public Security Division peace officers who are being deployed to a number of different situations including but not limited to: responding to alarms in Government buildings, responding to safety concerns/alarms at the Premier’s residence, officers responding to calls in support of rural crime and RAPID Force and the transporting of prisoners through a number of different avenues. SOCC provides support directly to law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+ I 1 115	22% 25	R1 29	169

## Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

Requires a one-year emergency communication certificate and is provided with additional training on the use and monitoring of electronic and computerized equipment, software systems including CAD components, dispatch, and emergency protocols, and use of the CIPC system necessary to the operations of the communication centre and provision of information to peace officers and sheriffs. The push (+) on the "C" recognizes the additional training in the use of specialized equipment and protocols in the monitoring and dispatch centre environment.

The position is not rated "D" as it is not required to respond directly in the field; focus is on communication and dispatch.

**Complexity and Diversity:**

Position requires an understanding of the purpose and operations of the SOCC and its relationship with field staff's working environment.

**Human Relations Skills:**

Good communication skills are required to convey clear information during dispatch and responding to calls and requests. Communication is mainly for the purpose of information exchange, related to dispatch and monitoring.

- **Creativity/Problem Solving:**

For the most part, the position works within set processes, and has diversified procedures and practices to follow depending on the situation. In cases of urgent/emergency situations, position may be required to respond quickly relying on their knowledge and experience without reference to their procedural binder. Assistance is readily available from the supervisor.

- **Responsibility:**

This position provides communication and dispatch services to field Sheriffs and Officers. Position does not exercise authority as a Peace Officer, and nor are they designated; therefore, they are not rated "R2".

**Last Reviewed: January 2023**

# Subsidiary 3 Benchmark

## Job Description – 032SH04

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

Reporting to the Communications Supervisor, this position is responsible for monitoring and delivering timely, accurate and effective security and dispatch services to a variety of stakeholders and buildings associated with the Government of Alberta. The Sheriff Operational Communications Centre (SOCC) operates on a 24-hour basis and is the main point of contact between the RCMP and the Public Security Divisional peace officers who are being deployed to a number of different situations including but not limited to: responding to alarms in Government buildings, responding to safety concerns/alarms at the Premier's residence, officers responding to calls in support of rural crime and RAPID Force and the transporting of prisoners through a number of different avenues. SOCC provides support directly to law enforcement agencies, provincial enforcement agencies, and integrated law enforcement agencies in Alberta. This unit also plays a lead role in the Ministry's commitment to promoting safe and secure communities throughout the province. These areas include traffic enforcement, conservation services enforcement, commercial vehicle inspection, warrant apprehension, investigations, surveillance services, intelligence and threat analysis, courthouse and government facility security, prisoner management and transport services, and executive and judiciary security services.

The Government of Alberta has committed to reducing response times in rural areas and combating rural crime by expanding the roles and authorities of peace officers and by establishing the Rural Alberta Provincial Integrated Defense (RAPID). The SOCC's mandate is to provide services in support of Government Centre operations and for the monitoring, assisting, and dispatching peace officers in support of RAPID and rural crime functions.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

Communications Officers within SOCC are responsible for providing a variety of support and services throughout the GoA including:

#### Alarm and video monitoring:

- Provides closed circuit TV (CCTV) monitoring service, mass notification services, access control service and event coordination for the Alberta Legislature and Government Centre.
- Monitors approximately 800 alarm accounts, including government buildings, Legislature public security help phones and personal residences for members of the Government of Alberta, MLA constituency offices including the Premier's residence.
- Advises response agencies and personnel of emergencies and monitors equipment status.

#### Prisoner Transport:

- Oversees requests for prisoner transportation from stakeholders such as Alberta Correctional Services and Police Agencies and determines prisoner priorities and compatibility of prisoners to ensure the safety of officers and prisoners.
- Uses a Computer Aided Dispatch System (CAD) and its associated components such as Request Dispatcher and Load List Manager to organize and assign transports.

### Call Taking & Dispatch:

- Provides 24-hour contact for Government stakeholders, Police Agencies and Federal Institutions receiving requests for and organizing prisoner transportation.
- Answers and dispatches calls and support services to members of the Sheriffs Branch (including Fish and Wildlife Officers).
- Provides CPIC information to personnel of Alberta Parks Enforcement Branch, PSES High Risk Offender Program and various peace officer agencies throughout the province.
- Answers all incoming telephone calls including emergency, Report a Poacher, RCMP and Municipal Enforcement service requests.
- As required, maintains contact with caller to keep members apprised of situation as developments occur during an incident.
- Displays utilities, using inquiries, messaging within CAD, map views and essentials, call taking, creating events and advanced event creation and manipulation, selecting events, modifying, and querying events, unit details and properties, unit status, methods of dispatching, updating units, updating events, and dispatching inquiries.
- Conducts status checks and document activities of members who have been dispatched and broadcasts special notifications to ensure consistent and up-to-date information is provided to Sheriffs across the province.
- Coordinates a regular and on-going link to emergency and non-emergency organizations to assist Sheriffs in responding to situations across the province.
- Creates the occurrence on the Record Management System and tasks the occurrence to the responding Sheriff for the completion of required reports.

### Electronic Information Retrieval and Communication:

- Warrant maintenance includes maintenance transactions to add/remove warrant records within the CPIC System and is available on a 24/7 hit confirmation purpose.
- Ensures all CPIC transactions are logged and mapped to the requesting agency and respond to CPIC messages between internal and external law enforcement agencies.
- Queries, disseminates and modifies information on multiple databases as requested, relating to criminal records, criminal history, potential weapons, police interest, driver and vehicle information and arrest warrants.
- Compiles statistical information and assembles security alarm/access reports for the purpose of audits in respect to the day-to-day operations.
- Ensures that all information programmed within the systems meet Government standards and Communications Centre operational protocols.
- Understands the importance of confidentiality and ensuring information is secure and not shared with unauthorized individuals.

### Quality data for the Branch's Record Management System (RMS):

- Indexes master files, orphan files, linking, duplicate names, transfer requests and other entities within Alberta Public Security Application (APSA).
- Keeps the RMS current in relation to user roles, location, reporting, resetting, and unlocking tasks.
- Compile daily statistics in regard to but not limited to transfer requests, federal transfers, and prisoner transfers.

### Effective and efficient communication to multiple parties at any given time:

- Establishes and maintains strong interpersonal relationships within all stakeholders.
- Ensures strong listening skills to determine priority of dispatch calls for service accordingly in situations, which may be ambiguous due to stress, language, noise, or other distracting factors.
- At times the position deals with difficult callers requiring tact and problem-solving skills to determine callers needs and respond accordingly.
- Articulates clearly and concisely using written and/or radio communications in order to quickly dispatch and deploy responders.
- Completes required reports in a timely and efficient manner to ensure necessary information is in the CAD system for future reference.

## Scope

*(List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)*

The Communications Officer is a hub of information, relied on by the Ministry, Division, Branch and Government. This position is required to interact with a diverse group of stakeholders such as: Sheriffs, Law Enforcement Agencies, Elected Officials, Judiciary, Ministries, Government Employees, Other Emergency Response Agencies, and members of the public and therefore positive working relationships are a critical component to this position.

This position is responsible for operating a complex Communications Centre with a province-wide alarm reporting system ranging from Government buildings, panic alarms, and the private homes of government officials with recognized threats against them. The position monitors local security equipment and dispatches Sheriffs, or other emergency personnel in the event of a situation or alarm at Government Centre or other monitored facility. This position contacts outside technical staff, ensuring the coordination of standards and practices approved by the Department and the Department of Infrastructure are carried out in the installation of equipment in the field. A Communications Officer is required to work independently and under high levels of stress throughout a shift.

This position also performs a radio dispatch function that includes monitoring and responding to all radio activity; documenting locations and activities of all Sheriffs; broadcasting notifications; researching and delivering information to Sheriffs and management; performs CPIC checks and entries for numerous Peace Officer organizations across the province, administers warrant maintenance for all enforcement agencies within the PSES Public Security Division providing direction on the execution of the warrant and manage the Community Peace Officer twenty-four hour license suspensions.

On a daily basis, the position is responsible for coordinating the transfer of prisoners throughout the province for Alberta Sheriffs and Correctional Centres, by receiving requests from stakeholders including Correctional Facilities, Police, Psychiatric Hospitals, and Courts. Furthermore, the position is responsible for ensuring intelligence checks are completed on the prisoners and relay the information to the escorting officers, assigns the appropriate prisoner classification for transfer and further assigns the prisoner to the appropriate transport vehicle and compartment, dispatches the escort vehicle, and monitors the dispatched vehicle (ensuring optimal officer safety). The position coordinates ongoing information and is the communication link for all Sheriffs across the province.

The impacts of action or inaction by the position are significant and can result in, but not limited to, physical injury or danger to Sheriffs, other Public Security Division Enforcement Officers, members of the public, false arrests, or improper release of sheriff prisoners. In the field of Government buildings and facilities, including but not limited to Government Centre, Lieutenant Governor's Residence and Edmonton Law Courts possible impacts can lead to security breaches, damages, and equipment failure. Other consequences of action or inaction by this position can include political embarrassment, financial loss, property damage, civil lawsuits, grievous bodily harm, or death.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training, occupational certification/registration required.)*

### Qualifications:

- Post-secondary education in a related field such as emergency communications combined with strong working knowledge and experience with alarm or surveillance equipment is required.
- Completion of an extensive on-site training program working under a senior officer to develop thorough understanding of specific job requirements unique to the Sheriffs Branch.

A high level of computer and technology proficiency and literacy. Extensive knowledge of electronic and computerized security and alarm systems is important to maintain secure environments for personnel and public on all monitored Government properties. Communications Officers are required to set up and remove accounts from the monitoring systems and explain the nuances of maintaining an alarm to the stakeholder, including response protocols, alarm testing and maintenance.

Communications Officers need a strong working knowledge and understanding of all operational CAD components including I Request, load list manager, transfer components, Mobile for Public Safety, escort route management, vehicle loads, prisoner classifications. In addition to CAD, some other computer programs this position will require a strong working knowledge of include but are not limited to: CPIC, REALM, MOVES, records management requirements and AFRRCS system. It's important the Communications Officer understands how they link/work together, what information is needed for each system, what information is provided by each system and what information is to be shared with officers. Alarms are monitored on a 24-hour a day basis; therefore, this position must be able to work with little or no direct supervision which may have a serious impact on government operations and is expected to act on own initiative within Ministry guidelines and contracts.

Communications Officers need an understanding of governing legislation and have access to procedural manuals or supervisor for guidance. This includes but is not limited to: Applicable Ministry policies, Branch policies and procedures and legislation and regulations such as Public Works Supply and Services Act; Crown Properties Regulations Act; Petty Trespass Act; Trespass to Premises Act; Traffic Safety Act, various Conservation legislation, Edmonton Traffic Bylaw # 5590; and the *Freedom of Information and Protection of Privacy Act*, Government of Alberta Respect in the Workplace Policy.

In addition to the technical requirements of the position, Communications Officers are required to possess excellent verbal and written communications skills. These Officers respond to complaints and inquiries from the general public and government employees and other partners on security related matters. On a regular basis, Communications Officers must be able to handle a high volume of calls, and may encounter difficult or emotional callers, that require the ability diffuse stressful or traumatic situations requiring tact, diplomacy, and problem-solving skills, all while preparing an appropriate response for the situation and maintaining the highest level of confidentiality at all times.

This position may receive calls that are very sensitive in nature and could be traumatic. The position must also have the emotional resilience and intelligence to handle repeated exposure to high stress situations, traumatic events, and abusive language, while remaining composed in responding effectively under pressure. This position is also required to qualify and maintain an enhanced security clearance to access and perform database inquiries not only for the Sheriffs Branch but for all stakeholders. The results of the information check are sensitive, must be interpreted accurately and only forwarded to those authorized to receive it.

## Contacts

The purpose of these contacts is to coordinate activities, exchange information; assess risks and/or threats; resolve conflicts or problems; and discuss issues.

- Members of the Sheriffs Branch (focusing on Conservation Services, Sheriff Highway Patrol (SHP), Court and Prisoner Services, Legislature and Government Centre Services).
- Canadian Police Information Centre (CPIC), Royal Canadian Mounted Police and Alberta Municipal Police Services.
- Representatives of various alarm and technical companies.
- Alberta Environment and Parks and other Government of Alberta employees, and general public.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

No Supervision.

# Subsidiary 3

## Benchmark Evaluation – 032SH03

### Identification Section

<b>Working Title:</b>	Museum Security Supervisor
<b>Department:</b>	Culture
<b>Division, Branch/Unit:</b>	Heritage Division, Royal Alberta Museum, Business Operations
<b>Reports To:</b>	Museum Security Chief (SST 3)
<b>Levels to D.M.:</b>	5
<b>Job Description:</b>	<a href="#">032SH03</a>
<b>Minimum Recruitment Standards:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Sheriff, Security and Transport
<b>Pay Grade:</b>	<a href="#">032SH</a> – Sheriff, Security and Transport 1

### Comments on Role

Reporting to the Museum Security Chief and working within existing security policy and procedures, the Museum Security Supervisor is responsible for the safety and security of the Royal Alberta Museum. This includes the physical building, museum collections, the public, staff, and contractors for all related facilities: RAM-Downtown, RAM-Acheson and 7 storage warehouses. The Museum Security Supervisor is required to interact with the public, staff, contractors, and emergency personnel as required in a manner that is constructive and supportive. The position's actions and decisions require a thorough knowledge of the museum and its operations, while remaining cognizant of the need to ensure a positive visitor experience.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C I 2 115	22% 25	R1 29	169

## Comments on Evaluation

- **Knowledge:**

**Professional/Content Knowledge:**

Requires a breadth of knowledge of security functions within large and diverse operations, including public access. Position requires knowledge of electronic monitoring and security systems, security policy and procedures, and museum operations, typically acquired through related training and/or experience.

**Complexity and Diversity:**

Position requires an understanding of security functions as they relate to the museum and its facilities and provides functional supervision to contracted security staff.

**Human Relations Skills:**

Position requires a high level of interpersonal skills to be able to engage with public and staff. In addition, position provides direction to contracted staff, enforce rules, handles conflict situations, and resolve issues through skills of persuasiveness and assertiveness. Position is beyond exchange of information, supporting the 2 rating.

- **Creativity/Problem Solving:**

Position has latitude to determine most appropriate action within body of knowledge and experience. Position operates within a defined framework, guided, and directed by well-established standard operating procedures and protocols, and has access to supervisor for assistance. Position does not have latitude to alter from established procedures, therefore is not rated 25%.

- **Responsibility:**

Position is providing security service delivery to the museum and related satellite facilities.

**Last Reviewed: January 2023**



# Subsidiary 3 Benchmark

## Job Description – 032SH03

### Purpose

*(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)*

Reporting to the Security Chief and working within existing security policy and procedures, the Security Supervisor is responsible for the safety and security of the Royal Alberta Museum. This includes the physical building, museum collections, the public, staff, and contractors for all related facilities: RAM-Downtown, RAM-Acheson and 7 storage warehouses.

The Security Supervisor is required to interact with the public, staff, contractors, and emergency personnel as required in a manner that is constructive and supportive. The supervisor's actions and decisions require a thorough knowledge of the museum and its operations, while remaining cognizant of the need to ensure a positive visitor experience. Security services are maintained 24 hours a day, 7 days a week and 365 days a year.

### Responsibilities and Activities

*(The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is.)*

#### Safety and Security: Ensure the safety and security of the Royal Alberta Museum by:

- Providing leadership and coordination on site and responsible for all security monitoring and action for the shift.
- Working with the Security Chief, ensuring a coordinated security effort and response amongst all supervisors, staff, and contractors responsible for museum security.
- Ensuring all staff and contractors responsible for security at the museum meet the standard of responsibility, conduct and appearance as defined by the Security Chief.
- Acting as the lead contact between the museum and building management for repairs and work orders.
- Monitoring security system feeds for both on-site and off-site locations to ensure the staff, volunteers and visiting public are safe and the buildings are secure.
- Providing shift orders to the security contractor supervisor on site.
- Ensuring all staff, volunteers and visitors entering the back-of-house of the museum are doing so with the appropriate approvals, access levels and conduct.
- Administering first aid to staff, contractors, volunteers, and visitors as required and appropriate.
- Dealing with problems and incidents pertaining to visitors and/or other matters relating to first aid, fire safety, vandalism, theft, or conduct.
- Maintaining high degree of loss prevention through retail services on site from visitors and staff.
- Monitoring security systems and early detection devices to ensure all are functioning and maintained.
- Recording and filing daily occurrences of incidents, ensure all security supervisors and the Security Chief are advised.
- Providing reports and as-needed advice and/or feedback to the Security Chief.

Delivery of Emergency Response: Ensuring a coordinated effort on behalf of the museum in emergency situations by:

- Using established procedures and protocols, responding quickly and appropriately to emergency situations.
- Taking the necessary actions and assuming control and responsibility in the absence of the Security Chief.
- Contacting the fire, police and ambulance as needed in emergency situations.
- Coordinating the efforts of museum and building maintenance staff/contractors to support in an emergency situation.
- Providing communication to the public via the intercom as required.
- Assisting emergency services personnel as required.

Preventive Action: Ensuring security services takes necessary and regular preventative action by:

- Regularly patrolling museum buildings to identify preventative measures to ensure the safety and security of the building and occupants.
- Participating in the planning and execution of annual fire alarm testing and evacuation practices under the direction of the Security Chief.
- Ensuring all security policies and procedures are maintained, revised, and updated as needed and available in the security control booth for use and inspection under the direction of the Security Chief.
- Providing site training and museum protocol information to security contract staff as needed.
- Providing feedback on security contract staff on achievement, attire and conduct to the contract staff supervisor and Security Chief as required.
- Monitoring the location and supplies of all museums first kits and AED units (all-sites) to ensure they comply with OH&S standards and are replenished and not out of date.
- Ensuring all security personnel have completed hazard assessments and received safety orientation to the building(s) they are located in.
- Maintaining access control systems and key control programming cards.
- Monitoring security systems and early detection devices to ensure all are maintained according to manufacture Instructions.

Public Queries and Education: Ensure a positive and responsible relationship with the public by:

- Communicating directly with the public clearly and appropriately for the situation.
- Providing leadership and instruction for other security staff and contractors in regard to communicating with the public.
- Administering first aid as required and appropriate.
- Coordinating emergency first aid response with emergency personnel as needed on site and following up after the fact with the person who received first aid.
- Taking incident reports from the general public as needed and following up as the situation requires.
- Providing information regarding public policies and emergency evacuation procedures.
- Working with the Security Chief and Front of House Manager, ensures all front of house staff, volunteers and contractors are aware and informed on all security policies and procedures that impact the public.
- Working with Visitors Services and Learning Unit, provides on-site education to school groups on security issues as required.

## Scope

The primary responsibility of the Security Supervisor is life safety. Secondary is the security of the museum collections and ensuring basic preservation. Thirdly, is the security of the building premises and its inventory. Given the downtown location this includes dealing with challenging individuals who are often the city's most vulnerable citizens: people of visible minorities, LBGTQ+, people who are experiencing homelessness, people with criminal intentions and also individuals with varying degrees of mental health issues.

This position can deal with many false alarms (kids pull fire alarm) small and minor issues in the building (public disruption, small building failures such as localized flooding or loss of power) to dangerous situations (robberies, life safety issues) to full building wide emergencies (fire, flooding) requiring full building evacuation or external threats require a lock-in (tornado, first person shooter). Superior communication skills are essential with an emphasis on the ability to be able to read people and predict their behaviour.

The Security Supervisor role is to address problems and act for the Security Chief in his/her absence. This entails ensuring all security contractors have the guidance, solutions, and direction they need to resolve issues that may occur on a daily basis. The Security Supervisor is responsible to understand what issues they can resolve and what should be elevated to the Security Chief for resolution.

Although there is a Facility Emergency Response Plan and operational standing orders for every situation encountered and imagined, emergency situations cannot be fully anticipated or planned for in advance. Immediate action is required, often without the ability to receive internal support on critical issues. Sound judgement and tact is required. The Security Supervisor must manage the situation until the Security Chief's arrival at the site.

Depending on the situation, impacts of decisions can be minor creating inconveniences for staff, contractors, or the public, or highly significant if dealing with life safety issues.

## Knowledge, Skills and Abilities

*(Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; and specific training, occupational certification/registration required for the job.)*

### Qualifications:

- High School Diploma and a minimum of 2 years of experience in supervision of a security team for a like-sized institution, museum, or library.
- A minimum of 2 years of experience in a downtown/core environment.
- Formal training in cultural sensitivity, mental health awareness, conflict resolution and anger management.
- Certified in First Aid Instruction, CPR and AED Training and Pro-serve certification.

### Knowledge:

- Thorough knowledge of security supervision, including fire and life safety systems and procedures.
- Supervision of security personnel of at least 4 people per shift.
- Knowledge of security computerized technical systems, including alarms, fire detection and suppression, and access control.
- Knowledge of basic building functions to communicate with building management.

### Skills:

- Must be diplomatic and able to maintain confidentiality in dealing with staff at all levels.
- Skills in conflict resolution, anger management, diversity and inclusion, cultural sensitivity and mental illness awareness are essential as there are daily interactions with the public in often stress-inducing situations.
- Ability to communicate with other government agencies and emergency response personnel
- Good written and verbal communication.

## Competencies:

- Creative Problem Solving
- Agility
- Drive for Results
- Build Collaborative Environments
- Develop Self and Others

## Contacts

*(The main contacts of this position and the purpose of those contacts.)*

- General public (daily) - day-to-day questions and problems that naturally occur in a public building.
- Museum Executive (daily) - managing issues as they arise Museum staff and contractors (daily) - managing issues and access concerns and provide support as needed.
- Contract security managers and operations staff (daily) - identifying issues, planning preventative operational support, helping to identify and address concerns.
- Building management and maintenance staff (daily) - assisting in identifying and clarifying building issues, providing escorts to restricted areas of the building, checking in contractors, and providing temporary building access.
- Emergency response staff (as needed) - assisting in building emergencies, identifying false alarms or other issues.
- Ministers, MLA's, City Councilors, LG, other VIP's, and personal security detail (limited) - assisting with escorting VIP's and preparing personal security details for visits.

## Supervision Exercised

*(List position numbers, class titles, and working titles of positions directly supervised.)*

No Supervision.