

<b>Job Title</b>	Deputy Sergeant-at-Arms	<b>Classification</b>	Band 4
<b>Department</b>	Office of the Sergeant-at-Arms	<b>Date Updated</b>	January 2026
<b>Reports to</b>	Sergeant-at-Arms		

## PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

### DEPARTMENT SUMMARY

The Sergeant-at-Arms department ensures that the Legislative Assembly and its Members can conduct their business without interference or interruption. It is also responsible for the ceremonial aspects of the House, for security functions, and providing ongoing administrative services and Chamber support when the House is in Session. The Sergeant-at-Arms department continually works to ensure that the department reflects the diversity of the local community and through these efforts, it strengthens the services and support of the Legislative Assembly, its Members, its staff and the public.

### JOB SUMMARY

Reporting to the Sergeant-at-Arms and in close collaboration with the Director, Office of the Sergeant-at-Arms, the Deputy Sergeant-at-Arms (“D/SAA”) is a key member of the Office of the Sergeant-at-Arms Management Team. The D/SAA is accountable for the security and safety of the Legislative Precinct—which houses the Legislative Assembly and attracts a wide range of activities from celebrations to protests—and provides visible, constructive leadership to ensure the safety of Members of the Legislative Assembly (MLAs), cabinet ministers, VIPs, staff, visitors, and the public. The D/SAA contributes strategic input into the planning and management of security operations, programs, and initiatives that prevent harm, protect people and assets, and support the effective functioning of the Legislative Assembly.

There are two D/SAA positions, each with distinct but complementary leadership responsibilities. Portfolio areas include: administration; ceremonial; training; intelligence; operational planning; incident command; emergency preparedness; business continuity; and safety and security. Together, the D/SAA positions support the Sergeant-at-Arms in maintaining an appropriate and adaptable security posture that balances robust protective measures with public accessibility to the Parliament Buildings and the Legislative Precinct. They also ensure that appropriate safety and security supports are provided to constituency offices throughout British Columbia.

### KEY RESPONSIBILITIES

- Sets strategic, security, operational and administrative priorities ensuring the Legislative Assembly’s security policies, principles, and practices meet professional standards for Legislative Assembly Protective Services officers to maintain Special Provincial Constable designation.

- Identifies internal and external opportunities for improving service delivery and security within the Legislative Assembly and is accountable for the development of evaluation processes to monitor security performance measures.
- Working closely with the Director, Office of the Sergeant-at-Arms, the D/SAA collaborates on corporate service functions essential to departmental operations, including project management, finance, human resources, and corporate planning and reporting.
- Coordinates and maintains effective communication with the Sergeant-at-Arms on matters affecting the security of the Legislative Chamber, galleries, and environs, as well as the Legislative Precinct.
- Develops collaborative working relationships with police departments, intelligence agencies, provincial and federal agencies, other provincial legislative assemblies, and department heads within the Legislative Assembly to achieve optimal outcomes.
- Conducts planning and leads implementation of security services ensuring effective deployment of staff and resources.
- Provides direction on best practices in public order policing, including the development and implementation of security plans to manage large demonstrations and events and high-risk or disruptive activities impacting the Legislative Precinct and persons within it. Undertakes incident command functions when managing events, demonstrations and protests on the Legislative Precinct.
- Develops and sets strategic administrative and operational priorities including the Quality Assurance Security Review.
- Provides strategic and operational leadership to members of the Legislative Assembly Protective Services and services and support staff, overseeing work assignment, performance management, mentoring, training, and fostering a culture of service and accountability.
- Develops and implements efficient 24/7 security control and communications procedures ensuring consistent practices and documentation are maintained.
- Provides direction in the development and management of emergency and evacuation procedures for the Legislative Precinct buildings in case of emergencies such as fires, bomb threats, and earthquakes.
- As directed by the Sergeant-at-Arms, supervises or conducts major investigations involving theft, threats or injuries, arrests, or other investigations.
- Anticipates short- and long-term Legislative Assembly Protective Services resource needs, analyses costs, and makes recommendations to inform senior decision making.
- Assists the Sergeant-at-Arms with oversight of all Legislative Assembly Protective Services security equipment, emergency management resources, systems and related assets.
- Provides advice to MLAs, the Sergeant-at-Arms, and other officers of the House, government officials and staff on a wide variety of safety and security matters affecting the Legislative Precinct.
- Acts for the Sergeant-at-Arms in his absence, with respect to matters relating to the safety and security of the Legislative Assembly and the Legislative Precinct, and also in relation to ceremonial occasions and to attend to the Legislative Chamber during sittings of the Legislative Assembly, as required.
- Responsible for building and maintaining a safe and healthy workplace and for the health and safety of employees.
- Performs other duties as assigned within scope of work.

## ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC

Sergeant-at-Arms

**Deputy Sergeant-at-Arms**

## SELECTION CRITERIA

### EDUCATION, TRAINING & EXPERIENCE

- Undergraduate degree in a public safety field of study from a recognized institution plus seven years of related management experience in an operational policing role in a leadership capacity, or an equivalent combination of education, training, and experience.
- Extensive planning and risk assessment training and experience related to management of large demonstrations and protection of critical infrastructure.
- Qualification for firearms and use of force equipment.

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge in current security and communications equipment and technology and their applications.
- Knowledge of the provisions of the *Criminal Code*, applicable provincial statutes, the *Legislative Precinct Regulation*, and the *Canadian Charter of Rights and Freedoms* related to the duties of the position.
- Knowledge of current best practices in crowd management and public order policing models.
- Knowledge of frameworks for coordinating and organizing response and recovery to emergency incidents and disasters.
- Skilled in tactical decisions: making and implementing best practices in security and search operations.
- Excellent communication skills with a track record of building trust and respect.
- Respected, credible leader and mentor of people who has built capacity within an organization and who has established priorities around succession planning at all levels.
- A demonstrated history of innovation, inspirational leadership and engagement with internal and external stakeholders.
- Forward-thinking leadership and the ability to play a role in evolving SAA with respect to diversity, inclusion, equity, accessibility, reconciliation, and innovation.
- Experienced in leading complex change management initiatives and implementing those initiatives in collaborative, inclusive manner with the highest standard of professionalism.
- Demonstrated ability to produce effective and professional reports and presentations appropriate for executive level and senior official purposes.
- Demonstrated management abilities in a leadership role where a positive and collaborative environment was created and maintained with staff and oversight positions.
- Ability to work long and irregular hours during sittings of the Legislative Assembly.
- Ability to meet the criteria for appointment as a Special Provincial Constable under the *Police Act*, including Basic Occupational Requirements of the British Columbia Legislative Assembly Protective Services (see **Appendix 1**).
- Ability to meet the firearms/use of force criteria:
  - Baton Qualification Training standards (see **Appendix 2**).
  - Handgun Qualification Training standards (see **Appendix 3**).
  - Oleoresin Capsicum (OC) Qualification Training Standards (see **Appendix 4**).
- Ability to establish appropriate control of difficult or dangerous situations, to problem solve and mediate, to make tactical decisions in high pressure situations.

## APPENDICES – BRITISH COLUMBIA LEGISLATIVE ASSEMBLY PROTECTIVE SERVICES (LAPS)

## BASIC OCCUPATIONAL REQUIREMENTS – APPENDIX 1

The basic occupational requirements are as follows:

1. Applicant must have no history or current experience of any uncontrolled medical condition or impairment, which could result in sudden incapacitation of the applicant.
2. Applicant requires uncorrected and/or corrected clarity of vision at 20 feet or more. Minimum required is 20/40/20/100 uncorrected – 20/20/20/40 corrected.
3. Applicant should have an adequate field of vision in order to be aware of movement and/or activities not in their direct line of sight.
4. Applicant requires hearing ability compatible with normal voice levels without the use of hearing aids.
5. Applicant is required to work in all environments in the precinct, both inside and outside of the buildings.
6. Applicants must be strong, physically fit and able to perform the functions of a peace officer. Constables are periodically required to subdue violent or hazardous behaviour in others.
7. Applicants must have strength and endurance for sustained walking and standing for prolonged periods.

## BATON QUALIFICATION TRAINING STANDARDS – APPENDIX 2

### **Purpose**

The intent of the Baton Qualification Training Standards is to ensure LAPS officers have the ability to safely deploy with their baton and to articulate the legal and accountability requirements for the display and use of it.

### **Definitions**

*Baton*: a collapsible metal instrument classified as an intermediate weapon, used to gain compliance of a subject through display or the application of strikes.

*Intermediate Weapon*: a weapon whose normal use is not intended or likely to cause grievous bodily harm or death. Impact weapons, aerosols, and conducted energy weapons fall within this category. Intermediate weapons may also be referred to as less-lethal weapons

*Officer*: a LAPS Special Provincial constable appointed under the Section 9 of the Police Act

*NUFF*: National Use of Force Framework

### **Standards**

The Sergeant-at-Arms must ensure these training standards are in accordance with British Columbia Provincial Policing Standards.

### **Department Issued Batons**

LAPS Officers are issued the approved Batons in compliance with Provincial policing standards.

### **Requirements for Qualification**

LAPS officers are required to qualify a minimum of once every two calendar years with their issued baton.

The qualification will consist of a lecture by a Use of Force instructor and practical demonstration, including the following:

- Review of the NUFF and role of the baton as an intermediate weapon and context of use
- Review of target areas for baton strikes and location of deadly force targets
- Practical demonstration of baton strikes in both the “open” and “closed” modes

#### **Failure to Qualify**

Any LAPS officer who fails to qualify with their issued baton will be given additional review with a Use of Force instructor and further opportunities during the training day to qualify.

Any LAPS officer who fails to qualify with their issued baton and then fails to qualify on subsequent attempts during the same training day will be deemed to have not qualified.

LAPS officers who do not qualify will not be authorized to carry their issued baton until such time as the officer can successfully qualify with it. The officer will also be given remedial baton training to improve their baton skills.

### **HANDGUN QUALIFICATION TRAINING STANDARDS – APPENDIX 3**

#### **Purpose**

The intent of the Handgun Qualification Training Standards is to ensure LAPS officers have the ability to safely deploy with their issued handgun and to articulate the legal and accountability requirements for the display and discharge of their handgun.

#### **Definitions**

*Ammunition:* a projectile intended for use with a firearm

*Firearm:* a firearm as defined in section 2 of the Criminal Code of Canada

*Officer:* a LAPS Special Provincial constable appointed under the Section 9 of the Police Act

#### **Standards**

The Sergeant-at-Arms must ensure these training standards are in accordance with British Columbia Provincial Policing Standards.

#### **Department Issued Handguns**

LAPS officers are issued the Sig Sauer® model P320, Sig Sauer® model 229 or Sig Sauer® model 226 as their issued handgun.

#### **Handgun Course of Fire**

LAPS officers will qualify using the B.C. pistol course of fire.

LAPS officers are required to qualify a minimum of once annually with their issued handgun or handguns. If a LAPS constable fails to qualify with firearms or meet the standards set for any intermediate weapon or other use of force option, the constable will receive remedial training to meet the required standards.

### **OLEORESIN CAPSICUM (OC) QUALIFICATION TRAINING STANDARDS – APPENDIX 4**

#### **Purpose**

The intent of the Oleoresin Capsicum (OC) Qualification Training Standards is to ensure LAPS officers have the ability to safely deploy with their OC spray and to articulate the legal and accountability requirements for the display and use of OC spray.

### **Definitions**

*OC spray:* Oleoresin Capsicum spray is an aerosol deployed, Intermediate Weapon that releases chemical compound that affects the eyes, skin and breathing passages through pain and sensory deprivation.

*Intermediate Weapon:* a weapon whose normal use is not intended or likely to cause grievous bodily harm or death. Impact weapons, aerosols, and conducted energy weapons fall within this category. Intermediate weapons may also be referred to as less-lethal weapons

*Officer:* *Officer:* a LAPS Special Provincial constable appointed under the Section 9 of the Police Act

*NUFF:* National Use of Force Framework

### **Standards**

The Sergeant-at-Arms must ensure these training standards are in accordance with British Columbia Provincial Policing Standards Section 1.2 Intermediate Weapons.

### **Department Issued OC Spray**

LAPS officers are issued the STREAM® Combined Tactical Systems Level 1 Aerosol Defense Mark III Oleoresin Capsicum spray.

### **Requirements for Qualification**

LAPS officers are required to qualify a minimum of once every three calendar years in the deployment of OC spray.

The qualification will consist of a lecture by a Use of Force Instructor and practical demonstration, including the following:

- Review of the NUFF and role of the OC spray as an intermediate weapon and context of use
- Review of target areas for OC spray deployment
- Practical demonstration of proper draw and deployment of OC spray, including optimal range (1-3 meters)
- Review of follow up procedures after OC spray has been deployed

### **Failure to Qualify**

Any LAPS officer who fails to qualify in the deployment of OC spray will be given additional review with a Use of Force Instructor and further opportunities during the training day to qualify.

Any LAPS officer who fails to qualify in the deployment of OC spray and then fails to qualify on subsequent attempts during the same training day will be deemed to have not qualified.

LAPS officers who do not qualify will not be authorized to carry their issued OC spray until such time as the officer can successfully qualify in the deployment of OC spray. The officer will also be given remedial OC spray training to improve their skills.