

Job Profile: Admissibility Analyst

Classification:	A024	Position:	00131431; 00131432
Reports to:	Team Lead, Oversight Operations	Location:	Greater Victoria, BC

CONTEXT

The Office of the Police Complaint Commissioner (OPCC) is a civilian, independent office of the Legislature which oversees and monitors complaints and investigations involving municipal police in British Columbia and is responsible for the administration of discipline and proceedings under the *Police Act*. Pursuant to the legislation, the OPCC is required to determine whether registered complaints are admissible or inadmissible. Conducting admissibility analysis can be complex with a high degree of responsibility due to the seriousness or high-profile nature of the allegations. The admissibility process involves a broad range of nuanced issues that requires the application of relevant legislation and an understanding of the police complaint process and police powers.

JOB OVERVIEW

Reporting to a Team Lead, the Admissibility Analyst will be responsible for reviewing complaints for allegation(s) of misconduct and determining whether the allegation(s) meets the definition of misconduct pursuant to the *Police Act*. In addition, the Admissibility Analyst conducts assessments of admissible complaints to determine whether or not the complaint is suitable for Alternative Dispute Resolution. Where necessary, the Admissibility Analyst provides briefings and recommendations to the Police Complaint Commissioner, the Deputy Police Complaint Commissioner, and Management; drafts appropriate Notices of decisions; communicates with complainants in writing and verbally for further information; and informs, advises, and assists complainants as needed.

ACCOUNTABILITIES

- Understanding the requirements and nuances of the *Police Act* legislation and the mandate and priorities of the Police Complaint Commissioner, conduct analysis of the assigned registered complaints to determine whether police complaints are admissible or inadmissible pursuant to the *Police Act*.
- Ensure the analysis performed includes the use of GBA+, trauma informed and culturally competent perspectives/approaches.
- Assess admissible complaints for suitability to engage in Alternative Dispute Resolution (Division 4 of the *Police Act*) based on statutory guidelines and provide recommendations.
- Communicate with complainants to obtain and document additional information to assist in making a principled decision on the allegations contained in the complaint.

- Thoroughly document information and decisions in case notes with reasons.
- Prepare Notices of decision for review and approval by supervisors to ensure decisions are adequately and appropriately recorded in accordance with the *Police Act* for dissemination to complainants and police departments.
- Provide written reasons for decisions that are well-articulated, consistent with statutory requirements and clearly explain the screening rationale.
- Where necessary, prepare written briefing notes with sound and well-analyzed recommendations and/or provide verbal briefings for the Police Complaint Commissioner and Deputy Police Complaint Commissioner and Management on complex and/or high-profile matters of admissibility.
- Liaise with police department Professional Standards Sections for case specific information to assist in determining the admissibility of a complaint.
- Support the OPCC with other functions as required.

SELECTION CRITERIA

Required qualifications:

- A university degree in a related field such as law, criminology, sociology, psychology, public administration, or social sciences; OR an equivalent combination of education and experience may be considered.
 - An equivalent combination of education includes successful completion of post-secondary courses in a related field and a minimum of [2] years' experience summarizing and analyzing large volumes of complex information in a legislative, policy, law enforcement, or regulatory environment.
- Experience in applying an analytical framework to complex situations in a legislative, policy, or regulatory environment.
- Experience preparing written decisions with sound analysis of relevant issues.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or *Criminal Records Review Act* (CRRA) check, and/or enhanced security screening checks as required.

Preferred qualifications:

- Demonstrated experience with or understanding of the issues related to policing and diverse groups or communities such as Black, Indigenous, or People of Colour, LGBTQ2S+, and People with disabilities.
- Demonstrated experience with or understanding of the issues related to policing and vulnerable populations (e.g., mental health conditions, social conditions, or poverty).
- Experience or training in trauma-informed and cultural safety practices.
- Fluency in more than one language.
- Experience in applying administrative law or criminal law/procedures.
- Self-identification as a woman, visible minority, Indigenous person, person with a disability, person of diverse sexual orientation, gender identity or expression (LGBTQ2S+), or person who may contribute to diversity in the BC Public Service.

Knowledge, Skills and Abilities

- Knowledge of the mandate and operation of the OPCC and the *Police Act*.
- Knowledge of the principles of administrative law and natural justice.

- Ability to effectively and professionally communicate verbally and in writing to diverse audiences and to produce concise, error-free documents and reports.
- Ability to communicate with unreasonable people, demonstrating understanding, patience, and diplomacy.
- Ability to actively interview and effectively receive relevant information from complainants.
- Demonstrated skill in operating relevant computer programs and databases.
- Exceptional organizational skills with the ability to meet deadlines, organize and prioritize high volumes of time sensitive and confidential information.

Indigenous Relations Behavioral Competencies:

Empathy is the ability to recognize, understand and directly experience the emotion of another. It involves listening with heart, accepting their message, and staying focused on their experience rather than reacting. It means understanding that the behaviour may be connected to something outside of the immediate situation.

Cultural Agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all.

Open Listening is letting go of conventional means of listening. It means listening to and valuing the telling of stories, and letting pauses in conversation extend into silence rather than jumping in to dispute, agree, question, or move on. It is an awareness of personal bias or judgement and its effect on one's ability to hear.

Competencies

Integrity refers to actions that are consistent with what one says are important. People with integrity 'walk the talk' by communicating intentions, ideas and feelings openly and directly and welcoming openness and honesty even in difficult negotiations.

Analytical thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause and effect relationships ('if...then...') to resolve problems in a sound, decisive manner. It checks to ensure the validity or accuracy of all information.

Problem solving and judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Teamwork and cooperation is the ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Information seeking is driven by a desire to know more about things, people, or issues. It implies going beyond the questions that are routine or required in the job. It may include 'digging' or pressing for exact information, resolution of discrepancies by asking a series of questions, or less focused

environmental 'scanning' for potential opportunities or miscellaneous information that may be of future use.

Office of the Police Complaint Commissioner

*Engaging in effective civilian oversight that provides accountability
and builds public confidence in policing.*

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