

TITLE: Chief of Police

REPORTS TO: Board of Police Commissioners

SUBORDINATE POSITIONS:

Police Officers and Staff  
Auxiliary members

### **POSITION SUMMARY:**

The Chief of Police shall, subject to the authority of the Board, be responsible for the general administration, direction and discipline of the Service, and shall report to the Board of Police Commissioners as per the Nova Scotia Police Act and the Municipal Government Act. The Chief will also be expected to work cooperatively with Town staff with respect to administrative matters such as payroll, finance, Town policies, etc.

### **RESPONSIBILITIES**

#### **BOARD OF POLICE COMMISSIONERS**

1. The Chief of Police shall, whenever practical, attend all meetings of the Board.

#### **FINANCE**

1. Ensures that all expenditures related to police activities are made in accordance with policies approved by Council relating to expenditures of money.
2. Prepares and monitors annual budgets throughout the year.

#### **ADMINISTRATION**

1. Responsible for the Annapolis Royal Police Service (ARP) and the actions of its officers.
2. Enforces provincial and federal laws and Town by-laws.
3. Acts as Occupational Health and Safety Officer for ARP.
4. Acts as Public Relations Officer for the dissemination of information relating to policing.
5. Observes Standard Operating Procedures for ARP.
6. Responsible for scheduling, vehicle maintenance, equipment and equipment maintenance, training, quarters, clothing, uniforms, investigations, public complaints, computer purchase and community-based policing.
7. Also performs the duties of a Duty Officer as required.
8. Participates in the Town's management team.
9. Acts as Traffic Authority for the Town as appointed by Council, as required.
10. All other duties and responsibilities as required by the Board of Police Commissioners.

## **SPECIFICATIONS FOR CHIEF OF POLICE**

### **BASIC REQUIREMENTS:**

**CERTIFICATION:** Handgun certification (9mm pistol)  
Use of Force Certification  
Use of Pepper Spray Certification  
Taser Certification  
CPR and First Aid certification  
Valid Nova Scotia Class 5 driver's license

**EDUCATION:** Basic Police training completed at an approved Canadian Police academy  
Bachelor's degree or an equivalency combination of education and experience  
Successful completion of investigator's course(s)  
Successful completion of a Senior Police Administrative Course (SPAC) from a recognized training facility, or an equivalent combination of experience and education;

**EXPERIENCE:** A minimum of 15 years' policing experience (5 years as a police leader).

### **RATED REQUIREMENTS:**

#### **KNOWLEDGE**

1. Thorough knowledge of the relevant provisions of the Nova Scotia Police Act and Regulations, Criminal Code, the Charter of Rights and Freedoms, the Motor Vehicle Act, Town by-laws and other relevant federal and provincial legislation
2. Working knowledge and relationship with the Provincial Department of Justice (DOJ)
2. Thorough knowledge of Statistics Canada requirements (Unit Crime Reporting)
3. Thorough knowledge of Provincial Freedom of Information/Protection of Privacy (FOIPOP) legislation
4. Good knowledge and use of Police and Justice databases including but not limited to:
  - a. Canadian Police Information Centre (CPIC), including CPIC Maintenance
  - b. Police Reporting and Occurrence System (PROS)
  - c. Nova Scotia Justice Enterprise Information Network (JEIN)
  - d. Canadian Justice Information Management (CJIM)
  - e. Canadian Firearms Registry On-Line (CFRO) and Firearms Reference Table (FRT)
5. Thorough knowledge of powers of arrest and use of force
6. Good knowledge of the area, people and businesses operating within its boundaries
7. Good knowledge of radar operation
8. Thorough knowledge of Standard Operating Procedures for Police Service
9. Good knowledge of principles for application of the law
10. Good knowledge of finance and budgeting

11. Good knowledge of effective management principles
12. Good knowledge of basic accounting principles

### **ABILITY**

1. To effectively use a personal computer
2. To conduct/provide effective public relations
3. To accurately interpret relevant legislation
4. To competently take control of situations as they arise
5. To effectively and appropriately confront individuals as and when required
6. To communicate effectively orally and in writing
7. To effectively identify with people
8. To effectively enforce the law
9. To effectively defuse conflict situations
11. To manage effectively and efficiently
12. To investigate complaints effectively
13. To think quickly and rationally
14. To listen well

### **PERSONAL SUITABILITY**

1. Initiative
2. Integrity
3. Professionalism
4. Tact and judgement
5. Effective interpersonal skills
6. Responsiveness
7. Self control
8. Effective listening skills
9. Neatness and tidiness
10. Flexibility and adaptability
11. Dedication
12. Accuracy
13. Empathy
14. Firmness
15. Versatility
16. Discretion
17. Open minded
18. Objectivity

## **CRITICAL ACCOUNTABILITIES FOR POLICE CHIEF**

### **1. Public safety and security**

- a public safety and security plan is in place
- the public safety and security plan is followed
- the plan is regularly communicated to the public
- the public is aware of the Town's crime prevention program
- all reported incidents are thoroughly investigated

*Measures: crime statistics*

### **2. Client Service**

- there is prompt follow-up on all incidents as they arise
- all victims are contacted on a regular basis to keep them informed of what is happening with investigations and process
- all related persons in investigations are contacted
- all telephone calls, faxes and e-mails receive a response within (standard to be negotiated with incumbent) hours
- all contacts receive a professional and proactive response
- the Service is responsive to direction from the Board of Police Commissioners, Town Council, and the CAO with respect to administrative matters

*Measures: degree of client satisfaction with each interaction based on feedback from individuals, organizations and groups. The Town standard requires service that meets or exceeds expectations.*

### **3. Documentation**

- approved Department of Justice and ARP forms must be used
- An Investigator's Checklist is completed for each file and all information is entered on the Checklist as it comes in
- a comprehensive, accurate, and Board approved service supplement to the current Provincial Standing Operating Procedure on file/case management is in place and adhered to (the supplement includes file structure, reporting procedure and investigative/supervisory responsibility)
- A policy is in place outlining the structure of an investigative file and the policy is adhered to
- All investigations and files submitted by members of the Service are regularly reviewed for completeness and to ensure that all investigative steps have been taken
- the SOP manual is always complete and up to date
- closed investigative files include a reason for closure
- files of all criminal investigations are maintained in PROS and in hard copy format, if required

- VICLAS submissions are identified and made to the Provincial VICLAS Coordinator, in accordance with policy
- the exhibit/property room is regularly audited, and appropriate action is taken to dispose of exhibits in accordance with current law and policy
- a bring forward system is in place for all MOUs, contracts and/or leases pertaining to the Service
- all files prepared for closure are reviewed within one week and either signed off or referred for appropriate action
- Every attempt is made to close files as soon as possible
- All required paperwork relating to charges is accurate, comprehensive, and completed in a timely fashion

*Measures: Annual and periodic audits*

#### **4. Planning**

- a sound public safety and security plan is in place for the Town
- the plan contains a well-documented, effective, and proactive crime prevention program
- an annual business plan is prepared and updated for the Service
- meaningful input is provided to the Towns strategic planning process annually and on an ongoing basis
- training plans are updated annually and more often, as required

*Measures: as above*

#### **5. Financial Management**

- effective and comprehensive budgets are prepared well in advance of fiscal year end
- budgets are adhered to and anything unforeseen is properly documented and explained before any financial commitments are made

*Measures: as above*

#### **6. Human Resource Management**

- adherence to the Town Employment Agreement by members of the Annapolis Royal Police Service
- all training and recertification requirements are identified annually well in advance and a bring forward system for required training is in place for all members of the Service
- all members receive all required training when it is available
- all members are advised of changes, updates and new Provincial Standard Operating Procedures as and when they are received, and a record of such notification is retained on file
- A sign-off procedure is in place to ensure that members have read and understood any changes

- members are subject to regular and ongoing performance management
- members are productive
- members are satisfied with their job

*Measures: based on review of employee personnel files and feedback from members*