

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Fugitive Apprehension Invest.

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 Sheriffs 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. One of the main responsibilities of the Sheriffs Branch is to ensure that individuals who are required to appear before a judge or justice due to a warrant are presented in court. The goal of the Fugitive Apprehension Sheriff Support Team (FASST) will be to identify, track and apprehend fugitives throughout Alberta.

FASST provides a highly specialized and complex service supporting other law enforcement agencies by locating and apprehending individuals who are the subject of outstanding warrants from Alberta courts. The FASST team's work is performed within continually evolving, ever-changing, and extremely dangerous environments.

Reporting to a Fugitive Apprehension Supervisor and working within applicable legislation, policies and procedures, the Canadian Criminal Code, the Canadian Charter of Rights and Freedoms, and all provincial and federal statutes, the position exercises its authority as a Fugitive Apprehension Investigator with peace officer status under the Alberta Peace Officer Act.

Responsibilities

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

1. Offenders throughout Alberta who are subject to outstanding warrants pose significant risks to public safety in Alberta communities. The Fugitive Apprehension Investigators are there to support increased public safety and efficiency of the court judicial process:
 - Due to the extremely dangerous environments, Investigators will require extensive ongoing training and enhanced authorities to effectively and safely perform their duties. Attempting to apprehend criminals that are evading police elevates the risk to our Investigators and the public;
 - Conducts static and mobile surveillance, searches data bases, interviews people, and partners with the law enforcement community to locate fugitives who are the subjects of warrants from Alberta and other Provincial courts (including warrants for arrest, witnesses, and committals);
 - Liaises with Alberta Justice, Police Services and other stakeholders to identify individuals with potential to become the subject of warrants;
 - Apprehends individuals who are the subject of warrants from Alberta courts, including performing high risk arrests; works closely with local law enforcement agencies to execute apprehensions effectively and minimize associated criminal offences;
 - Processes individuals who have been arrested pursuant to the warrant and lodges them in the appropriate holding facility or causes the individual to appear before the appropriate judicial authority. Ensure the civil and professional treatment and observance of legal rights of all persons coming within their scope of authority;
 - Monitors individuals who have been released from custody pursuant to an Order of the Court to ensure the provisions of the release are adhered to; if necessary, arrest those who are not abiding by the release conditions.
2. Positive relationships are cultivated and maintained with Government officials and representatives, law enforcement agencies at the local, provincial, national, international level, Correctional Services and Federal penitentiary representatives, the judiciary and court employees, and the public as appropriate to assigned function(s) through the use of excellent and demonstrated interpersonal, public relations, communication, investigative, and crisis management skills.
3. Service standards are met and maintained in the use of the following tools and techniques:
 - Public Safety and Emergency Services Use of Force Model;
 - Duty Firearms, including Carbine Rifle training;
 - Conducted Energy Weapon (CEW);
 - Defensive Baton;
 - Oleo-resin Capsicum Spray (O.C. Spray);
 - Handcuffs;
 - Other specialized training as required.

4. Interviews, reports, and legal documents are completed in accordance with established policies and standards:

- Completes notes, reports and legal documents in preparation for prosecution;
- Prepares Tracking and Feeney Warrants as required and design, plan and coordinate warrant execution plans;
- Conducts interviews and takes statements from witnesses;
- Maintains and processes exhibits, prepares court briefs and disclosure documents and gives evidence in court(s). The Fugitive Apprehension Investigator provides highly specialized and complex services in collaboration with law enforcement agencies to promote the safety and security of citizens and communities within Alberta.

Problem Solving

Typical problems solved:

The Fugitive Apprehension Investigator provides highly specialized and complex services in collaboration with law enforcement agencies to promote the safety and security of citizens and communities within Alberta.

This position is expected to model a highly professional approach when representing the Branch to Ministry and other Government stakeholders and partners, including members of law enforcement, provincial enforcement, and integrated law enforcement agencies within Alberta, members of similar agencies from other provinces and countries and stakeholder organizations. Investigators require sound judgment to ensure all FASST investigations are completed in a thorough, safe and professional manner. The possibility exists that the FASST Investigators may work collaboratively in an integrated environment with other sworn police members.

Excellent inter-personal, consultative, and relationship building skills are essential to secure cooperation and close partnership with a variety of local, provincial, national and international law enforcement partners and stakeholders.

The Investigator actively contributes to and participates in various training functions, demonstrating commitment to training commensurate with the specialized assignment and the general competencies associated with an Investigator position. In addition, some Fugitive Apprehension Investigators will be involved in curriculum development and course delivery, instructing other Investigators and stakeholders.

The position also provides guidance and mentoring for other members of the Sheriffs Branch gaining experience in or recently assigned to this specialized function.

The Fugitive Apprehension Investigator is expected to demonstrate leadership, initiative, and integrity in relation to performance of all aspects of job responsibilities. The position may also function as the “second in command” and may be required to assume the acting duties of the Supervisor or Manager as required.

Types of guidance available for problem solving:

The Fugitive Apprehension Investigator must be competent in all aspects of the duties of a peace officer with Peace Officer authority, including the use and application of the Alberta Peace Officer Act, the Canadian Criminal Code, the Canadian Charter of Rights and Freedoms as well as all other Provincial and Federal statutes.

The Fugitive Apprehension Investigator requires working knowledge of the following factors in order to function in a complex and dynamic law enforcement environment. These specialized techniques and conceptual skills will be critical during problem solving:

- Applicable Sheriff policies and procedures;
- Standing Fugitive Apprehension Operational Procedures;
- Warrant execution practices and procedures;
- Emergency Standing Orders;
- General and Feeney Warrants preparation and application;
- The Criminal Code of Canada;
- The AFRRCs radio communication system;
- The Respect in the Workplace program, including the ability to demonstrate and exercise this knowledge.
- Cultural diversity;
- Organized gang culture and behavior;
- Various police culture, policies, and practices;
- Warrant documentation and court procedures and processes associated with execution of those documents.

Fugitive Apprehension training:

- In addition to basic induction training, specialized training will include basic and advanced warrant apprehension courses (to the same standard as all Alberta police agencies);
- Advanced or enhanced driving instruction which includes the 40-hour EVOC Course;
- Vehicle Close Quarters Battle/High Risk Vehicle Stop Course;
- Enhanced firearm training including the 40-hour Carbine training course;
- Conducted Energy Weapon training course;
- Perimeter Containment Course;
- Covert to Overt training and Threat Assessment training;
- Surveillance training one week Basic Surveillance Course and the Sheriff Surveillance Course, three weeks, if mobile surveillance is being utilized.
- Legal Study which includes: Investigative Methodology, Investigative Documentation, Authority to Detain and Search, Judicial Authorization (Information to Obtain and Feeney Warrants) Warrant execution procedures, Evidence Management, Interviewing and Statements, Identification of Criminals, Judicial Interim Release;
- Scene security and Safety;
- Note taking and report writing in order to conform to police agency standards and practices, and court presentation;
- Data Mining, CPIC, EPROS, Sentry, Niche or PROS training;
- Rapid Response Training;
- Any other course(s) identified by Sheriff Management.

The position must qualify and maintain:

- A Class 5 or better Alberta operator's license;

- A minimum Emergency Level First Aid and Level A CPR (or Law Enforcement First Aid), Sheriff Branch standards in the use of firearms, conducted energy weapons, oleo-resin capicum spray, the defensive baton, and the Use of Force continuum.

Direct or indirect impacts of decisions:

The impacts of action or inaction by the Fugitive Apprehension Investigator are significant, and can result in physical injury, danger to the public, employees, government officials, offenders, and/or prisoners. Other consequences of action or inaction by this position can include political embarrassment, financial loss, property damage, civil lawsuits, grievous bodily harm, or even death.

Failing to share critical information and intelligence could impact both public and officer safety.

Improper target selection, validation of information or an inadequate threat assessment could pose a risk to officer safety.

Key Relationships

Major stakeholders and purpose of interactions:

Main contacts for this position may include any or all of the following:

- Ministry and Government representatives and officials;
- Representatives of municipal law enforcement agencies and the RCMP;
- First responders;
- Representatives of Correctional Services and Federal Correctional penitentiary employees;
- The judiciary and court employees;
- Representatives of outside agencies and stakeholders;
- The general public;
- Offenders;
- Lawyers.

These contacts are to exchange information, provide direction, collaborate on security issues and initiatives, assess risk and threats, and identify and resolve conflicts or problems.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
	Other		

If other, specify:

Sheriff SST3 classification or higher. Must have completed at least 1 year in the rank and be off probation.

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

Direct law enforcement experience in policing or areas that operate in a fast paced dynamic atmosphere where arrests of offenders are executed would be a major asset. A high proficiency in firearms and Rapid Response training would also be major assets for this position.

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		

Drive for Results	● ○ ○ ○ ○	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	FASST Investigators must be driven to succeed and be able to work in a dynamic fast paced environment.
Develop Networks	● ○ ○ ○ ○	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	Developing relations with Police, corrections, judiciary and other stakeholders will be critical for a new FASST Investigator.
Develop Self and Others	● ○ ○ ○ ○	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports 	Developing skills and tactics for a new FASST Investigator will be critical. This can only be established by ongoing training.
Agility	● ○ ○ ○ ○	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes 	FASST Investigators will work in an extremely fast paced, dynamic and at times, dangerous environment. Agility will be paramount to the success of a Fugitive Apprehension Investigator.

		• Open to new ideas and helping co-workers	
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