

Job Title	Special Constable	Classification	Grid Level 21
Department	Sergeant-at-Arms	Date Updated	January 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 a Sergeant, the Special Provincial Constable (Constable) is 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 crimes, damage or loss to persons and property, and enforce laws, regulations and safety using preventative policing tactics.
- Uses police knowledge to assess, report or investigate threat/security risks of individuals or groups according to established protocols.
- Responds to complaints, conducts investigations and prepares evidence for court proceedings as required.
- Provides security at meetings and special escort services to MLA’s or others when required.
- Monitors and tests alarm and communication systems including the Legislative Precinct radio net, CCTV system, Personal and Intruder alarms, and the computerized Card Lock system.
- Performs a variety of roles in response to emergency or disaster events and performs CPR and

Emergency First Aid procedures as required.

- Operates the Legislative Precinct Control Desk, coordinates security communication, answers inquiries, and provides administrative and other support to security operations of the Legislative Assembly.
- Contributes to planning strategies and tactics for security of specific events in conjunction with the Operations Commander, Deputy Sergeant-at-Arms, Protocol and Events staff, and external policing entities such as Victoria City Police and RCMP.
- 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.
- Monitors, tracks, and records a variety of emergency and security related activities ensuring reports are maintained in accordance with procedures and standards.
- Acts as a resource to visitors, provides information and supports coordination and delivery of other visitor services and Legislative Assembly events.
- As a policing authority role, applies problem solving, mediation and tactical communication techniques to calm, persuade, warn, and, if necessary, physically intervene to restrain, remove or arrest persons with the appropriate level of force required and as authorized within the Criminal Code. Must apply significant decision making and independence in carrying out the duties associated with a Special Provincial Constable, subject to the restrictions in the appointment and associated regulations.
- Responsible for interpreting and applying all Use of Force standards and regulations as set out by Police Services and other regulatory bodies.
- LAPS Constables have the powers, duties and immunities of a peace officer and constable at common law or under any Act, limited in jurisdiction to the restrictions and are responsible and accountable to their authorities within the Criminal Code.
- Responsible for the care, maintenance, protection, and control of all issued equipment including firearms and all other force option equipment.
- 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

Special Provincial Constable

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Must have at least five years of policing experience within a Commonwealth jurisdiction within the last three years.
- Experience interacting with people under difficult or stressful circumstances.
- Must complete and provide a satisfactory criminal record check, which must be renewed every five years.

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, illustrating a strong commitment to service excellence.
- Ability to meet and maintain Physical Testing requirements designed to assess their suitability for a role as a Special Provincial Constable and will be assessed annually.
- Ability to meet and maintain Psychological Assessment designed to assess their suitability for a role as a Special Provincial Constable.
- 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 and maintain the Training Standards necessary for qualification with the following:
 - Handgun - see **Appendix 2**
 - Conducted Energy Weapon – see **Appendix 3**
 - Baton – see **Appendix 4**
 - Oleoresin Capsicum – see **Appendix 5**
 - Emergency First Aid/Level “C” CPR
- Ability to participate in specialized teams, including obtaining and maintaining HAZMAT/CBRN training and certification.
- 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 work both as a team member and independently.
- Ability to take initiative to complete tasks and demonstrate a strong organizational commitment.
- Ability to maintain privacy, confidentiality and security of information that is not public information.
- Ability to work a combination of shifts based on organizational needs: day shift consisting of Monday to Friday (70 hours bi-weekly) or a rotating 12-hour shift working two days, two nights followed by four days off.
- Ability to work outside in all weather conditions.

**British Columbia 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.

**British Columbia 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.

**British Columbia 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.

**British Columbia 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.

**British Columbia 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.