

## Update

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Law Court Sheriff

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Alberta Sheriffs Branch plays a critical role in supporting law enforcement agencies, provincial ministries, and integrated public-safety partners in maintaining safe and secure communities throughout the province. The Branch delivers a broad range of specialized services, including traffic enforcement, warrant apprehension, investigative and surveillance support, courthouse and critical-infrastructure security, prisoner management and transportation, and executive and judiciary protection. It also provides security consulting for provincial facilities and operates a 24-hour security control centre at Government Centre.

To meet the Ministry's mandate of enhancing public safety, the Sheriffs Branch maintains the capacity to deploy into communities for planned events or operational needs. These deployments support police agencies of jurisdiction by carrying out duties aligned with court sheriff authorities and training, allowing police services to better fulfill public safety needs.

Within this framework, Law Court Sheriffs are responsible for providing and maintaining a safe and secure environment for all individuals within the province's provincial courthouses. Their duties are carried out in an ever-changing and potentially dangerous environment. Law Court Sheriffs maintain an armed presence and play a critical role not only in the immediate protection of court users and staff, but also in reducing the risk of intimidation both inside and outside court facilities.

As well, Law Court Sheriffs are responsible for the safe, efficient, and secure movement and management of persons in custody across Alberta. This includes transporting prisoners to and from court facilities, RCMP detachments, municipal police services, correctional or mental-health institutions, provincial centres and federal penitentiaries. Law Court Sheriffs may also conduct out-of-province escorts to return individuals arrested elsewhere in Canada to Alberta. The role additionally supports police partners in the transportation of children in need of protection, requiring a modified approach to care, communication, and safety.

Law Court Sheriffs also participate in the Branch's Community Deployment Program, extending prisoner-management and transportation expertise beyond institutional environments into dynamic, uncontrolled public settings. These deployments occur during major public-order events such as festivals, sporting events, air shows, and national celebrations, and require exceptional professionalism, situational awareness, and public-trust stewardship. Sheriffs are held to these standards under the Peace Officer Act.

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

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### 1. Court Security Service Duties

Law Court Sheriffs provide a safe, secure, and armed presence within an open courthouse environment to ensure the safety of all persons. This function requires strict adherence to the Criminal Code, the Peace Officer Act, and all applicable provincial and federal legislation. Emphasis is placed on both on-site and off-site security concerns relating to the judiciary.

- Preservation of the peace and maintenance of public safety
- Prevention of crime and offences under laws in force in Alberta

- Detection and prevention of intimidation or interference involving witnesses or court processes
- Lawful apprehension of offenders and individuals subject to detention or custody
- Execution of all warrants and associated peace-officer duties authorized under Alberta law
- Taking newly sentenced, remanded, or arrested individuals into lawful custody
- Effective response to major courthouse incidents, including securing crime scenes, protecting evidence, separating witnesses, and providing assistance to police
- Provision of first aid and emergency response to all courthouse stakeholders and members of the public
- Safe building evacuations involving prisoners, staff, and the public during major incidents such as fire alarms or bomb threats.

## **2. Supervise Prisoners Attending Court and While in Holding Facilities**

Sheriffs ensure appropriate care, custody, and control of all prisoners attending court proceedings or held in courthouse facilities.

Responsibilities:

- Maintain accurate and timely prisoner counts
- Document all relevant prisoner information, record personal property, and complete Ministry and court forms, including release procedures
- Prepare staff reports and occurrence reports as required
- Conduct searches of prisoners, holding cells, vehicles, courtrooms, and public areas to maintain safety and compliance
- Maintain working knowledge of warrants, Judge's Orders, and documentation from external policing agencies
- Ensure prisoner separation based on age, threat level, gang affiliation, or other risk indicators
- Monitor and interpret subtle non-verbal prisoner communications that may indicate increased threat or attempted coordination

## **3. Facilitate the Safe and Secure Transfer of Prisoners Throughout the Province**

Sheriffs ensure the controlled, lawful, and secure movement of prisoners between numerous judicial and correctional environments.

Responsibilities:

- Conduct armed escorts between courthouses, provincial correctional centres, federal institutions, police holding cells, and medical facilities
- Perform out-of-province prisoner escorts, returning arrested persons to Alberta from other Canadian jurisdictions
- Assess, respond to, and mitigate threats or potential threats posed by prisoners or members of the public during transport

- Verify and maintain all required judicial and administrative documentation, including Judge's Orders and booking records

#### **4. Support Police Partners Through Community Deployment Events**

Law Court Sheriffs contribute to provincial public safety by deployments during provincial emergencies and assisting policing partners during community events and operational deployments.

Responsibilities:

- Participate in supplementary mission-specific training and briefings with police agencies
- Work alongside police on the front lines to maintain order, assist with arrests, search and handle offenders, and provide secure prisoner transport
- Interact professionally with the public, police partners, and media representatives in dynamic environments

#### **Common Responsibilities Across All Sheriff Roles**

These responsibilities apply to all Sheriffs within the Alberta Sheriffs Branch, regardless of assigned unit:

##### **1. Maintain Positive and Professional Working Relationships**

Sheriffs foster effective relationships with government officials, judiciary members, lawyers, police agencies, correctional partners, federal institutions, court staff, and the public. This is achieved through strong interpersonal, communication, investigative, and crisis management skills.

Community deployment and Law Court support duties are supplementary and episodic, performed as operationally required, and do not constitute the primary function of the role.

##### **2. Meet Sheriffs Branch Standards in the Use of Tools, Equipment, and Techniques**

Sheriffs must maintain competency and certification in the following areas:

- Incident Management Intervention Model (AACP Use of Force Standard)
- Firearms proficiency and annual recertification
- Immediate Deployment / Active Shooter Response training
- Defensive baton techniques
- Oleoresin Capsicum (OC) spray
- Handcuffing techniques
- Verbal de-escalation and conflict diffusion strategies ("Strat Comms")
- Control tactics (AACP standard)
- Conducted Energy Weapon (CEW)
- Law Enforcement First Aid (LEFA)

##### **3. Maintain Current Knowledge of Security Practices**

Sheriffs uphold ongoing proficiency in personal and physical security methods, as well as operational

awareness of computerized security systems and databases.

#### 4. Complete Reports, Interviews, and Legal Documentation to Professional Standards

Sheriffs ensure all documentation meets legislative and policy requirements, including:

- Preparation of reports and legal documents for prosecution
- Conducting interviews and obtaining statements from Sheriffs, complainants, witnesses, and suspects
- Managing exhibits, preparing court briefs, and assembling disclosure packages
- Providing testimony in court as required

#### Problem Solving

Typical problems solved:

##### Managing Conflict Situations and Security Risks

Identifying and responding to conflicts between the general public as well as conflicts with prisoners, including assessing risk factors such as gang affiliation, behavioral cues, and mental health concerns to maintain safety throughout the Courthouse. Sheriffs must maintain a professional demeanor at all times while demonstrating the ability to de-escalate situations safely and effectively.

##### Executing Warrants

Verifying documents to ensure arrests are made lawfully. Arrests may include outstanding warrants, newly sentenced or remanded individuals.

##### Immediate Response

Effective response to major incidents, securing crime scenes, protecting evidence, separating witnesses, providing assistance to police, and safe building evacuations for everyone in the building.

##### Operating Independently in Remote or Isolated Locations

Making critical decisions without direct supervision while transporting prisoners through remote areas, ensuring personal safety, public safety, and the secure handling of persons in custody.

##### Assessing the Physical and Mental Condition of Prisoners

Evaluating whether individuals are medically or psychologically fit for transport, recognizing signs of distress or impairment, and determining when medical intervention or modified transport procedures are required.

##### Determining Transportable Personal Property

Assessing what personal effects may safely accompany a prisoner, ensuring the removal of prohibited items, and documenting property in accordance with policy and chain of custody requirements.

##### Ensuring Accurate Documentation for Inter-provincial Transfers

Verifying and completing all required judicial, administrative, and legislative documentation associated with transporting inmates or offenders across provincial borders.

Types of guidance available for problem solving:

Law Court Sheriffs will have mentorship, guidance and training from Sheriff field training officers and Sheriff Sergeant Supervisors. Sheriffs will also have access to internal SOP, Sheriff policy, field training manuals etc.

Direct or indirect impacts of decisions:

Sheriff decisions are grounded in their training, statutory authority, and responsibility to exercise the full duties of a Peace Officer within the Province of Alberta. These authorities carry the expectation that Sheriffs apply sound judgment, act within proper legal frameworks, and respond appropriately in dynamic and often high-risk environments. Based on their decisions, Sheriffs must act, intervene, and take corrective measures to maintain public safety, uphold the law, and ensure the secure management of persons in custody.

Failure to make proper, lawful, and informed decisions could lead to:

- Compromise of Public and Officer Safety
- Poor judgment during transport, escort, or courthouse operations could expose Sheriffs, the public, or other stakeholders to unnecessary danger, escalating into injury, hostage situations, or serious security breaches.
- Escape or Loss of Custody of Prisoners
- Improper assessment of risk, inadequate restraint protocols, or lapses in procedure could result in escape attempts, successful escapes, or violence against staff and the public.
- Violation of Charter Rights and Legal Processes
- Incorrect application of authority, such as unlawful detention, improper search procedures, or failure to adhere to Judge's Orders may infringe on individual rights, leading to legal challenges, stays of proceedings, or dismissed charges.
- Compromised Court Proceedings
- Mishandling evidence, failing to prevent witness intimidation, or disrupting the secure movement of individuals can undermine judicial operations and affect trial integrity.
- Operational and Reputational Damage to the Sheriffs Branch
- Inconsistent or inappropriate decision-making may erode public trust, attract media scrutiny, and negatively impact inter-agency relationships with police, correctional partners, and the judiciary.
- Civil Liability and Legal Consequences
- Errors in judgment such as excessive use of force, negligence, or failure to act can result in civil claims, disciplinary action, or criminal investigation of the Sheriff involved.
- Increased Organizational Risk
- Failures to follow policy, legislation, or established training standards contribute to organizational exposure, audit findings, and reduced operational effectiveness.

## Key Relationships

Major stakeholders and purpose of interactions:

Main contacts for Court Sheriffs are:

- Judiciary and Court Services staff

- Representatives of Correctional Services
- Representatives of police agencies, first responders and outside agencies
- Members of the Law Society
- Prisoners/inmates
- General public
- Infrastructure
- 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.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

#### Education and Experience

- A minimum of two years of post secondary education in Law Enforcement, Police Science, Criminal Justice, Social Sciences, or a related field is required.
- A minimum of two years of related experience in a law enforcement, security, corrections, or public safety environment is required.
- Candidates must successfully complete the Physical Abilities Requirement Evaluation (PARE) with a time of 4 minutes and 45 seconds or better.

#### Sheriff Recruit Induction Training

- All candidates must successfully complete and pass all components of the Sheriff Recruit Induction Training Program (SRT)
- The induction program is currently 15 weeks in duration and includes training in the following areas:

#### Legal Studies

- Criminal Justice system
- Criminal Code and Provincial Statutes
- Canadian Charter of Rights and Freedoms
- Access to Information Act (ATIA)
- Peace Officer powers, arrest authorities, search authorities, and use of force legislation
- Courtroom procedures, evidence handling, and giving testimony

#### Human Relations

- Communication and active listening skills

- Leadership and public relations techniques
- Writing and presentation skills
- Working with diverse populations
- Media interaction and conflict management skills

### **Officer Safety and Use of Force Training**

- Alberta Association of Chiefs of Police (AACP) Use of Force standards
- Control tactics, resistance control continuum
- Handcuffing and pressure point control techniques
- Oleoresin Capsicum (OC) spray theory and exposure
- Baton training
- Assailant confrontation scenarios and defensive tactics
- Weapon retention and disarming techniques
- Physical fitness conditioning
- Driver training

### **Firearms Training**

- Safe handling, marksmanship, judgment, and qualification

### **Scenario Based and Practical Training**

- Search techniques (rooms, vehicles, persons)
- Confrontations with armed and unarmed individuals
- Verbal de-escalation (“Strat Comms”)

### **Specialized Training for Court Operations**

- Law Court Sheriffs receive AACP approved training in the operation of prisoner transport vehicles (Government of Alberta requirement).

### **Knowledge Requirements**

The position requires strong working knowledge of:

- Applicable policies, procedures, and Standing Operating Procedures
- Emergency Standing Orders
- Access to Information Act (ATIA)
- Radio communications and emergency communications protocols
- Cultural diversity and community sensitivity principles
- Organized and gang related behavior indicators
- Positive Workplace Program principles and practices

The Sheriff must demonstrate competency in applying the Alberta Peace Officer Act, the Criminal Code, the Canadian Charter of Rights and Freedoms, and all other relevant federal and provincial statutes.

### Licensing, Certification, and Standards

The position requires the Sheriff to qualify for and maintain:

- Class 4 or higher Alberta Driver's License
- Law Enforcement First Aid (LEFA) / First Aid and Level-A CPR certification
- Sheriffs Branch approved standards in:
  - Firearms proficiency and annual re-qualification
  - Oleoresin Capsicum (OC) spray
  - Defensive baton techniques
  - The AACP Use of Force Continuum

### Required Tools, Uniform, and Designation

Sheriffs are equipped with:

- Firearm
- Conducted Energy Weapon (CEW)
- Oleoresin Capsicum (OC) spray & defensive baton
- Handcuffs
- Radio
- Hard or soft uniform (standard uniform with firearm, or blazer with Sheriff insignia)
- Peace Officer designation under the *Alberta Peace Officer Act*

### Additional Requirements

- Sheriffs must maintain a high level of physical fitness to safely perform the operational duties of the role.
- Basic computer skills are required for reporting, records management, communications systems, and electronic databases.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

Systems Thinking	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Represent the Sheriffs Branch in a positive light when interacting professionally with key stakeholders (Police, Corrections, Judiciary, Public etc)</li> <li>• Be aware of how your interactions or inaction can significantly impact the broader public safety goals of the Sheriffs Branch and PSES.</li> </ul>
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Collaborates with other Sheriffs and supervisors to offer innovative solutions to identified operational concerns that are suitable and sustainable.</li> </ul>
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> <li>• Uses common sense and past experience to approach ambiguous problems</li> <li>• Prevents emotions from affecting others negatively</li> <li>• Looks for information on changes</li> <li>• Open to new ideas and helping co-workers</li> </ul>	<ul style="list-style-type: none"> <li>• Anticipate change within a dynamic environment to promote officer safety/public safety.</li> <li>• Maintain a calm and professional behavior when dealing with stressful and emotionally heightened situations</li> <li>• Support and collaborate on change in process that improve upon previous operational norms.</li> </ul>

Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	<ul style="list-style-type: none"> <li>• Create a positive work environment by being a supportive and thoughtful team member.</li> <li>• Represent the Sheriffs Branch in a positive light when interacting professionally with key stakeholders.</li> </ul>
Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> <li>• Creates development plan with supervisor and seeks feedback</li> <li>• Reflects on performance to identify areas of improvement</li> <li>• Offers knowledge and insight to others</li> <li>• Supports career development of direct reports</li> </ul>	<p>The Sheriff is expected to demonstrate leadership and initiative in relation to the performance of all aspects of their job responsibilities while inspiring and motivating their colleagues.</p> <ul style="list-style-type: none"> <li>• The Sheriff also provides assistance, guidance, and on the job training for new members of the Sheriffs Branch.</li> <li>• This position can include providing practicum mentorship for students from various community colleges.</li> </ul>