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*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.*

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**TITLE: INVESTIGATOR****MINISTRY:** ATTORNEY GENERAL**WORK UNIT:** INDEPENDENT INVESTIGATIONS OFFICE**SUPERVISOR TITLE:** DIRECTOR, INVESTIGATIONS**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.

**JOB OVERVIEW**

The IIO investigator is a collaborative member of a diverse investigation team conducting complex high-profile investigations into critical incidents in BC where it appears a person may have died or suffered serious harm as a result of the actions or inactions of a police officer. The investigator considers and acts on advice and direction received from the team director, chief of investigations, and chief civilian director (CCD), understanding that the IIO is a civilian led organization where the CCD is required to oversee all investigations. All IIO investigators are required to complete the mandatory Oversight Investigator Certification program.

**ACCOUNTABILITIES**

Examples of accountabilities include:

- Conducts thorough and timely police-involved investigations, including tasks such as securing the scene, preserving evidence, and undertaking thorough and timely canvassing for witnesses and CCTV evidence.
- An IIO investigator is dedicated to the success of their team and the investigation. Investigative work takes place outside the office and often beyond what most consider normal office hours of work. They have a "can do" attitude and professional demeanour.
- Documents all investigative activities using a case management system, as per the business rules and standard expected in Major Case Management.
- Takes part in a scheduled on-call rotation (e.g., every four weeks). As part of the on-call team, responds 24/7 province-wide.

- Manages a caseload of critical incident investigations, identifying lines of enquiry, prioritizing tasks to achieve thorough and independent investigative outcomes, including managing competing priorities and frequent interruptions to meet timeliness goals
- Conducts effective structured interviews of affected persons, witnesses, and police officers.
- Endeavors to achieve and maintain a transparent process by clearly informing those involved about the purpose of our investigations.
- Prepares documentation, evidence and reports necessary for court proceedings and disclosure requests.
- Prepares investigative reports which inform the CCD's decision regarding whether or not an officer may have committed an offence. Attends file review meetings and provides information to the CCD in relation to an investigation in a thorough, understandable, and efficient manner. Participates in a thorough discussion of a file to assist in decision making.
- Appears as a witness and gives evidence during trials or other hearings, as required.
- Contributes to the IIO learning culture by committing to own professional development by participating in regular training opportunities and reflects on take away messages; participates in the annual goal setting and seeks performance feedback from the Team Director.

## JOB REQUIREMENTS

### Education & Experience:

- Degree in investigation and enforcement, law, psychology, sociology, criminology, or a related discipline, and **two** or more years of investigative experience either in a criminal, legislative, regulatory, or other context using influence and authority.
- **OR** A Diploma in investigation, compliance and enforcement, law, psychology, sociology, criminology, or related and **four** or more years of investigative experience either in a criminal, legislative, regulatory, or other context using influence and authority.
- **OR** A Certificate in investigation and enforcement, law, psychology, sociology, criminology, or related and **five** or more years of investigative experience either in a criminal, legislative, regulatory, or other context using influence and authority.
- **OR Six** or more years of investigative experience either in a criminal, legislative, regulatory, or other context using influence and authority.

### Provisos:

- Must hold a valid BC Class 5 Driver's licence or eligible to obtain a valid BC Class 5 Driver's licence.
- Must be able to respond 24/7 province-wide in a scheduled rotation (e.g., every four weeks) as part of an on-call team.
- If your degree was obtained outside of Canada, it may be assessed for equivalency through the international credential evaluation service (ICES).
- Successful completion of security screening requirements of the BC Public Service including Enhanced Security Screening (including a polygraph examination) and RCMP enhanced reliability screening.

**Knowledge, Skills & Abilities:**

- Knowledge of relevant legislation and regulations.
- Excellent written and verbal communication skills; careful listening and problem framing skills; ability to write quasi-legal documents.
- Knowledge of the history and purpose for police oversight and have the confidence required to uphold the IIO mandate for the citizens of British Columbia.
- Excellent interpersonal skills including sensitivity, empathy, discretion, and tact when dealing with those impacted by investigations and sensitivity to issues related to culture and gender.
- Excellent critical thinking skills and ability to analyse and document complex situations.
- Demonstrated ability to take direction and acknowledge personal and investigative shortcomings as part of an ongoing goal to encourage continual professional improvement and investigative excellence.

**SAMPLE COMPETENCIES:**

- Decisive Insight
- Planning, Organizing and Coordinating.
- Organizational Commitment
- Teamwork and Cooperation
- Communicating Effectively
- Concern for Image Impact
- Continuous Development
- Cultural agility