

NON-MANAGEMENT JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title Sheriff Highway Patrol Officer		Name 	
Position Number 	Reports to Position No., Class & Level 	Division, Branch/Unit 	Ministry
Present Class 		Requested Class 	
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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

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 Defence Response initiative (RAPID Response), Sheriff Highway Patrol officers are designated primary responders tasked with intercepting, attending, and investigating 911 service calls inclusive of criminal driving offences and motor vehicle collisions up to and including criminal/fatal 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 Traffic Investigator 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. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

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.

1. 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 in order to stop unsafe or criminal driving behaviours 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 JSG 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.

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- 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.
 - Assist internal and external partners as directed.
2. 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 investigative 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.
3. 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).
4. 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.

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- Performs other roles or assists other sections of the Branch as needed or directed.

5. 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 the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

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, investigative, 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, Traffic Investigators 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 & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

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

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 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 practises and specialized equipment operations.

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RAPID Force supplementary training

- In addition to basic induction training and traffic enforcement/investigation training, specialized training will include advanced criminal offence investigation techniques, practises 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. Traffic Investigators 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

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

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Client	Frequency	Nature and Purpose of Contact
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 JSG 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 (see Writing Guide [Page 15](#))

None

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

As a result of the RAPID Response initiative, the duties and responsibilities have changed as follows:

Knowledge:

- Added mandate to respond to and investigate serious injury and fatal motor vehicle collisions. Mandate previously restricted to investigating property damage collisions only. Change requires much higher level of training to attain the investigatory skill, professional knowledge, complexity and increases the frequency and risk of responding in an emergency capacity.
- Added mandate to investigate and charge criminal matters (impaired driving, dangerous driving, criminal negligence, possession of stolen property, etc.) Mandate previously prohibited investigation beyond provincial offences and required handing any criminal files over to the police of jurisdiction. Change requires higher level of training, interpretation of criminal code with a high level of theoretical knowledge, complexity and investigatory skill.
- Added mandate to conduct alcohol breath testing and Drug Impaired Driving investigations where court testimony requires the individual to be qualified as an expert witness. A high degree of theoretical knowledge and the ability to express the knowledge through court testimony is crucial for the courts to qualify the sheriff as an expert.
- Added mandate to obtain search warrant for blood where the driver involved in a motor vehicle collision is injured, incapable of providing a breath sample and suspected of alcohol or drug impairment. This is a highly complex process, which requires an extensive knowledge of the criminal law and the ability to apply the law to the extent the process will survive intense scrutiny and cross examination by defence counsel in criminal proceedings
- Added extensive training requirements and specialist roles to meet new mandate objectives. Removed ability to pass complex and riskier files over to the police of jurisdiction. Change requires higher level of training and investigatory skill.
- Human Relations Skill: Many more encounters will require the sheriffs taking individuals into custody than previously, where most of the contacts involved dealing with traffic violators. Dealing with arrests increases the potential for physical encounters, particularly when the individual is under the influence of drugs of alcohol. De-escalation techniques and the ability to de-escalate are critical to reducing the level of force required to detain individuals, where arrest is required

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Creativity/Problem Solving:

- Added mandate to respond to/investigate 911 driving complaints. Change requires higher level of investigatory skill and increases the frequency and risk of responding in an emergency capacity. This requires response and investigation of the incident without assistance from the police of jurisdiction and requires the ability to quickly assess the situation and take appropriate action
- Removed prohibition against motor vehicle pursuits. Change requires higher level of training, ability to assess all risk factors and make independent decisions regarding public safety, occupational health and safety and public liability vs the need to apprehend the suspect.
- Reduced the ability to rely on the police of jurisdiction for backup or assistance. Change enhances risk from dangerous encounters.
- Added mandate to conduct alcohol breath testing and Drug Impaired Driving investigations where court testimony requires the individual to be qualified as an expert witness. A high degree of theoretical knowledge and the ability to express the knowledge through court testimony is crucial for the courts to qualify the sheriff as an expert.
- Response to serious injury collisions where drug or alcohol impairment is suspected requires high level of creativity and problem solving. Concerns for injuries to suspected impaired drivers, innocent passengers, traffic safety, potential for dangerous goods exposure and scene coordination require quick thinking and multiple competing interests, which need to be assessed on dealt with immediately. The legal process in terms of obtaining blood from injured, suspected impaired drivers is only successful if all investigative steps are followed immediately until a search warrant can be obtained and blood extracted. The investigative steps are subjected to a very high level of scrutiny in the court proceedings.

Responsibility:

- The increase in responsibility from the previous classification review is extraordinary
- Position is now responsible for response to and complete investigation of 911 driving complaints, which in many instances involve charges under the Criminal Code, without the ability to turn the investigation over to the police
- With the added responsibilities the position will now be required to be trained in and carry Conductive Energy Weapons (CEW's) – Tasers as a less than lethal force option as it is anticipated with the increase in criminal code investigations' and arrests, there will be more use of force situations
- The mandate to investigate serious injury and fatal motor vehicle collisions places an increased responsibility for conducting proper investigations which may involve Criminal Code charges and the requirement to give testimony in subsequent civil court hearings