

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Investigator

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Police Review Commission/ Case Manag. & Resolutio

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager of Investigations

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Police Act was amended in December 2022 to create the legislative authority to establish a new arm's-length agency to manage complaints against the police and conduct disciplinary proceedings. The Police Review Commission (PRC) will be established upon proclamation of relevant sections of the Police Amendment Act (2022) in 2025.

The PRC will be responsible for overseeing the police complaints process for Alberta police services. The PRC will be at the forefront of leading and supporting police services through a significant change in process and philosophy.

The Code of Conduct Investigations team is responsible for investigations into allegations of police misconduct under the Police Service Regulation. It is anticipated that the PRC will manage a high volume of code of conduct investigations annually, addressing a range of allegations under the Police Service Regulation. The team also oversees the management of digital evidence, ensuring its proper handling, redaction, editing, secure storage, and compliance with best practices to maintain the integrity of electronic data throughout the investigation process. The team also provides digital evidence management support to the Alberta Serious Incident Response Team (ASIRT).

Reporting to the Manager of Investigations, the Investigator is responsible for conducting code of conduct investigations, conducting interviews, reviewing and reporting on code of conduct incidents. The Investigator interprets and identifies relevant allegations in accordance with the Police Service Regulation, the Police Act, and related legislation.

The Investigator develops investigative plans in accordance with PRC policies, gathers and analyzes physical and digital

evidence, conducts interviews with police officers, witnesses and other involved parties, and consults Senior Investigators as needed. Investigative functions may also include off-site travel. Investigators manage sensitive information with discretion, maintain accurate records, and produce detailed investigative reports.

Responsibilities

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

- 1. Investigative excellence** - objective, thorough and timely investigations into code of conduct allegations involving police improve public trust in police and support the PRC in achieving its mandate.
 - Develops investigative plans in accordance with PRC policies to conduct an unbiased, fact-based investigation by identifying key issues, reviewing evidence sources, and identifying and coordinating a list of involved persons to be interviewed and develop interview plans.
 - Interprets complaints and identifies relevant allegations of police misconduct through the application of the Police Service Regulation and Police Act.
 - Drafts information documents to support judicial authorizations to assist in gathering evidence in accordance with the prescribed rules of evidence and law and the investigative procedures as directed by the PRC's policies and procedures.
 - Prepares investigative reports at the conclusion of investigations, detailing investigative steps taken during unbiased and fact-based investigations, while adhering to legislative requirements and best practices to support evidence-based recommendations for senior investigator review.
 - Consults with team members on investigative principles, techniques, and emerging trends to remain current and informed and promote awareness with team members.
 - Liaises with legal counsel and seeks advice on allegation identification and other matters requiring legal guidance in relation to investigations.
 - Maintains up-to-date knowledge of cases and issues to provide accurate and relevant information to police services, police officers, associations, commissions, and other relevant parties as needed.
 - Manages sensitive information with the utmost confidentiality and discretion, ensuring appropriate use and protection of data including but not limited to body worn camera footage, in car digital footage, surveillance footage, telephone recordings, etc.
 - Ensures compliance with legislation, policy, and records management protocols related to investigations.
 - Ensures compliance with rules of evidence, and disclosure requirements to support potential disciplinary actions or alternative dispute resolution.
 - Keeps informed on investigative developments to provide accurate updates to stakeholders and partners.
 - Collects physical and digital evidence from third parties, such as CCTV footage, doorbell camera video, etc. This may include the requirement to seize evidence through judicial authorizations such as search warrants or production orders.
 - Appears as a witness and gives evidence during disciplinary hearings.
- 2. Corporate support** - the PRC's mandate is advanced by supporting internal teams by communicating with complainants and external stakeholders.
 - Supports the implementation of policies, procedures, and directives affecting both the PRC and police services.
 - Uses strong problem-solving skills to address issues and concerns in a timely manner.
 - Works with senior investigators, case coordinators and resolution specialists to prepare recommendations for management, such as imposing an administrative outcome or proceeding to a hearing.
 - Makes recommendations to decision-making committees.
- 3. Investigative standards and capacity building** - standardized investigative tools, resources, and professional standards contribute to the integrity and effectiveness of the PRC.
 - Provides input into the design and delivery of training programs on investigative techniques and ethical practices.
 - Identifies potential investigative tools or resources required to support efficient and fair investigations.
 - Contributes to continuous improvement projects and reforms in the PRC's investigative model.
 - Ensures investigations are conducted in a professional, fact-based, accurate, complete, timely, and unbiased manner.
 - Maintains and adheres to all PRCs standard operating procedures.



4. Leadership - strategic priorities are advanced through leadership at all levels of the PRC.

- Promotes the principles of equity, diversity and inclusion, and integrates those principles into investigative practices.
- Fosters a collaborative and supportive team environment that promotes knowledge sharing and best practices.
- Performs other duties as required to support the effective launch of Code of Conduct Investigations branch and PRC.
- Provides cross-branch and cross-unit support and coverage when operationally required (e.g., covering responsibilities of the digital evidence team, resolution unit or case management unit).
- Participates in internal meetings, as required.
- Acts for senior investigators, as required (e.g., vacation cover-off).



Problem Solving

Typical problems solved:

Public trust and confidence in policing are enhanced by an effective and efficient oversight model. There have been significant concerns raised by Albertans about the existing police complaints process.

The Investigator plays a key role in addressing these challenges by supporting the implementation and maintenance of standardized investigation processes, templates, and workflows. By ensuring consistency, accuracy, and efficiency in file investigations, and documentation, the Investigator helps strengthen the integrity of the oversight process, ultimately enhancing public confidence in police accountability.

The Investigator is responsible for conducting fair, thorough, and timely investigations into complaints against police, gathering evidence, interviewing witnesses, and preparing detailed investigative reports. The Investigator also manages sensitive and complex cases, often involving complainants in distress, and must navigate challenging interactions with professionalism and empathy. By applying investigative best practices, maintaining accurate records, and collaborating with legal counsel, police services, and internal teams, the Investigator supports procedural integrity, advances accountability, and helps reinforce public confidence in police oversight.

Types of guidance available for problem solving:

The position works within a variety of acts, regulations, standards, rules, and policies related to policing, police complaints in Alberta and other related topics. The Investigator must apply good judgment to prioritize their caseload and maintain professional and thorough investigations.

Guidance is available from other investigators and Senior Investigators within the PRC. Advice and support are also available from the Manager, Investigations and Director, Investigations. Other managers and staff in the PRC may have advice or subject matter expertise that the Investigator can draw from to inform decision-making.

Direct or indirect impacts of decisions:

The Investigator has a direct impact on the PRC's overall process for addressing complaints against police in Alberta. Inadequate investigations can result in incomplete findings, inconsistent outcomes, and heightened legal and reputational risks for the PRC. Delays or missteps in investigative work may lead to public criticism, undermine trust in oversight processes, and increase the likelihood of litigation.

This position is responsible for conducting formal investigations into police code of conduct complaints. By thoroughly reviewing evidence, interviewing involved parties, and analyzing relevant legislation and policy, the Investigator prepares detailed reports that inform decisions made by the Chief Executive Officer. The Investigator's work directly influences whether allegations are substantiated, how accountability is pursued, and the overall integrity of the investigative process. Timely and efficient investigations are essential to maintaining the PRC's credibility and meeting service standards. Investigations must be completed within 180 days of a complaint against an officer. When this timeline is not possible due to the complexity of the case or unforeseen delays an extension is required. Delays beyond the established timelines can affect public perception and undermine confidence in the process. Their ability to manage sensitive cases, balance legal requirements with procedural fairness, and contribute to timely, well-reasoned outcomes supports the PRC's mandate and reinforces public confidence in independent police oversight.

Decisions may lead to disciplinary actions against officers, affecting their careers and the internal culture of the police

service. These decisions influence public trust and confidence in law enforcement, potentially leading to broader community relations and policy reforms within the police department.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Investigators - collaborate to share information, processes and leverage each other's expertise.
- Senior Investigators - seek advice and recommendations from senior investigators on investigative files. Senior Investigator provides guidance and support.
- Manager of Investigation - provides updates, recommendations, advice on investigative processes and other operational support. The manager provides guidance, support, supervision, and direction.
- Case management team - routes files, collaborates and shares information to handle complaints.
- Resolution team - routes files, collaborates and shares information to handle complaints.
- Decision making committees - present recommendations on file direction.
- Legal services team - requests legal expertise on files as needed, ensures compliance with relevant laws and regulations.
- Alberta Serious Incident Response Team (ASIRT) Investigators and other staff - collaborate to transfer files, share information, and leverage different subject matter expertise.
- Colleagues across the branch and PRC - share information, seek input, and leverage different subject matter expertise.

External

- Subject officers, complainants, and witnesses - compel statements from subject officers, interview witnesses and complainants, seize evidence through voluntary compliance or judicial authorizations, share information, provide updates on conduct investigations.
- Representatives from municipal and First Nations Services, manage relationship, and share information on the investigative process at the various services.
- Police associations - to provide updates and share information on the status of allegations where appropriate.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Arts		

If other, specify:

University degree in a related field (Criminology, Law and Society, Police Studies, Sociology, etc.), supply

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

Job-specific experience:

- Experience in investigative techniques and procedures, and legislation to investigate and bring forward investigations.
- Experience creating investigative reports and disclosure packages.
- Experience with judicial authorizations such as production orders and search warrants
- Experience conducting investigative interviews.
- Experience in a professional standards unit.
- Experience with proper handling and storage of sensitive documents.

Technical competencies, certification, and/or training:

- Knowledge of the Police Act, Police Service Regulations, Canada Evidence Act, and other relevant legislation, as well as policing policies and procedures.
- Strong communication skills and proven consultation, negotiation, conflict resolution and influencing skills with an understanding of political acumen.
- Analytical skills and critical thinking skills, including the ability to assess and interpret information.
- Ability to engage respectfully with diverse individuals and groups, including police, complainants, and community members.
- Intermediate understanding of Microsoft Office skills (Word, Outlook and Excel).
- Cultural competencies for working with Indigenous and diverse communities.

- Proven ability to manage change positively and proactively.
- Ability to work effectively under pressure, managing urgent and high stakes matters with precision.
- Must be able to pass and maintain certified criminal records check and police information check, and any other security clearances required to access police databases.
- Class 5 driver's license and a clear driver's abstract - will be required to travel throughout Alberta.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	Investigators work in a dynamic environment. They are expected to think critically to solve problems, while following the evidence to ensure proper investigative outcomes area achieved and confidence in policing throughout Alberta is maintained.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Analyze, evaluate, and synthesize information to provide decision. Generate ideas on how to solve problems, while mitigating risk and bringing together the right people into discussions.

Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <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 • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>The Investigator works effectively in a changing environment by anticipating and adjusting to procedural updates, new legal standards, and evolving case dynamics. They remain calm and composed when faced with stressful situations and seek advice or support when appropriate. They also identify opportunities to improve investigative processes while working creatively within established policies and guidelines.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Establish and maintain strong collaboration partnerships within PRC, GOA, non-government to ensure mandate is met. Seeks to improve engagement approaches tailored to stakeholder perspectives and PRC priorities.</p>