

## New

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Senior Investigator

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:

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

The Senior Investigator develops and executes investigative plans in accordance with PRC policies, gathers and

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

Beyond individual casework, the Senior Investigator reviews investigative plans and reports of the investigative team and provides support to investigators when they are called as a witness for disciplinary hearings. Additionally, the Senior Investigator supports investigator competency building by mentoring staff, standardizing practices, and contributing to continuous improvement initiatives.

## 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, including complex 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 leadership 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.
  - Reviews investigative plans and reports from investigators, provides feedback, and ultimately approves plans and reports to move forward for consideration by manager and senior leadership.
  - 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, disclosure obligations, and record-keeping 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.
  - Prepares detailed interview summaries and accurate documents statements.
  - 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.
  - Drawing from key messages and other corporate materials, communicates and shares PRC policy and process changes to involved parties and/or police services and associations to promote understanding.
  - Uses superior problem-solving skills to address issues and concerns in a timely manner.
  - Works with case coordinators and resolution specialists to prepare recommendations for management, such as imposing an administrative outcome or proceeding to a hearing.
  - Presents recommendations to decision-making committees, including recommendations for complex cases and complex investigations.



<p><b>3. Investigative standards and capacity building</b> - standardized investigative tools, resources, and professional standards contribute to the integrity and effectiveness of the PRC.</p> <ul style="list-style-type: none"> <li>• Develops and maintains investigative guidelines, checklists, and procedural templates to standardize practice.</li> <li>• Provides input into the design and delivery of training programs on investigative techniques and ethical practices.</li> <li>• Identifies potential investigative tools or resources required to support efficient and fair investigations.</li> <li>• Contributes to continuous improvement projects and reforms in the PRC's investigative model.</li> <li>• Assists with onboarding, training and mentoring of new investigators, sharing best practices and procedural insight.</li> <li>• Ensures investigations are conducted in a professional, fact-based, accurate, complete, timely, and unbiased manner.</li> <li>• Maintains and adheres to all PRCs standard operating procedures.</li> <li>• Contributes to policy development related to investigations and evidence collection.</li> </ul> <p><b>4. Leadership</b> - strategic priorities are advanced through leadership at all levels of the PRC.</p> <ul style="list-style-type: none"> <li>• Delivers training to the investigative unit and other PRC units regarding investigative practices.</li> <li>• Provides coaching, support and feedback to investigators as needed, in areas such as investigative techniques and strategies.</li> <li>• Reviews investigative plans and reports of investigators to ensure plans are unbiased and fact-based, meet legislative requirements, and follow the rules of law.</li> <li>• Reviews judicial authorizations drafted by investigators to confirm authorizations are in accordance with the prescribed rules of evidence and law.</li> <li>• Promotes the principles of equity, diversity and inclusion, and integrates those principles into investigative practices.</li> <li>• Fosters a collaborative and supportive team environment that promotes knowledge sharing and best practices.</li> <li>• Performs other duties as required to support the effective launch of Code of Conduct Investigations branch and PRC.</li> <li>• Provides cross-branch and cross-unit support and coverage when operationally required (e.g., covering responsibilities of the digital management team, resolution unit or case management unit).</li> <li>• Participates in internal and external meetings representing the PRC, as required.</li> <li>• Acts for manager, as required.</li> </ul>	
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### Problem Solving

Typical problems solved:

<p>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.</p> <p>The Senior Investigator is responsible for investigating allegations of police misconduct. Allegations of police misconduct are often complex, multifaceted, and emotionally charged. They must gather evidence, conduct interviews, and document findings. The Senior Investigator must approach all situations with professionalism and diplomacy and take a trauma-informed approach when working with complainants, subject officers and other parties.</p> <p>Following an investigation, the Senior Investigator must prepare detailed, accurate and clear investigative reports and recommendations concerning police discipline. These reports will be highly scrutinized by complainants, police services, subject officers, and legal representatives of all parties. Investigations can result in formal discipline to a police officer and disciplinary hearings. In more serious cases, disciplinary hearings can result in termination of employment for the subject officer. The investigative report is a core element of the PRC's decision-making process and in a disciplinary hearing. In some cases, disciplinary hearing decisions will be appealed to the Law Enforcement Review Board or subject to judicial review. Public confidence in the PRC and public trust in policing is greatly impacted by the outcome of these proceedings.</p>	
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Types of guidance available for problem solving:

<p>The Senior Investigator operates within a framework of various acts, regulations, standards, rules, and policies related to policing, police complaints in Alberta, and other relevant areas. They must exercise sound judgment to prioritize their caseload while conducting professional and thorough investigations. This role involves investigating incidents under the Police Service Regulations, the Police Act, and other applicable provincial statutes.</p>	
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A high degree of independence, judgment, and discretion is required when responding to incidents that necessitate PRC investigations. The Senior Investigator must consider available resources, collaborate effectively with fellow investigators, and manage the demands of high-profile cases. Guidance and support are accessible from experienced investigators within the PRC, their Manager, Director of Investigations and the Legal Services unit. Additional advice may also be provided by other managers and staff within the PRC as needed.

Direct or indirect impacts of decisions:

The Senior 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 during investigations 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 Senior Investigator prepares detailed investigative reports that inform decisions made by the Chief Executive Officer. The Senior 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.

The Senior Investigator plays a key role in ensuring investigations remain on track, managing resources effectively to avoid unnecessary delays, and addressing any challenges that may impact adherence to these timeframes. 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 - review investigative plans and reports prepared by Investigators, collaborate to share information, processes and leverage each other's expertise.
- Senior Investigators - collaborate to share information, processes and leverage each other's expertise.
- Manager of Investigation - provide 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, confirm case profession and compliance with established timelines.
- 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, confirm 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 police services - manage relationships and share information on the overall investigative process at the various services.

- Police associations - to provide updates and share information on the status of allegations where appropriate.
- Legal counsel or Agent - representing subject officer or complainant.

## 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 graduation in a related field (Criminology, Law and Society, Police Studies, Sociology, etc.), sup

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

### Job-specific experience:

- In-depth knowledge and experience in investigative techniques, report writing and preparation of disclosure packages of investigative files.
- Experience drafting information documents to request judicial authorizations such as production orders and search warrants.
- Experience conducting interviews in an investigative setting.
- Experience with the proper handling and storage of sensitive documents or evidence.

### Technical competencies, certification, and/or training:

- Well-developed interviewing and investigative skills.
- Strong understanding of the Police Act, Police Service Regulations, Canada Evidence Act, and other relevant legislation, as well as policing policies and procedures.
- Superior communication skills and proven consultation, negotiation, conflict resolution and influencing skills with a high degree of political acumen.
- Excellent analytical skills, including the ability to assess and interpret information, intelligence and recommend practical solutions to pro-actively mitigate Code of Conduct breaches.
- Understanding of court proceedings with the ability to provide testimony in a court setting or at a hearing.
- Ability to work independently as well as contribute effectively in a team environment.
- Proven ability to foster collaboration and build strong long-standing relationships in dynamic environments with diverse stakeholders, including law enforcement agencies, community organizations, and government bodies.
- Intermediate understanding of Microsoft Office skills (Word, Outlook and Excel), and ability to learn new software (e.g., PRC case management system)
- 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 a fingerprint based criminal records check, 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	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>Senior 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.</p>
Creative Problem Solving	○ ● ○ ○ ○	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>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.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>The Senior Investigator adeptly navigates changes in procedural requirements or new legal standards, ensuring compliance while maintaining efficiency. They proactively anticipate potential challenges such as conflicting evidence or emotional responses from involved parties, swiftly adjusting investigative approaches to address these complexities.</p>

Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	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.
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