
Please note: This is an example of a job profile for a position with the Independent Investigations Office of BC. Differences between this example and job profiles for roles that are being recruited should be expected. Please refer to the posting to confirm the official role requirements. The version published with a posting is to be taken as correct for the position.

CHIEF CIVILIAN DIRECTOR
INDEPENDENT INVESTIGATIONS OFFICE OF BC
MINISTRY OF ATTORNEY GENERAL
SURREY, BC

PROGRAM

The Independent Investigation Office of BC (IIO) is an independent, civilian-led agency with jurisdiction to investigate serious harm and fatal incidents involving police, including municipal police departments and the RCMP in order to determine whether or not an officer may have committed an offence. The IIO has jurisdiction over all provincial policing agencies, including municipal police agencies, the RCMP, the South Coast BC Transportation Authority Police Service, and the Stl'atl'imx Tribal Police Service. The IIO's jurisdiction also extends to officers appointed as municipal constables, and includes on- and off-duty officers, special provincial constables, and detention guards.

The IIO is created by Part 7.1 of the *Police Act* which establishes the office and defines its legal scope of authority. The IIO is located within the Ministry of Attorney General, but its investigations and decisions are operationally independent of government.

The chief civilian director (CCD) of the IIO is responsible under the *Police Act* for the management, administration and operation of the IIO and accountable for investigations conducted by the IIO.

This is a five-year Order-in-Council appointment, with the possibility of a reappointment for up to five years.

The Chief Civilian Director cannot be a person who is a current or former member of a police force or the Royal Canadian Mounted Police.

JOB OVERVIEW

To contribute to the maintenance of public confidence in British Columbia's police and law enforcement agencies by effectively managing a civilian-led agency that conducts thorough, competent, timely and unbiased investigations of police conduct, and supports greater transparency on issues of police accountability through public reporting.

This position has statutory authority under Part 7.1 of the *Police Act*.

ACCOUNTABILITIES

Examples of accountabilities include:

- Retains sole discretion to investigate any police officers in BC involved in incidents within its mandate that may have resulted in death or serious harm to a person.
- Maintains the responsibility to ensure that all IIO investigations are thorough, unbiased, fair, and timely and subject to civilian oversight.
- Reviews the results of all IIO investigations, documents decisions made as a result of these investigations and refers matters to the Criminal Justice Branch for charge assessment and possible prosecution in accordance with the IIO's statutory mandate.
- Communicates and liaises with the public, the police community, the BC Coroners Service, and other stakeholders respecting the conduct of investigations.
- Establishes procedures to be followed by police in notifying the IIO when a person may have sustained death or serious harm as a result of police actions or inaction.
- Makes recommendations to the Director of Police Services concerning police training, quality, and standards in order to prevent recurrence of issues revealed by the IIO investigation process.
- Submits an annual report to the Attorney General as required by the *Police Act*.
- Identifies and sets the overall strategic direction of the IIO, including the actions and initiatives needed to establish the organisation as a meaningful institution within the province's legal and policing framework.
- Builds effective and productive relationships with external stakeholders, including various levels of government, other police oversight bodies, policing executive teams, other enforcement agencies, the BC Coroners Service, community advocacy groups, and the media.
- Leads the development and creation of corporate infrastructure, including the necessary policies and practices to sustain and accelerate IIO business development as it matures into a major public body.
- Responsible for overall leadership and management of the IIO and for developing and leading the IIO executive team in the areas of business administration, investigative standards, practices and procedures and legal operations.
- Maintains overall responsibility under the *Police Act* for recruitment and performance of all staff of the IIO.

JOB REQUIREMENTS

- Degree, diploma or equivalent in a related discipline such as law, investigation and enforcement, or criminology.
- Working knowledge and understanding of the role and functions of police in the English Common Law system and the guiding ethics, philosophy and challenges associated with police oversight.
- Extensive experience, knowledge and understanding of Canadian criminal law, the prosecution process and the practices, procedures and legal requirements of complex critical incident investigations including incidents that involve death or serious harm.

- Knowledge of policing and law enforcement, as well as Canadian federal and provincial legislation, statutes, regulations, and policies related to police and law enforcement.
- Demonstrated success in a significant leadership role managing the strategic development and evolution of a large and complex organization.
- Demonstrated success in team building, inclusive decision-making, and developing consensus among disparate groups with competing interests.
- Demonstrated understanding of the impacts of colonialism and systemic racism and how these relate to interactions with the police and the criminal justice system.
- High level of demonstrated competency in written and verbal communication, including writing and reviewing complex reports, public speaking, speaking to the media, and communicating effectively with staff.

Other Requirements:

- Satisfactory background and security screening to be deemed a constable in BC.
- Successful completion of security screening requirements of the BC Public Service including an enhanced security screening check, and RCMP enhanced reliability screening.

SAMPLE COMPETENCIES:

- Building a Trust-Based Relationship
- Concern for order
- Cultural Agility
- Handling crises
- Information seeking
- Leadership
- Negotiating/conflict management
- Vision and goal setting