

**Role:**

The *Civil Emergency Measures Act* (CEMA) – Compliance Investigators are enforcement officers charged to carry out directions from the Civil Emergency Planning Officer in relation to all COVID-19-related CEMA Orders.

**Duties (summarized from JD):**

- Receive public complaints of non-compliance with the CEMA legislation, ministerial orders or health orders related to the COVID-19 response.
- Follow up with complainants to gather accurate, timely information.
- Investigate reports of non-compliance to determine whether or not a breach of the orders has occurred.
- In cases where the orders have not been followed, the investigators will contact the individual(s) involved to clarify the behaviors that are required. Investigators will take all steps necessary to ensure future compliance with CEMA Orders.
- In cases where the complaint has been based on misinformation or misinterpretation of the CEMA Orders, the investigators will provide accurate, clear instructions to resolve any misinformation and to promote public compliance.
- In rare cases where the results of investigation determine that non-compliance has been purposeful, culpable or intentional, the Investigators may issue sanctions under the *Summary Convictions Act*.

**Essential Qualifications:**

- Post-Secondary Education, preferably in Criminology, Resource Management, Police foundations or Peace Officer training from a recognized academy or college;
- Previous experience with regulatory compliance or the enforcement of Acts and Regulations;
- Investigative experience in policing, by-law enforcement or other law-enforcement environments, would be considered an asset; and
- Experience in interpreting and applying relevant legislation, preparing court affidavits and documents to testify in court, would be considered an asset.

**Desired Knowledge, Skills and Suitability:**

- Excellent communication skills;

- Ability to educate the public about current legislation related to Emergency Health Orders and, when necessary, administer sanctions according to Yukon's *Summary Convictions Act* which may require a court appearance;
- Ability to deal with and deescalate potentially hostile individuals who may not agree with Health Emergency Orders or the government's pandemic response; and
- Good documentation skills using personal notes and computerized records.

**Conditions of Employment:**

- Pass a Criminal Records Check
- Model appropriate behavior with respect to Emergency Health Orders and promote compliance through the positive example each investigator sets for the public through daily interactions.

**Job Requirements:**

- Ability to work outdoors when required, occasionally in inclement conditions
- Wear an issued uniform
- Possess a valid Yukon, or equivalent, Driver's License
- Work a four day on / four day off shift pattern averaging 70 hours bi-weekly or, if directed, a Mon-Fri shift pattern