

JOB DESCRIPTION

Benchmark Job #272

Job Title: Detective Sergeant, Major Investigations

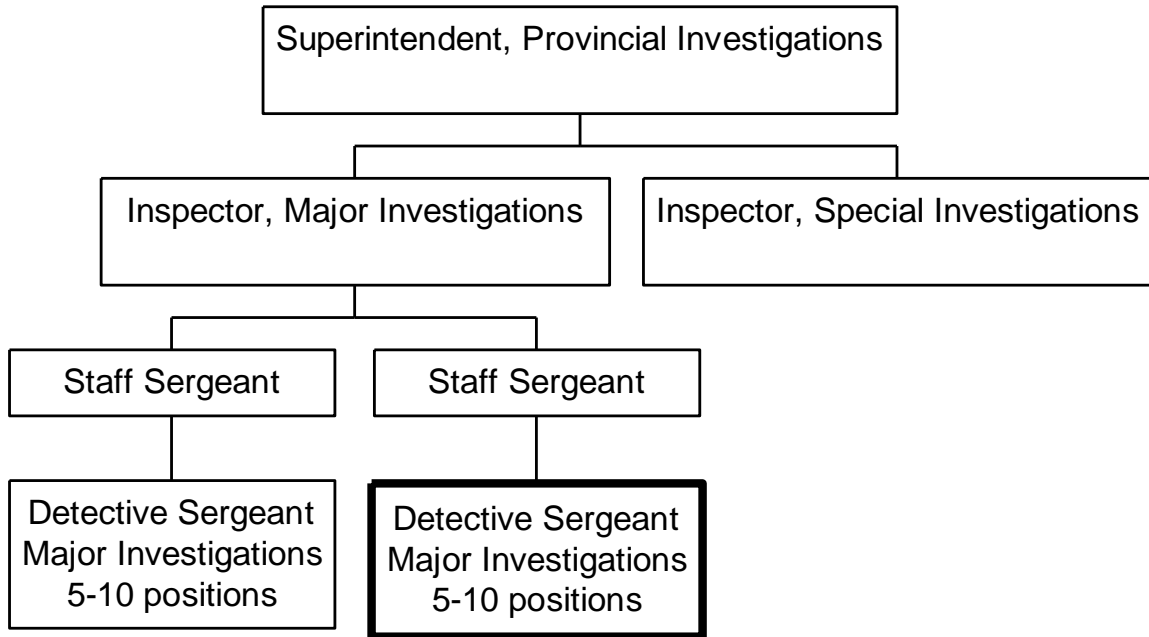
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|-----------|------------------------------|-----------------|--|
| Ministry: | Environment | Working Title: | Detective Sergeant, Major Investigations Unit |
| Branch: | Conservation Officer Service | Level: | Range 24 |
| Location: | Various | Classification: | Conservation Officer |

PRIMARY FUNCTION

To lead and coordinate major investigations of significant criminal and environmental offenses for the Conservation Officer Service (COS), ensuring compliance with legislation, policies and other standards. Major investigations are characterized by the high consequence of error which may impact the reputation of the accused, impact economic interests, stakeholder reputations or put the government into disrepute.

JOB DUTIES AND TASKS

1. Leads and coordinates investigative teams in the conduct of complex and specialized criminal and environmental investigations
 - a. develops and implements work/operational plans for a number of specialized areas of law enforcement using the principles of major case management/investigation command triangle
 - b. coordinates and plans interagency law enforcement strategies including reviewing, modifying, and approving investigative strategies for major investigations
 - c. establishes collaborative agreements with partner agencies and reviews and assigns compliance and enforcement plans and projects to Conservation Officers; coordinates with partner agencies (e.g. RCMP, DFO EMP, and the BC Coroners Service) to review and assess the effectiveness of protocol agreements and MOU's
 - d. ensures investigative team members meet investigational standards, safety standards are established and adhered to, and holds team members accountable for their performance
 - e. provides guidance, assigns, monitors, and reviews the work of team members and conducts regular briefings of investigational and project teams
 - f. applies innovative methods/strategies for gathering and securing evidence, including electronic evidence; determines resource requirements, decides whether other agencies should be involved, and reviews alternatives for dealing with the potential offences (e.g., cases may involve violations of several Provincial and Federal statutes including the Criminal Code)
 - g. plans, acquires, and executes search warrants; allocates resources, assigns roles, applies standards for evidence collection; reviews and approves warrants ensuring communication and safety plans, and emergency procedures are in place
 - h. presents investigative reports and briefings to ministry executive and the report to Crown Counsel
 - i. consults with Crown Counsel regarding prosecution to explain applicable law and investigative techniques, reviews and explains the relevance of evidence and provides expertise during court proceedings
 - j. shares investigations and information with other enforcement agencies (cross-jurisdictional and international) and enlists assistance for apprehension of illegal wildlife or preservation of evidence
 - k. maintains close liaison with COs in all locations to gather intelligence, ensure coordination of enforcement activities and provides expert advice regarding investigations/search warrants/processes
 - l. manages operational budgets, approves investigation expenditures and overtime, conducts fiscal analysis for major investigations and projects, prepares/negotiates contracts and authorizes payment
 - m. conducts post investigation and project reviews to analyze the outcomes, successes, and failures
2. Performs other services for the COS
 - a. Mentors, trains and guides staff at all levels including peer review of work, development and evaluation of investigative/operation plans and approval of investigative documents
 - b. recommends amendments to investigative standards and practices, policy, procedure, and legislation
 - c. fosters positive relationships with wide variety of internal/external stakeholders (i.e. police, justice system authorities, first nations, industry) and other agencies fundamental to program success
 - d. educates industry, government agencies and the public on compliance legislation, policy and procedures
 - e. represents the COS on inter-agency, inter-Ministry, interprovincial and international working groups/investigations
 - f. handles media and public relations on sensitive issues relating to COS activities and drafts minister's letters executive briefing notes press releases.
 - g. may perform duties of a Field CO as required



REASON FOR CLASSIFICATION

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| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understand the theory of police science, public safety and environmental law enforcement to plan and manage investigation teams with many factors to consider including advising and providing authorization on warrants, and providing expertise to the organization in advanced case management and specialized business rules.</p> | H | 280 |
| 2 | <p>MENTAL DEMANDS Judgment to modify investigative methods and approaches to plan and lead major investigations of infractions of public safety and environmental law, including planning a course of action for escalated cases through to prosecution.</p> | G | 200 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILLS Persuasion required to use basic counselling skills to deal with incidents of antagonism while acting in an enforcement capacity.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to calibrate and adjust sensitive surveillance and testing equipment used in the conduct of investigations.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by environmental enforcement policies, plans, guidelines and legislation applies accepted investigational methods in a different way to coordinate investigations.</p> | E | 120 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Provides cost data for input to investigation case budgets (surveillance operations) requiring subject matter knowledge.</p> | D | 22.5 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control the evidence gathering process following criminal justice standards to ensure the relevance and validity of information.</p> | E | 33 |
| 8 | <p>RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of assigned workers (1+-5 FTEs).</p> | CD | 14 |
| 9 | <p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention for the safety of others to provide emergency response in high risk situations (avalanche, water rescues).</p> | F | 50 |

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| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Occasional intense requirement to maintain constant alertness or awareness of the environment, requiring rapid sensory assessment, during life threatening situations (avalanche, water rescues) while participating in emergency response and/or rescue. | D | 18 |
| 11 | PHYSICAL EFFORT Heavy physical effort to frequently lift moderate weighted bio-assay samples and investigational equipment. | E | 24 |
| 12 | SURROUNDINGS Exposed regularly to all weather conditions without shelter while conducting investigations to gather evidence. | C | 6 |
| 13 | HAZARDS High exposure to hazards from occasional participation in emergency rescues (avalanche, water rescues). | E | 12 |

Total Points: 847

Level: Range 24