

Job Title	Sergeant	Classification	Grid Level 27
Department	Sergeant-at-Arms	Date Updated	March 2026
Reports to	Deputy 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 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, its staff and the public.

JOB SUMMARY

Reporting to the Deputy Sergeant-at-Arms, the Sergeant oversees the day-to-day operations of the Special Provincial Constables (Constables) and Safety Officers, ensuring effective coordination of security operations and all security and policing standards are implemented and maintained. This role serves as a key conduit for issue resolution involving the public, staff, management, and Members of the Legislative Assembly (MLA).

KEY RESPONSIBILITIES

- Maintains up to date knowledge of all Precinct activities, assesses potential security risks, prepares appropriate security response plans, delivers briefings on Precinct activities, and deploys Constables and Safety Officers to mitigate risks or respond to direct security threats or violations.
- Monitors security requirements and the evolving needs of the Legislative Precinct, provides security expertise, and advises staff of deficiencies or violations.
- Applies problem solving, mediation techniques and preventive measures to deescalate incidents.
- Coordinates security operations and assists with the security of a variety of activities within the Precinct including official ceremonies, meetings and/or press events, public rallies, demonstrations, special events and staff related activities.
- Manages inventory and equipment needs for safety and security.
- Manages scheduling of team and evaluates staffing to optimize effectiveness.

- Acts as a liaison between Sergeant-at-Arms leadership and employees, utilizing open and transparent communication strategies to facilitate consistent messaging across all levels of the organization and enhance information dissemination and team collaboration.
- Provides guidance and support to employees through change initiatives, identifying potential challenges and risks, developing strategies to mitigate resistance to change, and fostering a culture of adaptability and resilience.
- Mentors and coaches team members by providing constructive feedback and guidance to support the achievement of individual, departmental and organizational goals and objectives and encouraging a culture of continuous learning and development.
- Fosters a positive and inclusive work environment, leading with integrity, empathy and accountability.
- Collaborates with department heads, supervisors and cross-functional teams to achieve organizational objectives, ensuring alignment of goals and priorities and driving strategic initiatives forward.
- Champions employee wellness initiatives aimed at enhancing physical, mental and emotional well-being.
- 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

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- At least five years of policing experience from a Commonwealth jurisdiction within the last three years.
- Supervisory experience.
- Experience interacting with people under difficult or stressful circumstances.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the provisions of the Criminal Code, applicable Provincial statutes, Legislative Precinct Regulation, and Canadian Charter of Rights and Freedoms related to the duties of the position.
- Knowledge of methods used to restrain physically violent or recalcitrant persons.
- Knowledge of language and communications techniques in report preparation and verbal presentation.
- Excellent service orientation and results-focused management skills, illustrating a strong commitment to service excellence.
- Excellent team management, mentoring and coaching skills.
- Ability to maintain required level of First Aid as determined by the employer.
- 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 supervise staff responsible for providing security to persons and property in an environment with potential for violent activity.
- Ability to communicate effectively and interact in a professional and courteous manner with MLAs, officers and staff of the Legislature, and the public and to represent the Assembly in a professional manner.
- Ability to exhibit discretion, tolerance, tact, initiative and effective judgment, requiring emotional intelligence and personal and environmental awareness in rapidly evolving situations.
- Ability to establish appropriate control of difficult or dangerous situations, problem solve and mediate, make effective decisions quickly and decide when additional assistance is required.
- Ability to stand or walk for long periods of time and use physical force to restrain unstable or dangerous people.
- Ability to secure the trust and cooperation of staff, colleagues, leadership and stakeholders, foster a collaborative team environment and build and maintain excellent working relationships.
- Ability to exercise good judgement and demonstrate initiative with innovative approaches to problem-solving and issues management and resolution.
- Ability to operate security and communications equipment.

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.

British Columbia Legislative Assembly Protective Services (LAPS) 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.

British Columbia Legislative Assembly Protective Services (LAPS) 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.

British Columbia Legislative Assembly Protective Services (LAPS) 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.