



## IDENTIFICATION

Department	Position Title	
Justice	Sheriff's Officer Supervisor	
Position Number	Community	Division/Region
82-11828	Yellowknife	Court Services/North Slave

## PURPOSE OF THE POSITION

The Sheriff's Officer Supervisor leads and trains Sheriff's Officer's in executing their duties. The Sheriff's Officer Supervisor provides security for the Courts of the Northwest Territories in accordance with the law and judicially accepted practices and procedures and provides protective services for the judiciary, court staff, members of the public and the jury, in the courtroom and while on court circuit. The Sheriff's Officer Supervisor will manage juries, perform civil enforcement, and oversee security and safety of courthouse cell area.

## SCOPE

Located in Yellowknife and reporting to the Manager, Sheriff Services, the Sheriff's Officer Supervisor holds independent statutory authority under the following appointments: Deputy Sheriff, Peace Officer, Notary Public, and is also an ex-officio Deputy Marshal for Federal Court. This position ensures the protection of officials and property and supports numerous judicial, quasi-judicial and enforcement processes through direct supervision, training and mentorship of 8 staff members and numerous bailiffs across the Northwest Territories. The Sheriff's Officer Supervisor provides physical security for judges and justices of the peace while in court, during travel and while at court facilities.

The Sheriff's Officer Supervisor must always (including outside of office hours) conduct themselves in a manner that will not cause the administration of justice to be or be seen to be in disrepute and must uphold the independence of the judiciary.

As a Peace Officer, the Sheriff's Officer Supervisor will have regular contact with the public, legal community, judiciary, and other clients and must be able to communicate at all levels to provide and receive information, interpret rules of the court and numerous pieces of legislation pertaining to court actions and civil enforcement activities in a succinct manner.



The Sheriff's Office oversees approximately 40 jury trials scheduled requiring approximately 10,000 jury summonses annually, an excess of 1,000 days of court set in 23 communities, approximately 100 seizures of goods and property each year, conducting sales of goods and land seized through judicial and enforcement processes

The Sheriff's Officer Supervisor is responsible to perform and train others to perform the functions of a Sheriff's Officer with proficiency, tact and diplomacy to ensure the safety and dignity of participants alongside security of all participants and property including supervision and transport of persons in custody, perform document services, seizures and evictions without direct supervision. Errors may impact the safety and security, livelihood, property, or freedom of affected individuals.

The Sheriff's Office Supervisor is regularly required to attend various businesses, residences and other locations in the community to perform their duties where unknown risks may be found. Unknown risks the incumbent may encounter include but are not limited to resistant or combative persons possibly with weapons, potential exposure to drugs including fentanyl, vicious animals, and barricaded and fortified properties.

The Sheriff's Officer Supervisor is expected to act in the place of the Manager, Sheriff Services in their absence.

## **RESPONSIBILITIES**

### **1. Leads enforcement of safety and security for participants and facilities**

- Develop, implement and monitor building and court security procedures in compliance with relevant legislation to provide safety and security for the judiciary, and all other participants in all court facilities in the NWT.
- Provides training to all Sheriff's Officers in all security functions, processes and systems to independently carry out building security functions without direct supervision.
- Provides security for the judiciary, court staff, and public while in court, on court circuit and in the courthouse or rented facilities this entails security sweeps of facilities, searching of individuals and removal of potential risks or individuals who may be a cause for security concern.
- Directs and actively participates in court security activities for high profile trials, hearings and offenders which present greater than usual risk to staff or others.
- Applies sound judgment, de-escalation techniques and the use of force model possibly escalating to a physical response which may include the use of security tools such as collapsible baton, handcuffs and pepper spray when responding to incidents or threats of a physical nature dealing with one or more persons who may be armed, intoxicated and violent.



- Provides transportation of judges and court officials to court locations this includes extensive highway driving during all weather and times of day.
- Assess potential and actual security threats in real-time to determine an appropriate response to ensure safety, security and preservation of property and then directs and implements the appropriate level of security for each court and/or situation.
- Liaises with the judiciary, RCMP and other parties on security issues and during security incidents.
- Secures and transports court exhibits when required.
- Operates and maintains security equipment at court locations including pass-through and hand-held metal detectors.
- Responds to fire, bomb and hostage threats and or/other emergencies.
- If requested by the presiding Judge, will provide round the clock on call protective services to judges while on circuit.

**2. Ensures safety and security operations of courthouse cells area and persons in custody.**

- Directly supervises persons in custody and maintains adequate separation of offenders according to age, sex, or court order.
- Continually conducts risk assessments and acts proactively to mitigate risks posed by persons in-custody and others.
- Reviews and interprets legal documents to ensure authorized intake or release of persons.
- Directs and/or actively participates in cell security activities for high profile in-custody persons who present a greater than usual risk to staff and safety.
- Liaises with outside agencies to ensure persons in-custody are transported to the courthouse for assigned court appearances.
- Escort persons-in-custody to courtrooms within the courthouse and supervise them until their matter is concluded.
- Monitor, record, and report movements of persons-in-custody within courthouse.
- Ensure the health and safety of persons in custody and respond to emergencies.
- May be required to use physical force or the use of authorized tools (restraint equipment, collapsible baton, oleoresin capsicum spray).
- Performs physical searches of persons as they enter the courthouse cell area.
- Plans and conducts cell inspections for the purpose of identifying any safety, security, or health concerns.



**3. Provides transportation and escorts of persons-in-custody.**

- Continually conducts risk assessments and acts proactively to mitigate risks posed by persons in-custody and others potentially requiring the use of restraints such as handcuffs, shackles, etc.
- Escorts persons-in-custody to courtrooms within the courthouse or to and within rented locations and directly supervise them until their matter is concluded.
- Ensure the health and safety of persons-in-custody while attending court.
- Provide secure transport of persons-in-custody between the Yellowknife Courthouse, North Slave Correctional Center (NSCC), North Slave Young Offender Facility (NSYOF), Yellowknife RCMP Detachment, Stanton Territorial Hospital, or any offsite court location within Yellowknife.
- Performs physical searches of persons-in-custody prior to transporting.

**4. Provides supervision, advice, development, progressive discipline, and support to reporting team of Sheriff's Officers.**

- Provides training, guidance and direction to staff in the execution of statutory duties and responsibilities.
- Plans human resource needs of unit, assigns and monitors tasks and priorities of individual staff members and the team in an effective manner to minimize costs and ensure fairness.
- Evaluates and supervises employee work performance, this includes completing formal performance appraisals, discussing performance with employees and recommending disciplinary action, if required.
- Assist with the recruitment and hiring of new staff and provide orientation.
- Conduct staff performance appraisals.
- Initiate corrective and/or disciplinary actions with employees as appropriate in coordination with the Manager.
- Hold unit/staff meetings; review procedures, share information and deal with issues in coordination with the Manager.
- Review and approve bi-weekly worked hours in PeopleSoft; monitor attendance.
- Review and approve expense reports, travel authorizations and visa transactions.
- Plans for mandatory and non-mandatory training for all team members.

**5. Exercises statutory authority in the performance of civil enforcement duties.**

- Plans for and exercises statutory authority while performing eviction orders as granted by the Court and ensures the safety of occupants and security of property before relinquishing property to the landlord.
- Plans for and executes seizures of real property (land, buildings, vehicles, etc.) and the contents thereof under court order or creditor distress proceedings and ensures safekeeping of seized goods.



- Conducts sales of goods and lands as authorized by court order and completes court documents as required.
- Reviews legal documents (i.e. writs, eviction orders) for compliance with rules of court, legislation, Judge's directives; identifies omissions or errors and determines corrective measures necessary before accepting documents for issuing and/or filing.
- Responds to a variety of inquiries from the legal profession, members of the public and other clients in a professional and clear manner, without giving legal advice.
- Calculates and assigns fees according to the appropriate fee schedules for the Sheriff's Office.
- Communicates directions from the judiciary and ensures compliance with those directions to the legal profession, members of the public and other clients.
- Receives and ensures sufficient monies, indemnity or bonding in advance.

## **6. Provides jury Management.**

- Develops and implements best practices in compliance with the Jury Act and Criminal Code of Canada.
- Provides training and guidance to Sheriff's Officers and Jury Administrators in support of the execution of their duties.
- Provides physical security to juries during court proceedings including safeguarding juries from exposure to prejudicial material and/or contact with others.
- Has primary responsibility for the safety, security, and organization of juries during jury trial proceedings.
- Responds to inquiries and exercises statutory authority to disqualify, excuse and exempt jurors.
- Attends various locations in any community when ordered to select random persons (talesmen) and requires their attendance under law for the purpose of jury selection when ordered by a judge.
- Investigates non-appearance of jurors or jury panel members and performs arrests as the need arises.
- Hires and trains jury guards in each community where Court is held and oversees jury support and management provided by the jury guard.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent may have to lift heavy objects weighing up to 50lbs during civil enforcements and while on circuit. Physical confrontation with persons in custody, who are high risk, or under mental or physical stress occurs approximately 1-2 times per week for a high degree of intensity.



## **Environmental Conditions**

There may be exposure to hazardous conditions while providing civil enforcement services such as performing seizures/services in extreme cold and being exposed to chemicals. The handling of some exhibits may be toxic, contaminated, or pose a health risk in some way. The incumbent will work directly in an environment where they can be exposed to communicable diseases daily.

## **Sensory Demands**

The incumbent is required to sit for extended periods of time in Court, while remaining alert to the environment and potential security issues, always. The incumbent must always be alert to their surroundings and persons/threats when providing security to judges and court party or in-custody persons and when performing civil enforcement duties.

## **Mental Demands**

The incumbent will be dealing with people under stress who do not understand the judicial system and may become hostile and abusive. Incumbent must maintain constant awareness of unpredictability of responses and possible threats from clients while in court, when performing evictions, seizures and at the counter. Last minute deadlines for filing documents may occur requiring extended work hours as dictated by the court schedule with little or no advance notice. The incumbent is exposed to graphic evidence and testimony in court which may affect their personal and social life. The incumbent will be required to travel up to 20 days of the year. The incumbent may be required to provide 24 hour on call protective services to judges while on circuit. The incumbent is required to interact with persons in-custody who may be agitated resulting in potentially hostile and unpredictable behavior. Uncertainty of schedule when assigned to court or cells, phone calls and callouts while on call during off duty hours may cause disruptions to family life.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and ability to interpret legislation and court documents as they relate to Sheriff's duties.
- Knowledge of enforcement procedures.
- Ability to apply the 'Use of Force Model" which includes the proper use of pepper spray, ASP baton techniques, pressure point tactics and come-along techniques.
- Knowledge of the court and jury security practices and procedures to ensure that courts and the judiciary are adequately protected.
- Ability to physically react quickly to critical altercations or confrontations in court, court cell area, at the registry or on circuit.
- Ability to de-escalate high-tension situations that may involve difficult, combative or armed persons.



- Ability to perform duties while dealing with difficult people in a stressful environment with tact and discretion, and in a clear concise manner.
- Ability to effectively supervise human resources and to work within a team environment on any scale.
- Ability to write and communicate in a clear and concise manner to interpret and relay information, and when providing direction while enforcing safety and security issues, clarifying intentions around a certain course of action, serving documents or providing bailiffs with direction.
- Problem solving and analytical skills, particularly when providing security in court, resolving potentially volatile situations, or performing evictions, foreclosures and seizures.
- Judgement and initiative are required when making difficult decisions under the pressure of time constraints and public scrutiny, particularly when deciding what action to take with abusive or hostile clients to diffuse a situation.
- Must be self-motivated, organized and able to work independently in a fast-paced multi-tasked environment that requires policies, procedures and protocol to be adhered to under strict time constraints.
- Knowledge of and the ability to communicate in a cross-cultural environment.
- Understanding of the role of an officer of the court and the independence of the judiciary.
- Ability to understand and follow the principles of court conduct and decorum.
- Word processing, data entry and general math skills to write letters input document information in computerized programs and calculate costs or the value of seized items.
- Ability to motivate and guide staff to work effectively and efficiently.
- Maintain a level of physical fitness to complete the Physical Abilities Requirement Evaluation (PARE).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches to the workplace.

**Typically, the above qualifications would be attained by:**

Diploma from a recognized post- secondary institution in law enforcement or related field with Three years of experience, including one year in a civil enforcement environment.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- Must have a valid Class 4 driver's license, current First Aid, CPR and Automated External Defibrillator (AED) Certificates.
- A medical certification of fitness to perform the duties associated with the position is a requirement.



**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Indigenous language:** Select language

- Required
- Preferred