

## JOB DESCRIPTION POINT RATING EVALUATION PLAN

|                                      |   |                              |  |
|--------------------------------------|---|------------------------------|--|
| Working Title<br><b>Investigator</b> |   | Name                         |  |
| Position Number                      | Reports to Position<br>No., Class & Level | Division, Branch/Unit        | Ministry<br><b>Solicitor General and Public Security</b> |
| Present Classification               |   | Requested Classification     |  |
| Dept ID                              | Program Code                              | Project Code (if applicable) |  |

**PURPOSE:** Give a 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 (see Section 2.3).

Currently reporting to the Team Lead the position will undertake investigations pursuant to the Public Security Peace Officer Program and *Peace Officer Act*, Regulatory Services and the *Security Services and Investigators Act* (SSIA). The position will work with stakeholders to provide oversight, direction, and advice to ensure that effective government oversight of these programs is exercised.

**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. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see Sections 2.1 and 2.2).

### Audit

- Responsible to perform audits on licensed private investigator and security guard agencies (SSIA) and peace officer (PO) agencies.
- Audit responsibility for SSIA companies includes a review of their payroll listings, a review of equipment and uniforms to ensure compliance with the *Act* and *Regulations*.
- PO audits to include a review of policy, procedures, file review, incident reports, internal complaint files, etc. to determine compliance with the legislation and policies of the Program.
- PO investigative files are reviewed to ensure enforcement action being taken is within the legal and jurisdictional mandate of the Employer's authorities.
- Private investigator agencies' files are reviewed to ensure that reports are in order, files are maintained with the appropriate information for all employees and to ensure consistency with billing and report taking.
- Files on internal complaints against peace officers are reviewed to ensure *Peace Officer Act* and program policy is being followed to ensure public interest is being met.
- Review of equipment and uniforms used/worn by PO and security guards to ensure compliance with the *Act* and *Regulations* for both programs.
- Audit/review any PO incidents in which serious injury or death is involved.
- Audit/review situations in which a weapon was used or involved, high-speed pursuits, or any matter in which a peace officer may have used excessive force. Each situation will have circumstances specific to the situation and recommendations are made in consideration of all information.
- Facilitates government oversight of independent PO agencies

### Investigation

- Is responsible for receiving and investigating complaints involving violations of the *Act* and *Regulations* for private investigators, security guards and peace officers. This includes complaints against the companies/government entities that employ these resources.
- Upon receipt of written complaints alleging violations of the *Security Services and Investigators Act*, *Peace Officer Act*, *Peace Officer Regulations* and associated policy, conduct a field investigation including the taking of statements and other investigative techniques.
- Preparation and submission of written reports detailing investigations conducted. Must include outlining the basis of the complaint, a finding as to the validity of the complaint, and also provide recommendations regarding next steps. For substantiated complaints this person is required to provide direction to the Administrator/Manager on appropriate remedial actions/sanctions. The caliber of the investigation is crucial in the decision making process of the Administrator/Manager which can lead to revocation of a license to conduct business, action on the Appointment of a peace officer, or on the peace officer Employer's ability to continue to operate. This may include suspensions or revocations.

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- Required to obtain a peace officer appointment and must be security cleared for access to MOVES, JOIN, CORES and CPIC. The peace officer status provides peace officer powers to allow the issuance of warnings or violations under the SSIA.
- The person is also required to be able to perform independently in the field with minimal supervision or direction and oftentimes is working alone across Alberta.
- Requires good working knowledge of the Criminal Code, provincial legislation, investigative techniques, solid investigative abilities, well developed people skills, ability to problem solve and to gain the trust and confidence of others.
- Required to put together a court brief, liaise with Crown Prosecutors, provide evidence in a clear and credible manner in court of law and have familiarity with the Justice system.
- Provide verbal evidence for court proceedings related to the SSIA.

**Support**

- Position has responsibility to provide stakeholders within the SSIA Act and peace officer industry with assistance throughout the licensing process and any changes or amendments thereto.
- Direct reporting requirement to the Team Lead and to provide support through an operational process.
- May be utilized as a resource in other auditor/investigation units. (Standards and Evaluations)

**Liaison**

- Position is required to establish, foster and maintain professional working relationships between the department and external agencies including police services, other government enforcement bodies within the GOA and counterparts in other provincial jurisdictions.
- Must be interactive with the industry to maintain a visible presence for compliance with the Act.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see Section 2.4).

Security guards and Investigators are used throughout all of Alberta and all are impacted by current legislation. These individuals interact with the public daily and complaints about behavior are often generated due to this interaction. This position will be directly responsible for public complaint oversight of for over 10,000 persons falling under the SSIA legislation.

Peace officers are used by all levels of government and some quasi-government entities (universities, hospitals) throughout Alberta. This program allows municipalities to hire law enforcement officer (peace officers) who are not police to perform a dedicated law enforcement functions. These individuals interact with the public daily and complaints about behavior are often generated due to this interaction. With approximately 3000 peace officers working for over 200 agencies, this position will be responsible for facilitating the public complaints process.

The position is required to provide advice and options to the team lead on serious sensitive matters on a daily basis.

The position faces situations requiring creative thinking when there are challenges or changes to interpretation of legislation/program policy under both areas.

Solutions to problems identified in the program areas are usually structured or defined.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

The position requires:

- A university degree in criminology, public administration and/or social sciences (or equivalent job experience)

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- A minimum of 5 years experience in as a police officer in Alberta.

Knowledge of the auditor/investigator role.

Extensive knowledge of policing in Alberta, Federal Legislation (Criminal Code), and Provincial Statutes is a necessity.

Ability to understand often competing issues/positions to recommend changes in agency practices or to assess situations for further legal action as permitted by both Acts.

Most work is generated by issues within external stakeholders and the position must work closely with stakeholders and the unit manager to ensure an understanding of the issues before taking action or providing advice.

Flexibility, responsiveness and ability to collaborate are key attributes required for effective coordination, organization, and leadership.

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

| Clients                                       | Frequency | Nature and Purpose of Contact  |
|---|-----------|--|
| Internal                                      |           |  |
| Executive Director                            | Monthly   | Briefing, provide advice, consultation, decision making.   |
| Senior Manager                                | Weekly    | Briefing, provide advice, consultation, decision making.   |
| Manager                                       | Daily     | Briefing, provide advice, consultation, decision making.   |
| Investigators                                 | Daily     | Direction, problem resolution.   |
| External                                      |           |  |
| Supplemental Law Enforcement (Peace Officers) | Daily     | Direction, legislative/policy interpretation, problem solving, oversight of serious/sensitive issues. Information sharing, clarify and interpret policy, obtain support and cooperation. |
| Alberta Justice                               | Monthly   | Seek advice on investigational or sensitive/serious issues.  |
| Public  | Daily     | Manage public complaints regarding both program areas. Provide information on both program areas.  |
| External to Government                        |           |  |
| Security or Investigator Agencies             | Weekly    | Resolving issues on investigations and audits.   |

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.