

Job Description

Select Reason for Review

- ☒ New
- ☐ Update
- ☐ Reclassification

Every employee in the Alberta Government benefits from having clear expectations of their duties. A job description also supports organizational design, recruitment, employee performance, learning and development, and succession planning.

Use this tool to define a job.

Defining a job in three steps:

- Describe - Identify the job within the organization.
- Design - Describe job responsibilities and authorities.
- Assign - Sign to confirm responsibilities and submit to HR.

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Statutory Investigator

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

PSES

Cost Centre

626239

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Public Security Division/ASIRT

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Mngr, Disclosure & Special Proj.

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Alberta Serious Incident Response Team (ASIRT) is responsible for investigating serious and sensitive incidents under the Police Act, and allegations of statutory offences. These investigations involve events where serious injury or death may have been caused by police, a serious or sensitive allegations of police misconduct or an allegation of a statutory offence.

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.

Prior to the implementation of the PRC, the statutory investigator reports to the Manager of Disclosure and Special Projects and is responsible for supporting ASIRT investigators as they investigate incidents assigned under s. 46.1 of the Police Act. This includes incidents where a police officer's actions may have resulted in serious injury or death, as well as complaints alleging such outcomes. It also covers any matter of a serious or sensitive nature related to a police officer's actions.

Under the direction of a lead investigator, the statutory investigator provides investigative support such as evidence collection and crime scene examination, etc. Investigative functions may include off-site travel for investigative purposes, interviewing witnesses and other involved parties, collection of evidence, detailed notetaking, creating

comprehensive reports and other duties as required.

Following implementation of the PRC, the statutory investigator is responsible for conducting complex investigations, planning and conducting interviews, reviewing Criminal Code allegations, and other allegations of statutory offences. The investigator interprets and applies the Police Act, Criminal Code and other federal and provincial statutes

This position engages with subject officers, witnesses, affected persons and other parties in the performance of their duties. The investigator must accurately document all relevant evidence and provide well written detailed and comprehensive investigative reports on case findings. The investigator will support ASIRT investigations into serious and sensitive matters when assigned.

Responsibilities

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

1. Support ASIRT investigations - Supports excellence in ASIRT's investigations by performing assigned investigative tasks.

- Supports ASIRT investigators on serious and sensitive files where necessary and as directed by the manager, primary investigator or investigative team members. Investigative functions may include interviewing witnesses and other involved parties, collection of evidence, detailed notetaking, creating comprehensive reports and other duties as required.
- Prepares detailed interview summaries and accurately documents statements.
- Organizes and maintains investigative notes and materials, ensuring all documents are accurately recorded and securely stored.
- Assists in preparing case materials for potential prosecutions or disciplinary proceedings.
- Manages evidence continuity by ensuring the secure storage, cataloging, and maintenance of physical and digital evidence.
- Deploys anywhere within ASIRT's jurisdiction for field-based investigations, including 24-hour callouts as required.
- Appears as a witness or subject matter expert to present evidence during trials, fatality inquiries, Law Enforcement Review Board proceedings, and other judicial hearings.
- Attends courses, seminars and training sessions related to the duties of ASIRT.
- Coordinates and/or attends operational meetings involving internal and external partners to encourage and facilitate information sharing regarding ongoing investigations.
- Demonstrates compassion, empathy, tolerance, patience, and sensitivity to the needs of all persons involved during the investigative process, including the public and communities.

2. Statutory Investigations (post-implementation) - Objective, thorough and timely investigations into statutory matters involving police improve public trust in policing, and support ASIRT and the PRC in achieving its mandate.

- Interprets and identifies relevant allegations through the application of the *Criminal Code*, *Police Act*, and other statutes.
- Conducts thorough investigation into allegations of statutory offences (level 2).
- Refocuses investigations where level 2 allegations were not substantiated or did not meet the charge approval process to assess potential code of conduct violations.
- Assesses the scope and determines methodology required to carry out an efficient, unbiased and fact-based investigation, including the need to evaluate the demand for specialized assistance and support. Examples include identification of other forensic services, surveillance, determining required evidence and creating interview plans.
- Draft 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 ASIRT's and the PRC's policies and procedures.
- Assesses, identifies and reports investigative avenues in a timely and accurate manner to ensure the early identification of appropriate responses and to provide the manager and other investigators with comprehensive information for planning and decision making.
- Identifies and coordinates a list of involved persons to be interviewed and develops interview plans.
- Manages caseload and workflow while supporting other team members as necessary.
- Consults with team members on investigative principals, techniques, and emerging trends to remain current

and informed and promote awareness of same with team members.

- Provides supervision and direction to support investigative functions such as crime scene examination, seizing of evidence, etc.
- Provides the manager and other investigators with support and recommendations on issues and concerns related to investigations.
- Compiles and presents investigative documents such as investigative plans, interview plans, examination and analysis of events, evidence summaries and investigative reports.

3. Legal and procedural compliance - Adhering to legal and regulatory standards strengthens investigative integrity and promotes investigative excellence in ASIRT and the PRC.

- Ensures investigative processes adhere to legal, regulatory, and procedural standards including rules of evidence and administrative law.
- Prepares court briefs and liaises with crown prosecutors to support the laying of charges or on the request of crown, obtains additional evidence to support charges.
- Prepares investigative materials required when presenting evidence at a disciplinary hearing.
- Organizes and produces disclosure information packages in accordance with business rules and standard procedures for court purposes.
- Ensures compliance with rules of evidence, disclosure obligations, and record-keeping requirements to support potential prosecutions or disciplinary actions.
- Maintains the confidentiality of sensitive information and upholds principles of fairness, transparency, and accountability.
- Follows established investigative protocols and standards to maintain transparency, objectivity, and credibility in ASIRT and PRC investigations.
- Identifies trends of police criminal conduct and provides the manager and information analysts with relevant information.

4. Leadership - Strategic priorities are advanced through leadership at all levels of the ASIRT and PRC.

- Exercises advanced sense of judgement outside the framework of established protocols, where appropriate.
- Promotes the principles of equity, diversity and inclusion, and integrates those principles into investigations, analysis, case management and other activities.
- Participates in committees and working groups, representing ASIRT and the PRC perspectives as required.
- Delivers assignments on time and in a manner that meets the requirements of management.
- Acts for the manager, as required.

Problem Solving

Typical problems solved:

Prior to implementation of the PRC, this position will support investigations into serious and sensitive matters involving the police such as through interviewing witnesses and involved parties, collecting evidence, documenting interactions, notetaking, creating reports and other supportive tasks as required. This support will enhance the efficiency and thoroughness of investigations conducted by ASIRT.

Following implementation of the PRC, this position will investigate statutory complaints (level 2) involving sworn police officers who are alleged to have committed a statutory offence. As the primary investigator, this position is responsible for all facets of the investigation into the alleged offence. This includes gathering and analyzing evidence, conducting interviews with affected persons or complainants, witnesses, subject officers and other involved parties, preparing investigative reports, and ensuring compliance with legal and procedural standards.

Typical investigations involve allegations of excessive use of force, careless or impaired driving, and breaches of public trust such as obstruction of justice. The investigator assesses the facts, prepares an investigative report and collaborates with legal and law enforcement agencies to ensure accountability and transparency in policing.

Types of guidance available for problem solving:

This position works under the direction of the Manager of Disclosure and Special Projects, applying sound investigative techniques and methods in accordance with the mandate of ASIRT and the PRC. This role investigates incidents pursuant to the *Criminal Code of Canada*, *Police Act* and other relevant federal or provincial statutes.

A high level of independence, judgement and discretion is exercised in responding to incidents requiring ASIRT and PRC 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 investigations. Guidance is available from the manager. Advice and support are available from other ASIRT and PRC investigators and staff.

Direct or indirect impacts of decisions:

This position plays a crucial role in police accountability through supporting serious and sensitive investigations and independently investigating statutory offence allegations. Decisions directly impact case outcomes, determining whether an officer's actions were lawful and if charges should be recommended. These findings influence disciplinary actions, criminal proceedings, and public confidence in law enforcement oversight and policing more broadly. Decisions that are fair, transparent and timely can strengthen the legitimacy of the investigative process and reputation of police oversight, while errors, inconsistencies and lengthy investigation can lead to appeals, mistrust, and criticism of the policing oversight process. In turn, this can undermine public trust in policing.

Indirectly, their work affects police policies, training improvements, and broader systemic reforms by identifying trends and areas for change. The investigations will impact relationships between ASIRT/PRC, police agencies, government bodies, and affected persons, potentially affecting cooperation and willingness to participate in the investigative process. Their decisions can shape public perception of fairness, accountability, and transparency in policing throughout Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Manager - investigative and operational direction, immediate supervisory direction, assignment and review of files.
- Colleagues in ASIRT - to share information, support operations, seek direction and collaborate, provide briefings on investigations.
- Colleagues in PRC - to share information and collaborate.
- ASIRT and PRC senior leadership team - strategic direction, share information, and collaborate on policies, processes, and best practices.

External

- Representatives from municipal and Indigenous police services, and the RCMP - to provide updates, manage and exchange information relevant to the investigation and police conduct.
- Alberta Crown Prosecution Service - to update, share information, and collaborate on potential charges against subject officers.
- Police associations - to provide updates and share information on data and trends captured by ASIRT and the Police Review Commission, where appropriate and as directed by their manager.
- Involved parties including subject officers, witnesses, complainants, affected persons - to gather evidence, assess facts, interview parties, and conduct a fair and thorough investigation.

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:

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

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

University graduation in a related field (Criminology, Law and Society, Police Studies, Sociology, etc.), plus 4 years progressively responsible related experience; or equivalent.

Equivalency - Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education.

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

- In-depth knowledge and experience in investigative techniques, procedure, legislation, and courtroom procedures to investigate and bring forward statutory investigations.
- In-depth knowledge of regulations, precedents and other relevant provincial and federal statutes relating to investigations (i.e., a sound knowledge and understanding of relevant constitutional law, the *Criminal Code*, the *Canada Evidence Act*, the *Police Act* and regulations).
- In-depth knowledge of the rules of evidence in relation to gathering or seizing of evidence, the management, security and continuity of evidence from crime scenes, judicial authorizations and other rules.
- Demonstrated understanding of assessing investigative requirements including the need for specialty services (crime scene officers, tech crime, etc.) to support investigations
- In-depth experience in creating investigative reports, court briefs, disclosure packages and information to obtain judicial authorizations such as search warrants and production orders.
- Experience providing testimony in court or at hearings.
- Presentation skills to attend meetings and provide updates, and writing skills to prepare training materials, court briefs, reports, etc.
- Clear understanding of ASIRT's and the PRC's mandate, business plans, structures, and reporting relationships including a solid understanding of branch and agency operations, business environment, priorities, and issues.
- 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, analysing the circumstances, and making recommendations.
- Communication skills to explain and discuss interpretations of evidence, 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.

The statutory investigator must be able to obtain:

- Must be able to obtain a Peace Officer appointment in Alberta.
- Federal designation of secret security clearance.
- Class 5 Driver's licence.

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 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.
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 • Seeks advice and 	ASIRT investigations are often complex, require flexibility, and efficient and effective decision making. Composure is a key to success in this environment ensuring competing interests during investigations are considered.

		support to change appropriately • Works creatively within guidelines	
Creative Problem Solving	○ ○ ● ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Experience managing criminal investigations is required to manage police involved incidents. Innovative thinking supports investigations and investigative options. Investigators must work well as a team and recognize the individual skill sets of others to capitalize on the expertise available and recognize areas for development.
Drive for Results	○ ● ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	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 facets of the investigation are covered. Problem solving and the ability to make sound decisions is required. Understanding the benefits of working effectively in a team environment and the ability to consider all points of view to reach a common goal is expected.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Senior Investigator (024PS56), Business Services, Consumer Services, Service Alberta.