

**POSITION DESCRIPTION**  
**Sergeant – Operations**

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**POSTION SUMMARY/PURPOSE**

The position supervises Legislative Protective Service (LPS) Peace Officers. The position is responsible for the co-ordination and control of appropriate frontline responses and investigations, allocating resources, directing activities, managing risks and reviewing progress to deliver an effective response which supports law enforcement and enables public safety. Some weekend and afternoon shifts are required.

**DUTIES & RESPONSIBILITIES**

1. Supervises and coordinates activities carried out by LPS Peace Officers, who are responsible for all matters of physical security within the Legislative Precinct, including controlling access to and from the precinct, preserving the public peace, protecting life and property, and protecting the legislative process.
2. Monitors and manages the performance of Peace Officers, devising and implementing effective strategies to identify issues and improve team/individual performance to ensure adherence to professional standards and contribute to the achievement of Service objectives.
3. Provides recommendations to LPS management on relevant safety and security concerns and proposes corrective action as required.
4. Conducts probationary and annual performance reviews. Identifies training and development needs for Peace Officers and works with senior management for implementation.
5. Carries out ancillary duties as assigned. These duties may include, but are not limited to, providing supervision to close protection, instructing, monitoring, and coordinating training classes/exercises, assisting in the recruitment, selection, and hiring process of Peace Officers.
6. Participates in and conducts investigations ensuring detailed reporting and follow up is complete and timely.
7. Establishes good communications, working relationships, and partnerships with internal LAO branches, outside stakeholders and partner agencies.
8. Participates in the development and implementation of operational and business plans. Supervises and monitors the handling of information, intelligence, and evidence and record keeping ensuring alignment with legislation and policies which enables effective law enforcement and the initiation of criminal proceedings

9. Provides guidance to Peace Officers to ensure the proper interpretation of legislation or Service policies and procedures. Prepares statements and appears as a witness for prosecutions as appropriate.
10. Ensures the application of bias free law enforcement. Maintains composure while resolving and dealing with high-risk/violent individuals or situations/confrontations as well as arrests as required. Assumes initial on-site command over the deployment and direction of both technical and human resources.
11. Utilizes the Canadian Police Information Center (CPIC) and Authorized Requester Information System (ARIS) in accordance with Service policy and legislation.
12. Conducts quality control checks regarding written reports, notebook entries and other administrative work.

## **JOB REQUIREMENTS**

### **Training/Knowledge:**

- Requires eligibility for Peace Officer status. Must maintain certifications in use of force, firearms, fitness, and First Aid/CPR to Service standards.
- Position requires comprehensive knowledge of Service and Assembly policies and procedures and a working knowledge of the Legislative Assembly Act, Trespass to Property, Liquor License and Mental Health Acts, Criminal Code of Canada and other relevant legislation with a minimum of three years related experience.
- Requires comprehensive knowledge of security/law enforcement methods/techniques, along with administrative, financial, and supervisory skills to provide leadership, as well as assess infractions and interpret information.
- Knowledge of computer systems and software applications. Position requires an understanding of activities, services and programs of the LPS including those of the occupants and visitors to the Precinct to communicate service goals/objectives to personnel and plan operational requirements.
- Maintains proficiency in the use of all assigned use of force equipment and tactical medicine supplies and equipment.

### **Judgement:**

This position works under the direction of the Staff Sergeant, Operations, in conjunction with relevant legislation, guidelines and directives including the use of firearms. This position requires critical judgement and decision-making skills in scheduling and assigning resources both human and technical; interpreting legislation and directives, determining compliance and noncompliance; providing advice and guidance to staff and resolving critical incidents. Exercises tact, diplomacy, and initiative in the affective handling of security/law enforcement and human resource issues and can effectively use conflict management skills.

**Confidentiality:**

The position follows prescribed rules and procedures to safeguard confidential information contained in CPIC files for conducting investigations, completing reports/checks and provides input into performance evaluations on Peace Officers. Position regularly works with confidential and sensitive intelligence information.

**Impact:**

Error of not scheduling resources and planning for major demonstrations/events or responding to emergency situations in an appropriate manner could lead to an interruption/cessation to Assembly business and a threat to life and/or property including the use of firearms critically.

**Contacts:**

Effectively communicate with the public, interacting with diverse individuals and groups, MPPs, Dignitaries, Assembly staff, as well as external organizations to share information, apply and enforce federal and provincial laws and Assembly rules.

**Supervision:**

Position has formal responsibility for Peace Officers within their work unit.

**Working Environment:**

Position requires a normal combination of VMA concentration in occasional monitoring of demonstrations and preparation of schedules. Position operates PC to perform light keyboarding and can generally sit, stand, move about at will including occasional requirement to manage a crowd and details at lengthy demonstrations or effecting arrests when subjects are non-compliant. Position visits team members at their locations with exposure to elements of all weather conditions. When performing duties associated with Peace Officer, position may encounter the risk of sustaining serious or life-threatening injury.