



<b>Job Title</b>	Sergeant-at-Arms	<b>Classification</b>	Exec Level 1
<b>Department</b>	Office of the Sergeant-at-Arms	<b>Position #</b>	SA1001
<b>Reports to</b>	Clerk of the Legislative Assembly	<b>Date Updated</b>	March 2026

## 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 Office of the Sergeant-at-Arms ensures that the Legislative Assembly and its Members (MLAs) can conduct their business without interference or interruption. It is also responsible for the ceremonial aspects of the House, for security functions, providing security support to Constituency Office and staff, and providing ongoing administrative services and Chamber support when the House is in Session. The Office of the Sergeant-at-Arms 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 Clerk of the Legislative Assembly, the Sergeant-at-Arms (SAA) is a permanent officer of the Legislative Assembly holding a highly specialized executive position within the Legislative Assembly Administration. The SAA directs multiple program areas of significant size and complexity, manages formal leadership positions and is overall responsible for the department of over 100 employees.

The SAA autonomously makes strategic decisions relative to security operations, ensuring the safety and security of Members of the Legislative Assembly, visiting dignitaries, staff, and the public. The SAA is responsible for a portfolio of sensitive and high public profile priorities. This position leads the department responsible for providing a safe, secure, and accessible environment for Members, staff, and the public within the Legislative Precinct 24 hours a day, 365 days a year. The SAA also provides expert advice and supports for constituency offices throughout British Columbia.

The SAA performs ceremonial and security duties relating to proceedings of the Legislative Assembly, ceremonies of state and special events, including care and custody of the ceremonial mace, custody of bills prior to their introduction, custody over the furnishings in the Legislative Chamber, timely distribution of parliamentary documents, and maintenance of the decorum and supervision of the Chamber, galleries, and corridors under the direction of the Speaker, as prescribed in the Standing Orders and statute.

The SAA is responsible for carrying out duties pertaining to proceedings of the Legislative Assembly, including maintaining custody of bills prior to their introduction and the distribution of legislative

documents in the Chamber. The position works frequently with Members and regularly provides advice and briefings to the Speaker, Subcommittee on Security, and Clerk, reporting on matters that impact the safety and security of the Legislative Assembly and Members directly.

## KEY RESPONSIBILITIES

- Provides strategic, authoritative advice on complex and sensitive safety and security matters to the Speaker, Members of the Legislative Assembly, the Clerk, and senior officials, ensuring clarity, alignment, and informed decision-making across the organization.
- Leads, directs, and oversees a broad portfolio with significant program areas by designing and overseeing high-stakes and high-impact security systems, policies, and procedures for the Legislative Precinct including but not limited to the following:
  - Major Event and Emergency Management Program which includes preparedness exercises and responsibility of the Legislative Assembly's Strategic Emergency Management Plan, interoperability with public safety partners and integrated response to demonstrations. This includes acting as the Emergency Operations Centre Director during emergencies.
  - MLA Safety Program which includes monitoring and evaluating the security operations, methodologies, and equipment related to the requirements of the Legislative Assembly and oversees investigations of security violations both within and outside of the Legislative Precinct, including but not limited to residential security. This includes managing a sensitive portfolio of organizational priorities, including threat assessments related to the program.
  - Education and Training Program which includes developing and maintaining a comprehensive range of operational capabilities required to maintain adequate safety and security for the Legislative Assembly. This includes maintaining standards in line with policing institute requirements.
  - Security Planning which includes developing, governance, and continuous enhancement of the plan with regards to critical infrastructure, ensuring an integrated, organization-wide framework that supports a safe, secure, and welcoming environment for all Members, staff, and visitors.
  - Directs security planning for visits of high profile guests and dignitaries.
- Develops and maintains high-level strategic partnerships with police, intelligence agencies, and other legislative assemblies to strengthen inter-agency coordination, enhance threat preparedness, and advance shared security objectives.
- Serves as a member of the Clerk's Leadership Group (executive team), contributing strategic insight and organizational perspective, and advancing organization-wide priorities to strengthen overall institutional performance, culture, and long-term organizational resilience.
- Oversees the department's annual operating and capital budgets, ensuring proactive resource planning, strong fiscal stewardship, and informed recommendations that align departmental priorities with organizational objectives.
- Leads the development and implementation of security policies and procedures, ensuring professional standards meet requirements for LAPS officers' Special Provincial Constable designation pursuant to the *Police Act*.
- Develops an effective departmental structure and security resources to support uninterrupted Legislative Assembly business while optimizing departmental performance and efficient management of resources and programs within the Legislative Precinct.
- Leads and oversees the response to, and management of, security incidents and investigations according to standards and regulations.
- Manages weapons and Use of Force equipment, ensuring compliance with *Police Act* requirements.

- Holds accountability for various services within the Legislative Precinct, including the distribution of parliamentary documents, mail, and custody of bills.
- Performs ceremonial functions during House sittings and special events, including leading the Speaker's Procession and assisting with parliamentary ceremonies.
- Exercises independent, risk-informed executive judgment in directing security operations, ensuring the protection of the Legislative Assembly, its Members, staff, visitors, and critical assets.
- Oversees the management and proper use of all security equipment, emergency resources, systems, and related assets under the SAA's responsibility.
- Performs other duties as assigned within scope of work.

## ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly  
Sergeant-at-Arms

## SELECTION CRITERIA

### EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in public safety or a related program, plus at least 10 years of related senior leadership experience in an operational policing role in a leadership capacity, or an equivalent combination of education and related experience. Related experience may include:
  - Demonstrated executive experience including overseeing significant operating and capital budgets, ensuring strategic resource allocation and strong fiscal stewardship.
  - Overseeing protective and corporate security operations.
  - Managing a large diverse organization through transparent and accountable practices.
  - Strategic planning, threat and risk assessment, and operational oversight for large-scale demonstrations, major events, and protection of critical infrastructure.
- Ability to maintain qualification for firearms and use of force equipment.

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and respect of the history, customs, and traditions of the Legislative Assembly.
- Advanced knowledge of crowd management strategies and public-order policing models, including their strategic application within complex, high-risk, and politically sensitive legislative environments.
- Comprehensive understanding of nationally recognized emergency management frameworks for coordinated response and recovery, with the ability to lead integrated, multi-agency efforts during large-scale incidents, crises, and disasters.
- Skilled in developing and executing multi-year business or operating plans aligned with strategic plans.
- Advanced political acuity and the ability to navigate sensitive, high-profile issues with discretion and sound judgment.
- Exceptional communication skills to brief senior officials, elected Members, and public safety partners on complex, high-risk matters along with the ability to produce clear, effective and professional reports and presentations tailored for executive-level audiences.
- Ability to build, sustain, and influence collaborative relationships with senior leaders in policing, intelligence, and government agencies.
- Ability to interpret, assess, and operationalize intelligence reporting from law enforcement, intelligence agencies, and security networks.
- Skilled in in managing intelligence-led security operations and risk-driven decision-making.

- Skilled in executive-level people leadership, including succession planning, employee relations awareness, and building an inclusive, respectful workplace culture.
- Knowledge of emerging security technologies, digital threat environments, and integrated physical-cyber security systems.
- Skilled in exercising sound, independent executive judgment in situations where precedent is limited or absent, making high-stakes decisions amid uncertainty to safeguard organizational priorities and operational integrity.
- Ability to lead complex organizational change and drive long-term strategic initiatives across multiple program areas.
- Demonstrated success in building a reputation as highly ethical and credible and consistently modeling behaviours of the highest professionalism.
- 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.
- 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 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.

**Legislative Assembly Protective Services (LAPS)  
Special Constable Basic Occupational Requirements – Appendix 1**

1. Must not be subject to any uncontrolled medical condition or impairment, which could result in sudden incapacitation.
2. 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. 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. Requires hearing ability compatible with normal voice levels without the use of hearing aids.
5. Must be strong, physically fit, and able to perform the functions of a Special Constable as set out in this job description.
6. Physical fitness includes but is not limited to the requirement to maintain strength and endurance for sustained walking and standing for prolonged periods of time.
7. Periodically required to subdue violent or hazardous behaviour in others.
8. Required to work in all environments in the precinct, both inside and outside of the buildings.
9. Complete and provide a satisfactory criminal record check, which must be renewed every five years.

## **Legislative Assembly Protective Services (LAPS) Handgun Qualification Training Standards – Appendix 2**

### **Purpose**

All LAPS officers must have the ability to safely handle and deploy their issued handgun and to articulate the requirements for the display and use of the handgun.

### **Definitions**

*Firearm*: a firearm as defined in section 2 of the Criminal Code of Canada (which includes a handgun)

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

*NUFF*: National Use of Force Framework

### **LAPS Issued Firearm**

All qualified LAPS Officers will be provided their own Handgun. The approved firearm(s) and model(s) for the department will be utilized.

### **Requirements for Qualification**

- LAPS Officers are required to successfully complete and pass the B.C. Police Pistol Shoot.
- LAPS Officers are required to qualify a minimum of once annually with their issued handgun or handguns.

### **Failure to Qualify**

Any LAPS officer who fails to qualify with their issued handgun will not be permitted to carry the handgun.

Remedial training and additional opportunities to qualify will be provided to Constables failing to qualify. Repeated failure to qualify may result in termination of employment.

**Legislative Assembly Protective Services (LAPS)  
Conducted Energy Weapon Qualification Training Standards – Appendix 3**

**Purpose**

All LAPS officers must have the ability to safely handle and deploy their Conducted Energy Weapon (“CEW”) and to articulate the requirements for the display and use of the CEW.

**Definitions**

*CEW*: a weapon that when discharged uses a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

*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

**LAPS Issued Conducted Energy Weapons**

LAPS CEWs are controlled equipment that are shared rotationally amongst qualified officers. The approved CEW model for the Department will be utilized.

**Requirements for Qualification**

CEW Operators are required to qualify every calendar year on a Department approved CEW.

The qualification requirements include but are not limited to the following:

- Review of the topics contained in the BC CEW On-line Operator Training course
- Skill evaluation and a practical assessment of the Officer’s ability to deploy the CEW as required by the NUFF.

**Unintentional Discharge of a CEW**

An unintentional discharge is any discharge of a CEW that is unintended, accidental, or negligent. Any LAPS officer who has an unintentional discharge is deemed “not qualified”. Officers will be required to complete a practical skills assessment with a CEW Instructor and if the CEW Instructors feel further training is required the officer may also be required to complete the BC CEW On-line Operator Training course.

**Failure to Qualify**

Any LAPS officer who fails to qualify with an issued CEW will not be permitted to carry the CEW.

Remedial training and additional opportunities to qualify will be provided to Constables failing to qualify. Repeated failure to qualify may result in termination of employment.

## **Legislative Assembly Protective Services (LAPS) Baton Qualification Training Standards – Appendix 4**

### **Purpose**

ALL LAPS officers must have the ability to safely handle and deploy their Baton and to articulate the requirements for the display and the use of the Baton.

### **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.

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

*NUFF*: National Use of Force Framework

### **LAPS Issued Batons**

All qualified LAPS Officers will be provided their own Baton. The approved Baton model for the Department will be utilized.

### **Requirements for Qualification**

LAPS officers are required to qualify a minimum of once every three calendar years with their issued Baton. Qualification requirements include but are not limited to:

- Attendance at 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
- A practical assessment of the Officer’s ability to deploy the baton as required by NUFF.

### **Failure to Qualify**

Any LAPS officer who fails to qualify with their issued baton will not be permitted to carry their baton. Remedial training and additional opportunities to qualify will be provided to Constables failing to qualify. Repeated failure to qualify may result in termination of employment.

**Legislative Assembly Protective Services (LAPS)  
Oleoresin Capsicum (OC) Qualification Training Standards – Appendix 5**

**Purpose**

All LAPS officers must have the ability to safely handle and deploy Oleoresin Capsicum (OC) spray and to articulate the requirements for the display and use of the 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:* a LAPS Special Provincial constable appointed under the Section 9 of the *Police Act*

*NUFF:* National Use of Force Framework

**LAPS Issued OC Spray**

All qualified LAPS Officers will be provided their own OC Spray. The approved OC Spray for the Department will be utilized.

**Requirements for Qualification**

- LAPS officers are required to qualify a minimum of once every three calendar years in the deployment of OC spray.
- Requirements for qualification include, but are not limited to 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
- An assessment of practical skills by the Instructor.

**Failure to Qualify**

Any LAPS officer who fails to qualify in the deployment of OC spray will not be permitted to carry OC spray. Remedial training and additional opportunities to qualify will be provided to Constables failing to qualify. Repeated failure to qualify may result in termination of employment.