

JOB DESCRIPTION

TITLE: *Chief Constable
Delta Police Department*

RANK: *Chief Constable*

SUPERVISOR: *Delta Police Board*

OTHER SUPERVISION RECEIVED: *Attorney General of B.C.*

SUMMARY

Develops and implements the operating philosophy of the Police Department; plans and directs the police and administrative operations of the Police Department; manages the day-to-day operations of the Police Department; plans, directs and implements the community-based orientation of policing services; represents the Police Board in municipal, provincial and federal jurisdictions.

DESCRIPTION OF DUTIES

- 1) **Develops and implements the operating philosophy of the Police Department to ensure a participatory, effective environment for all uniformed and civilian members:**
 - * writes and updates General Orders on all procedural and administrative aspects of police operations and ensuring 12 month revision/update;
 - provides training for senior officers in the theory and application of management principles to ensure an appropriate, relevant supervisory response to operational problems;
 - initiates and monitors the Management Team process to provide a forum for the review of communications and operational issues;
 - responds to the questions and concerns of Police Department personnel;
 - provides guidance and encouragement to individual officers, and provides feedback on performance;

- assesses Audit Committee reports and takes corrective actions to ensure that organization values, policies and procedures are respected;
- provides a positive role model to Police Department personnel;
- tours the municipality and solicits feedback from all ranks through formal and informal contacts.

2) **Plans and directs the policing and administrative operations of the Police Department in accordance with Federal and Provincial legislation, and the directives of the Police Board.**

- maintains up-to-date knowledge of the legislative and regulatory environment governing the provision of policing services;
- reviews Delta Police Department's Policies and Procedures for consistency with current legislation and the policy directions of the Police Board;
- prepares strategic plans to ensure an appropriate level of policing service for the future needs of the municipality;
- analyzes budget submissions from administrative and operational staff for conformity with current and future requirements, and directs revisions as appropriate;
- presents operational budget to the Board and supervises the administration of approved budgets;
- develops issues and operational policies in response to Board directives;
- researches issues related to the negotiation and administration of working agreements, and advises the Board in its negotiations with the Delta Police Association;
- develops and implements Police Department strategies with respect to current/emerging social issues, such as environmental law enforcement and family violence.

3) **Manages the day-to-day operations of the Police Department:**

- sets priorities and delegates tasks for, and evaluates the performance of the Deputy Chief Constable.
- analyzes daily status reports and discusses concerns identified by department officers;
- reviews reports of major occurrences to ensure that all legal and department procedures have been followed;
- ensures major occurrences are handled appropriately;
- reviews and approves expenditures;
- reviews and delegates incoming correspondence to senior officers;
- analyzes submitted grievances to determine whether working agreement and/or general orders infractions have occurred;
- reviews background information and acts as mediator in the resolution of internal conflicts;
- participates in Management Team meetings;
- ensures that operations are conducted in conformity with Police and Procedures, the working agreement and relevant legislation.

4) **Plans, directs and implements the community-based orientation of the police Department in order to maintain effective working relationships between the Police Department and the community, and in order to improve the safety, security and quality of life in the Municipality:**

- meets Municipal representatives to establish the objectives and evaluation criteria for community-based policing;
- oversees the design and implementation of a community consultation process;
- monitors consultation activities to ensure that the policing concerns of communities within the Municipality are effectively communicated;

- reviews the organizational design of the Police Department to determine procedural or structural changes required to increase the effectiveness of the consultation process;
 - promotes the concept of a police response which combines proactive, reactive and preventive elements to the department's members;
 - responds to questions related to community/police issues from the public and the media.
- 5) Represents the Delta Police Department in Municipal, Provincial and Federal Jurisdictions:
- participates in meetings of Municipal Chiefs of Police, BCACP, CACP and IACP in order to update knowledge of new/contemporary developments in policing methods and technologies;
 - participates in Provincial and National committees to develop responses to social, environmental and professional issues affecting police services:
 - liaises with Municipal government representatives to exchange information on the demographics, economic development and police services requirements of the Municipality;
 - speaks on Police Department philosophy and methods to service groups, conference delegates, elected officials and community groups;
 - participates in ceremonial events such as Remembrance Day parades, state visits and graduation ceremonies.