

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

Requested 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

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Investigations Manager in charge of one of two ASIRT teams, the Alberta Serious Incident Response Teams ("ASIRT") Investigator is responsible for investigating assigned incidents under s. 46.1 *Alberta Police Act*. This includes incidents involving serious injury or death of any person that may have resulted from the actions of a police officer, or complaints that are made alleging that serious injury to or the death of any person may have resulted from the actions of a police officer, or any matter of a serious or sensitive nature related to the actions of a police officer. The investigator provides supervision and direction to the support functions (surveillance, crime scene examination) involved in the investigations.

The Investigator interprets and applies provisions of Federal and Provincial Statutes, the *Police Act* and *Police Service Regulations* as well as major case management practices in the investigation of incidents falling within ASIRT's mandate.

Responsibilities

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

1. Conducts objective, thorough and timely investigations.

- Receives assignments and direction from the supervising Investigations Manager to conduct investigations

- Assesses the scope and determines the methodology needed to carry out an efficient investigation, including the need to evaluate the demand for specialized assistance and support e.g. identification or other forensic services, surveillance and generally determining what evidence is required and who should be interviewed
 - Assesses and reports, in a timely and accurate manner, potential investigative avenues to ensure the early identification of an appropriate response and provides the Investigations Manager and other investigators with comprehensive information for planning and decision making
 - Coordinates the list of people to be interviewed and interviews both police and civilian witnesses to the incident being investigated
 - Provides supervision and direction to the support functions (surveillance, crime scene examination} involved in the investigations
 - Gathers and analyzes evidence in accordance with the prescribed rules of evidence and the law with respect to recognized investigative procedures and as directed by the operating procedures of ASIRT;
 - Provides the Investigations Manager and other investigators with support and recommendations on issues and concerns related to the investigation of criminal conduct by police officers
 - Prepares comprehensive reports of investigations and, as may be required, makes recommendations regarding action to be taken relative to the investigation
2. **As required or directed, provides assistance to the Attorney General in the preparation of cases where charges are laid.**
- Obtains additional evidence as may be required to support the charge in question
 - Prepares Court Briefs for presentation before the court
 - Organizes and produces disclosure information packages in accordance with standardized procedures and policies for court purposes
 - Provides all information obtained during the investigation the Crown Prosecutor considers relevant to the charge
3. **Performs other duties relative to investigative tasks which include (but not exclusively):**
- Appears as a witness and give evidence during criminal trials, Fatality Inquiries, Law Enforcement Review Board or any other form of hearing
 - Attends courses, seminars and related training sessions related to the duties of ASIRT
 - Coordinates / attends operational meetings involving internal and external partners to encourage and facilitate information sharing relative to ongoing investigations
 - Demonstrates understanding for the need to be sympathetic, tolerant, patient and sensitive to the needs of all persons involved in the investigative process and to the public and its communities.
4. **The Investigations Manager and Director are supported in achieving the mandate and goals of ASIRT.**
- Provides management with recommendations on the investigation of police criminal conduct issues and challenges
 - Identifies issues and concerns with the implementation of ASIRT investigations and provides recommendations to management on potential solutions
 - Identifies trends of police criminal conduct and provides management and analysts with information
 - Participates in internal and external committees and teams, representing the ASIRT and Divisional perspectives as required
 - Provides advice and recommendations to management on the development of policies and procedures related to the investigation of criminal conduct by police officers.

Problem Solving

Typical problems solved:

Complex criminal investigations involving police as Subject Officers.

Types of guidance available for problem solving:

The ASIRT Investigator is responsible for all duties associated with investigating incidents involving serious injury or death of any person that may have resulted from the actions of a police officer, or complaints that are made alleging that serious injury to or the death of any person may have resulted from the actions of a police officer, or any matter of a serious or sensitive nature related to the actions of a police officer.

Investigators require comprehensive knowledge and understanding of the methods and techniques involved in criminal investigations, including major case management. Excellent knowledge of the *Criminal Code* of Canada and other relevant federal or provincial statutes will ensure comprehensive, competent, impartial and timely investigations are conducted. Excellent knowledge of the Rules of Evidence to supervise the collection and preservation of evidence is also required.

The position requires a thorough understanding of the mandate of ASIRT and the judicial system and excellent case management skills to plan and supervise investigations, ensure resources are available and deployed and to provide leadership to investigative staff. Excellent analytical and problem solving skills to analyze investigative and administrative problems and to provide innovative solutions to resolve these problems are required. Investigators require excellent oral and written communication skills to write comprehensive reports, coordinate investigations, and to provide briefings to the Investigations Manager and the Director. Excellent consultative, stakeholder relationship and presentation skills to seek cooperation and liaise closely with a variety of contacts in the conduct of investigations and to represent the ASIRT are essential. Credibility and a solid working relationship must be established with an array of law enforcement agencies, government departments and communities.

Position works under the general direction of the Investigations Manager, within sound investigation techniques and methods and in accordance with the mandate of the ASIRT. Position investigates incidents pursuant to the *Criminal Code* of Canada and other relevant federal or provincial statutes.

A high level of independence and discretion is exercised in responding to incidents requiring ASIRT investigations with consideration to the availability of resources to conduct the investigation, the need to ensure all investigators work effectively as a team and the high demands and profile of many of the cases. Judgment is exercised in ensuring all investigations are completed in a thorough and professional manner; in analyzing and resolving a range of problems during the course of investigations and in working on collaborative investigations with other police agencies and investigators with consideration to the high scrutiny and media attention to cases. Position exercises judgment in ensuring the Investigations Manager and the Director are provided with comprehensive reports and investigative briefs to facilitate sound decision-making through quality control of investigative documents.

Direct or indirect impacts of decisions:

Decision making by ASIRT investigators at the onset of investigations and throughout the investigative process directly impacts public confidence in policing throughout Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

The ASIRT Investigator has contact with:

- The Investigations Manager and Director of Investigations to provide briefings on ongoing investigations
- A variety of police representatives and the Medical Examiner to conduct investigations
- Provincial and federal government stakeholders to provide and exchange information relevant to investigations
- Other external public and private stakeholders to provide and exchange information relevant to police conduct

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

Peace Officer appointment, Alberta Police Act/firearm qualification / Federal Secret security clearance.

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

The ASIRT investigator requires:

In-depth knowledge of specialized investigative techniques, procedures, legislation and courtroom procedures to investigate and bring forward major/involved investigations.

Comprehensive knowledge of major case management application.

In-depth knowledge of the body of regulations, statutes and related significant precedents relating to investigations (i.e. a sound knowledge and understanding of relevant Constitutional Law, the *Criminal Code* of Canada, the *Canada Evidence Act*, the *Police Act* and the *Police Service Regulations*).

In-depth knowledge of basic theories to gather evidence and interpret findings by examining scenes, identifying potential tests for proving theories, identifying need for special services and providing testimony in court or at hearings.

Thorough knowledge of relevant methodologies and practices to collect pertinent case information for court briefs, disclosure packages, sensitive Part VI authorizations and search warrants.

In-depth knowledge of supervisory and group leadership techniques, to provide expertise and direction to and lead a multi-faceted team during an investigation by directing personnel, co-ordinating work and integrating of findings.

In-depth knowledge of the ASIRT mandate, Ministry and Division business plans, structures, and reporting relationships including a solid understanding of Division operations, business environment, priorities, and issues.

The ASIRT Investigator must have well developed and demonstrated:

- analytical and reasoning skills to conduct special investigations (e.g. those involving significant public/police interest), assessing and interpreting evidence, maintaining the integrity of the investigative file, evaluating investigative results and determining cause; analyzing the circumstances and making recommendations to the Director.
- evaluative skills to identify and assess trends and patterns requiring further investigation.
- communication skills to explain and discuss interpretations of evidence, and related legislation, policies, procedures and guidelines, and theories about the investigation; using appropriate judgment in communicating confidential and sensitive information, and providing testimony in court or at fatality inquiries.
- presentation skills to attend meetings, deliver lectures and seminars and writing skills to prepare training materials, court briefs, reports.
- interpersonal skills to persuade and ensure compliance with established methods, models and concepts of investigation, to discussion among agencies involved in an investigation (police, Medical Examiner) and reconcile differing interpretation of evidence, views of appropriate follow-up to investigation.
- group leadership skills to assign and coordinate work, including on the job guidance.
- Consulting and interpersonal skills to interact and deal effectively with police agencies, all levels of the Ministry, Division, and with other external clients and stakeholders.
- Verbal and written communication skills, particularly in terms of preparing investigation reports and presenting conclusions and recommendations.
- Problem solving and decision making skills..
- Organizational and time management skills in order to manage a number of projects of various length and complexity.

The ASIRT Investigator must be able to:

- Work on-call 24/7, to respond to urgent incidents that occur at any hour of the day, including evenings, weekends and holidays. On-call time is a compensated requirement.
- Anticipate and resolve problems independently
- Plan, prioritize, and coordinate multiple tasks and projects
- Work independently as well as contribute effectively in a team environment
- Demonstrate initiative, sound judgment, and creativity relating to assigned responsibilities
- Pro-actively identify concerns, issues, and potential solutions and recommendations
- Exercise tact, diplomacy, and discretion, particularly in dealing with extremely sensitive and confidential information appropriate
- Exercise strategic thinking in order to assist management and other investigators in the investigation of police conduct
- Maintain professionalism under varied and stressful situations.

The ASIRT Investigator must be able to obtain:

- Peace Officer appointment under the *Alberta Police Act*, including fitness and firearms qualification
- Federal designation of Secret security clearance.

Due to the nature of ASIRT investigations, experience in major case investigations such as homicide and/or organized crime offences is beneficial.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	ASIRT civilian investigators work in an ever changing dynamic environment. They are expected to think critically to solve problems and follow evidence to ensure confidence in Policing throughout Alberta is maintained. An ability to develop relationships both internally and with external partners is important.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations 	ASIRT civilian investigators work in an ever changing and dynamic environment. The investigations are often complex and if not managed properly can become emotional, in particular officer involving shootings that

		<ul style="list-style-type: none"> • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>result in death. Composure and flexibility is expected in the ASIRT environment to ensure that different competing interests of a very demanding file load are all considered. An understanding of the Charter, relevant case law, various statutes and investigative techniques is expected.</p>
Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>ASIRT investigations are often complex and experience managing criminal investigations is required. Innovative thinking is necessary to ensure the best investigative options, based on the situation at hand, are being employed. An ASIRT investigator must be a team player and recognize the individual skill sets of others on his team so he can both capitalize on the expertise available to him and recognize areas for development.</p>
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>ASIRT investigators are expected to be self driven and motivated. Innovative ideas and developing solutions are necessary to achieve results during complex cases. Many ASIRT investigations are not straight forward which requires confidence and investigative experience to ensure all bases are covered. Problem solving and an ability to make sound decisions is a ability is a must. Understanding the benefits of working effectively in a team environment is required and an ability to consider</p>

			all points of view to reach a common goal is expected.
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