

Job Title	Protective Services Safety Officer	Classification	Grid Level 18
Department	Sergeant-at-Arms	Date Updated	March 2026
Reports to	Sergeant		

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 are able to 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, staff and the public.

JOB SUMMARY

Reporting to the Sergeant, the Protective Service Safety Officers ensure the safety and security of the LABC and are responsible for carrying out approved plans and security measures to ensure the protection of Members of the Legislative Assembly (MLAs), VIP's, employees, the public and property, and the preservation of peace and order within the Legislative Precinct.

KEY RESPONSIBILITIES

- Patrols assigned areas within the Legislative Precinct to prevent/report crimes, damage or loss to persons and property, and enforce regulations and safety using preventative tactics including applying problem solving, mediation and de-escalation communication techniques to calm, persuade and warn.
- Performs security checks on doors, windows and entrances, securing same to prevent unauthorized entrance by others.
- Interprets and applies all standard operating orders, security procedures and regulations as set out by LABC, exercising effective discretion in upholding rules and appropriate use of education and enforcement.
- Uses knowledge to assess, report threat/security risks of individuals or groups according to established protocols. Exercises good judgement and understanding of the National Use of Force Framework (NUFF) including full terminology and legal requirements.
- Identifies risks, safety and security hazards and takes appropriate action.
- Documents and reports incidents in accordance with established procedures.

- Provides security for demonstrations and large events located on the Legislative Assembly grounds.
- Operates the Security Operations Centre: monitors CCTV video surveillance and alarm systems to monitor activity on the Precinct, coordinates security response, answers inquiries, controls access to the LABC, issues visitor passes and provides administrative and other support to security operations of the Legislative Assembly.
- Maintains current knowledge of agendas and Precinct events, communicates and coordinates tasks with peers and external policing, medical, and other emergency response agencies to ensure effective monitoring, planning and response to security issues or emergencies.
- Acts as a resource to visitors, provides information and supports coordination and delivery of other visitor services and Legislative Assembly events.
- Ensures that established safety and emergency procedures are followed and responds to fire alarms, bomb threats and other emergencies.
- Performs basic first aid duties as required.
- Takes responsibility for maintaining a safe work environment, following safe work practices and procedures, and reporting potential hazards.
- 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

Sergeant

Protective Services Safety Officer

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Minimum of 1 year experience in a security, safety or customer service position, or other related field.
- Experience in communicating effectively and interacting in a tactful, professional, and courteous manner with various office staff and the public.
- Recent experience as a volunteer auxiliary or reserve constable, a sheriff, a corrections officer, or a special provincial constable or special municipal constable is considered an asset
- Occupational Intermediate or Advanced First Aid certification is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrates exemplary self-control, self-confidence, and integrity in all situations.
- Maintains a positive attitude with a professional demeanor and strong interpersonal skills.
- Excellent service orientation, illustrating a strong commitment to service excellence.
- Ability to take initiative to complete tasks and demonstrate a strong organizational commitment.
- Ability to communicate effectively by listening, understanding, and responding as appropriate.
- Ability to exhibit discretion, tolerance, tact, and effective judgment, requiring emotional intelligence and personal and environmental awareness.
- Ability to work both as a team member and independently.
- Ability to maintain privacy, confidentiality and security of information that is not public information.
- Ability to work shift work, including evenings, weekends, and holidays within a 24/7 operation.
- Ability to work outside in all weather conditions.
- Ability to stand or walk for long periods of time.

- Ability to obtain and maintain valid first aid certification as directed by the Sergeant-at-Arms.
- Ability to successfully complete enhanced security screening.