



IDENTIFICATION

Department	Position Title	
Justice	Manager, Sheriff's Services	
Position Number	Community	Division/Region
82-6635	Yellowknife	Court Services/HQ

PURPOSE OF THE POSITION

The Manager, Sheriff's Services is responsible for the administration of all programs and day to day operations of the Northwest Territories Sheriff's Office, significant aspects of which include:

- Ensures provision of appropriate security for the judiciary, staff and participants of the Court of Appeal, Supreme Court and Territorial Court by developing standards in compliance with any national guidelines.
- Ensures the security of courthouses in Yellowknife, Hay River, Inuvik and court facilities in any community.
- Ensures provision of security and safety of in-custody in the courthouse cells in Yellowknife.
- Ensures the effective management of juries and jury systems, processes and security;
- Development of civil enforcement procedures in compliance with court orders and legislation.

The Office of the Sheriff is established by *the Judicature Act* and the Sheriff and Deputy Sheriffs are appointed by the Commissioner pursuant to this *Act*.

Respecting matters of court security, the incumbent provides recommendations to and takes direction from the judiciary whose court is being provided services.

Located in Yellowknife, the Manager, Sheriff's Services reports to the Director of Court Services. This position is integral to court operations in ensuring the security of the judiciary and court facilities, efficient and effective handling of jury processes and acting independently on civil enforcement requests throughout the Northwest Territories.

The incumbent is required to plan for and administer all Office of the Sheriff functions from administrative tasks to active situational responses that require intense concentration and assessment of numerous issues.

SCOPE

The Manager's scope of work includes:

- A unique reporting relationship as it reports to the Director of Court Services as well as the Senior Judge of the Supreme Court and to the Chief Judge of the Territorial Court;
- Holds the statutory appointment of Sheriff and exercises the independence, powers and functions of this statutory appointment according to law and judicially accepted practices and procedures;
- Must conduct oneself at all times (including outside of office hours) in a manner that will not cause the administration of justice to be or be seen to be in disrepute;
- Must at all times ensure that the independence of the judiciary is upheld;
- Balances the delivery of a public service with receiving direction from the Court;
- Directly supervises and mentors approximately 27 staff and supervises 35 Fee for Service Bailiffs.
- Ensures security services are provided for all sittings of the Court of Appeal, Supreme Court and Territorial Court that take place across the NWT. There are in excess of 1,400 days of court set per calendar year. Courts may be set in any NWT community.
- The Sheriff's Office is responsible for:
 - Seizure and sale of goods and or property in approximately 100 matters in each calendar year.
 - Service of approximately 900 documents each calendar year.
 - Preparation, service and documentation of up to 13,000 jury summonses each year in support of approximately 40 jury trials.
- The incumbent may be required to work extended hours as dictated by the court schedule or situations that arise with little or no advance notice.
- The incumbent may be required to provide 24 hour on call protective services to judges while on circuit.

RESPONSIBILITIES

1. Assesses, plans and implements Court and Building security functions, processes and systems

- Develop, implement and monitor all building and court security procedures in compliance with all relevant legislation including the Court Security Act, Criminal Code and directions issued by the Courts in order to provide for the safety and security of the judiciary and all other participants in all court facilities in the NWT.
- Develop, in consultation with Department officials, RCMP, Municipal Enforcement, and others as appropriate, emergency response plans to ensure the safety and security of the judiciary, staff and persons using courthouse and court facilities.
- Provides training to ensure that all Sheriff's Officers are adequately trained in all security functions, processes and systems to independently carry out court security and emergency response functions without direct supervision.

- Trained in Threat Pattern Recognition, Edge Weapon Defense Techniques, Ground Escape, Oleoresin Capsicum spray, First Aid and CPR. The Manager may be trained as a trainer in any or all of these and act as a trainer for staff.
- Respond to altercations and situations possibly involving physical confrontation with aggressive or unpredictable persons.
- Applies de-escalation techniques and use of force model while responding to incidents, including physical altercations.
- Direct and/or actively participate in court security activities for high profile trials/hearings which present greater than usual risk to staff or others.
- Liaise with and make recommendations to the judiciary and Director of Court Services respecting the provision of court and personal security services.
- Ensures scheduling of Sheriff's Officers to attend all sittings of the Court of Appeal, Supreme Court, Territorial Court and Justice of the Peace Court (for the latter, as available) as required.

2. Assesses, plans and implements courthouse cell security and prisoner transport functions, processes and systems

- Develop, implement and monitor all courthouse cell and prisoner transport procedures in compliance with all relevant legislation including Criminal Code and Corrections Act in order to provide for safety and security of in-custody persons.
- Develop, in consultation with Department officials, RCMP and others as appropriate, emergency response plans to ensure the safety and security of the staff and in-custody persons.
- Provides training to ensure that all Sheriff's Officers are adequately trained in all security functions, processes and systems to independently carry out court cell security, prisoner transport and emergency response functions without direct supervision.
- Make recommendations to the Director of Court Services and Director of Corrections respecting the provision of in-custody security and safety.
- Direct and/or actively participate in cell security activities for high profile in-custody persons who present greater than usual risk to staff or others.
- Direct and/or actively participate in prisoner transport activities for high profile in-custody persons who present greater than usual risk to staff or others.
- Continually conducts risk assessments and acts proactively to mitigate risks posed by persons in-custody and others.
- Co-ordinate respond to altercations and situations possibly involving physical confrontation with aggressive or unpredictable persons.
- May be required to use physical force or the use of authorized tools (restraint equipment, collapsible baton, oleoresin capsicum spray).
- Co-ordinate and respond to barricaded or suicidal in-custody persons up to and including cell extraction.
- Ensures a sufficient compliment of Sheriff's Officers are present in courthouse cells to attend all sittings of the Court of Appeal, Supreme Court and Territorial Court and as required to provide escort and security of in-custody persons.

3. Manage and be accountable for the administration of civil enforcement functions

- Develop, implement and monitor all processes for the receipt and verification of documents/orders ensuring compliance with applicable legislation.
- Develop, implement and monitor all procedures in support of service of documents, seizure and sale of goods and property, and performance of evictions in compliance with applicable legislation including the Rules of Court, *Residential Tenancies Act*, *Evictions Act*, *Seizures Act* and *Evidence Act*.
- Direct and/or actively participate in service, seizure and eviction activities that are or have the potential to be sensitive, complex if mishandled, or which present greater than usual risk to staff or others.
- Maintains records and provides reports to clients or the judiciary on all civil enforcement activities, including preparation of documents for filing with the Court.

4. Manage and be accountable for administering jury management functions

- Is the statutory officer responsible for administration of juries under *the Jury Act*.
- Must ensure that jury processes are consistent, defensible and comply with the Criminal Code and *Jury Act* to avoid disruptions to court proceedings and possible mistrial.
- Manage all jury management functions, processes and systems and provide training to ensure that staff are adequately trained in the application of jury management procedures and the use of systems.
- Act appropriately to ensure that all precepts are addressed properly.
- Direct the preparation of jury lists and summonses and the service of summonses as necessary.
- Liaise with the Department of Health to ensure that master jury lists are updated in compliance with *the Jury Act*.
- Ensure that the Jury Management System is adequately maintained and updated.
- Direct all processes related to jury selection, jury security, juror payment in compliance with legislation or as directed by the judiciary.

5. Provide Human Resource Management and Administration

- Participate as a member of hiring committees.
- Identify and substantiate need for staff.
- Identify individual staff training needs and arrange for the provision of necessary training.
- Identify and develop general training requirements and arrange for the provision of necessary training.
- Facilitation of specialized staff training relating to the duties of a Sheriff's Officer.
- Develop and assess employee performance measures.
- Deal appropriately with employee performance/disciplinary issues.
- Identify appropriate equipment and uniform standards and ensure that standards are met.
- Develop and publish up to date procedures/standing orders for Sheriff's Office functions.

- Identify and arrange for the use of fee for service bailiffs and monitor/supervise their work and performance.
- Ensure standardized performance indicators are developed, implemented and monitored for all fee for service bailiffs.
- Schedule staff efficiently and effectively to minimize costs and ensure fairness.
- Lead by example in dealing with clients, co-workers, the judiciary, supervisors and others to foster a harmonious working environment and encourage the best possible service delivery.

6. Manage and be accountable for general financial, administrative and planning activities

- Participate in the preparation of budgets and variance reports.
- Review monthly financial expenditures reports for the Office of the Sheriff, identifying unusual items and following up as required.
- Verify and approve invoices and ensure bailiff and juror fees and expenses are processed.
- Accountable for monitoring and overseeing the Sheriff's Trust Account as it relates to the Office of the Sheriff.
- Accountable for monitoring and overseeing petty cash fund provided to the Office of the Sheriff.
- Responsible for the operation and maintenance of three vehicles.
- Ensures appropriate facilities are booked for jury trials and court circuits as necessary.
- Supervises the processing of financial documents and money related to activities of the Sheriff.
- Provide the Director with specific administrative information and analysis upon request.
- Identify opportunities for revenue enhancement and recommend changes or improvements to Director for court user fees, equipment and technical improvements and implement approved changes.
- Take the lead role in developing, implementing, maintaining and revising security and enforcement directives, policies, procedures and manuals.
- Research and recommend purchase of specialized equipment.
- Responsible for purchasing and contract management as it relates to the Office of the Sheriff.
- Keep staff informed respecting changes to the various federal and provincial acts, statutes and rules.
- Compile statistics as and when requested and provides the Director with specific monthly reports on document services, jury management and other activities.

WORKING CONDITIONS

Physical Demands

Physical confrontation with members of the public, and persons in custody who are high risk, or under mental or physical stress, occurs approximately 1-2 times per month for a high degree of intensity.

The incumbent may have to lift heavy objects weighing up to 50 pounds during civil enforcement activities and while on circuit.

Environmental Conditions

There may be exposure to hazardous conditions while providing civil enforcement services such as performing seizures/services in extreme cold, being exposed to chemicals and potential exposure to illegal substances. The handling of some exhibits may be toxic, contaminated, or pose a health risk in some way.

The incumbent may work directly in an environment where they can be exposed to communicable diseases daily.

Sensory Demands

The incumbent may be required to sit for extended periods of time in Court, while remaining alert to the environment and potential security issues, at all times. 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

This position comes into contact with people under stress who do not understand the judicial system and may become hostile and abusive.

Constant awareness of unpredictability of responses and possible threats from clients while in court, when performing evictions, seizures and at the counter.

The incumbent is exposed to graphic evidence and testimony in court.

The incumbent will also be required to travel up to 20 days of the year, and there will be uncertainty of schedule when covering court or cells, phone calls and callouts while on call during off duty hours.

The incumbent will be required to interact with persons in-custody who may be agitated resulting in a potentially hostile and unpredictable behavior.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and ability to properly interpret and apply *the Judicature Act, Seizures Act, Creditors Relief Act, Exemptions Act, Garage Keepers Lien Act, Residential Tenancies Act, Jury Act, Court Security Act* and Criminal Code as they relate to the duties of the Sheriff and the exercise of independent statutory authority.
- Knowledge of and ability to apply procedures appropriately related to civil enforcement, court security, in-custody safety/security and jury management.
- Ability to acquire and apply knowledge of the role of the Office of the Sheriff and the independence of the judiciary.

- Oral, written and electronic communication skills; as well as the ability to adapt communication styles to accommodate different needs with tact and diplomacy for clients, those affected by civil enforcement processes, subordinate staff, the judiciary and department management.
- Ability to physically react quickly to critical situations.
- Ability to respond to physically confrontational situations.
- Skills and the ability to use computers and to learn and use related systems effectively.
- Ability to anticipate, plan for and document demands for service and the necessary resources required to meet such demands.
- Time management and effective prioritizing skills
- Ability to understand and to apply knowledge of cultural diversity, specifically northern Indigenous traditions and values.
- Self-motivated and able to work independently and as a team player.
- Ability to effectively supervise and manage human resources and to work within a team environment on any scale.
- Ability to direct or carry out administrative functions related to the records and finances of the Office of the Sheriff.
- The physical ability (as approved by a medical practitioner) to obtain certification and/or be trained in required use of force techniques and defensive tactics.
- Knowledge of financial practices including budget and variance reporting.
- Ability to maintain a level of physical fitness to complete the Physical Abilities Requirement Evaluation (PARE);

Typically, the above qualifications would be attained by:

Diploma from a recognized post- secondary institution in law enforcement or related field with six (6) years of experience in a court security or law enforcement environment and a minimum of two (2) years of managerial experience.

Experience must include the interpretation/application of varied legislation and dealing with multiple clients of varying cultural and educational backgrounds.

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 Certificates.

A medical certification of fitness to perform the duties associated with position is a requirement.

A bona fide requirement of the position is passing the Physical Abilities Requirement Evaluation (PARE).

Position Security

- ☐ 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