

## Electronic Surveillance Monitor, Team Lead

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### **DEFINITION**

This is complex supervisory, operational and administrative work involved in the interception, storage and disposition of private communications and related police exhibits in accordance with the Criminal Code of Canada and the policies and procedures of the Edmonton Police Service.

The work performed requires the incumbent to work independently and with little supervision. Decisions are made independently with respect to issues that may arise during wiretap. Consequence of error is significant in the implementation of court orders relating to interception of private communications. Established legal procedures and statutes govern major aspects of the work performed.

This position acts as a point of contact with police investigators in the Edmonton Police Service (EPS), the Royal Canadian Mounted Police (RCMP) and Joint Forces in order to keep them fully informed about evidence materializing in the investigation relating to the Interception of Private Communications. In order to accurately assess this information it is important the incumbent remains cognizant of the ongoing developments of the investigation.

Supervision is exercised over a group of employees and includes hiring, training, coaching and counselling and performance evaluation. Incumbents are expected to perform the role of the Electronic Surveillance Monitor with respect to the handling of the Police exhibits and ensuring that the integrity of the court order and lawful compliance is followed by the Electronic Surveillance Monitors (ESM's) and police investigators at all times.

### **TYPICAL DUTIES** \*

Maintains all operational office activities of the ESM unit; plan the work and supervise a group of employees engaged in performing complex tasks; check the work for accuracy and correct errors; advise unit of new or revised policies or procedures.

Liaises with EPS members involved in Part VI investigations. Alerts, requests, directives replies and other communications between investigators and the ESM team are channelled through the Team Lead.

Liaises with telephone providers (Telus, Bell, Rogers, etc.) regarding Part VI the interception of communications, requiring immediate action or assistance, subscriber requests, production orders, search warrants and other assistance situations.

Manages the Authorization process including: orienting Investigators and ESMs; assessing and setting operation priorities when dealing with the facilitation of multiple Authorizations; maintenance, statistics and disclosure for litigation purposes.

Maintains the integrity of the interception of private communications during the facilitation of an Authorization by reviewing and assessing interception protocols, procedures and practices utilized by ESMs and Investigators to ensure they are lawful and ethical and adhere to the Criminal Code of Canada and the Edmonton Police Service.

Ensure proper records and exhibit continuity is maintained to satisfy scrutiny of the courts. Maintains comprehensive records and complies with disposition instructions received. Conducts assessments of documents, records and disposition and how it impacts the management of the information and the continuity of police exhibits within EPS.

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Evidence handling which includes the continuity of the Judges order, ensuring all ESMs and police officers related to the investigation read and sign the Judges order, continuity of the media on which the intercepted calls are recorded and maintained, preparation of CDs containing the lawful intercepted communications, verbatim transcripts, and all disclosure of all calls intercepted.

Assist the Sergeant in Warrant & Privacy Unit with the preparation of Affidavits and Authorizations for lawful wiretaps and proofread prepared documents.

Assists EPS members with the preparation of Production Orders as they relate to historical telephone data or live data intercepts (DNR).

Perform other duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the legal terminology, principles and practices related to interception of private communication, including Part VI of the Criminal Code of Canada.

Knowledge of policies and procedures within a police environment and the execution of court authorized documents.

Knowledge of chain of evidence and court proceedings.

Ability to make decisions in accordance with established policies, procedures and the Criminal Code of Canada.

Ability to operate specialized software programs and troubleshoot systems.

Ability to clearly and effectively communicate to convey specific information regarding the interception of private communications to varying levels of EPS and court officials.

Ability to direct and supervise the work of others, including coaching and mentoring of permanent and temporary/casual sworn and civilian employees.

Analysis skills to describe and determine complex, diverse issues and prepare substantiating reports.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### **Job Level**

Office Assistant Certificate including legal course work or other appropriate certificate program from an approved post secondary institute; additionally supervisory course work and 5 years experience in Electronic Surveillance Monitoring or progressively responsible police operational experience and some supervisory experience.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2240		2241	
Grade	016		018	

Originated: 2010  
 Last Updated:  
 Previous Updates: