

## VANCOUVER POLICE DEPARTMENT POSITION PROFILE

**Rank:** Inspector

*Last Updated: Nov 19, 2008*

**Section/Unit:** Major Crime

**Summary:** Responsible for the management and coordination of all activities of the Major Crime Section in-conjunction with the goals & objectives of the Division and Department; creates a positive environment and motivates members to achieve organizational goals.

### FUNCTIONS

<b>Planning</b>	<b>Goal Setting:</b> Facilitates the establishment of goals and objectives for the Section/District and assists in devising strategies for achievement of these goals. Sets and communicates standards. <b>Budget Maintenance:</b> Ensures operating budgets are maintained, using established practices and existing information systems.
<b>Organizing</b>	<b>Human Resources:</b> Deploys members in accordance with Section/District objectives, safety considerations, labour relations guidelines, personnel compatibility and crime analysis projections. <b>Non Human Resources:</b> Ensures mandates, finances, organizational structures, facilities and other resources are organized in accordance with the above considerations.
<b>Leading &amp; Directing</b>	<b>Performance Development:</b> Ensures performance development systems and accountability mechanisms are in place within their District/Section and ensures performance reviews are done. Identifies performance standards for Sergeants, monitors individual performance, provides and solicits feedback and assists Sergeants in eliminating gaps in performance. Completes formal reports on members performance. <b>Motivation:</b> Creates an environment that is positive and encouraging and assists members to reconcile their personal goals with organizational goals.
<b>Problem Oriented Policing</b>	Participates in the community based policing model by acting as community team leader in identifying problems that damage the quality of life, then works through the community as a whole to find and apply solutions to those problems. Utilizes the formal problem solving process.
<b>Committee Work</b>	Actively involves self and others in committee work that furthers departmental and community interests.
<b>Generalist Duties</b>	Acts with full authority of the Deputy Chief Constable in his or her absence. Assists the Deputy Chief Constable on a variety of administrative matters; represents the Deputy Chief Constable and/or Chief Constable at meetings of public officials and citizen groups and performs related work as required.
<b>Controlling</b>	<b>Discipline:</b> Ensures discipline is maintained at the Sergeant level for dress and deportment, departmental regulations and legal requirements. Is the overall disciplinary authority for their District/Section (and others when assigned) in matters pertaining to labour relations issues. Ensures Departmental protocol is followed when dealing with labour process. Ensures performance problems and issues are dealt with proactively using a progressive discipline approach. <b>Administrative Controls:</b> Ensures administrative controls are in place to evaluate numerous functions including, budgets, operational deployment, authorized leaves, performance reviews and reconciliation accounting to ensure they fall within Departmental and divisional policies and guidelines. Ensures periodic audits are conducted to ensure objectives are met.

### CORE COMPETENCIES

<b>Coaching</b>	Providing instruction, guidance, advice and encouragement to help employees improve their job performance. <b>Performance Planning &amp; Review:</b> (Seeks improved individual and organizational performance and results.) Ensures regular employee based performance plans and reviews are conducted. <b>Mentoring:</b> Shows supervisors how to identify and meet developmental goals.
-----------------	--

## CORE COMPETENCIES

<b>Communication</b>	Clearly communicates orally and in writing. <b>Oral Communication:</b> Communicates clearly and concisely in group settings, in public forums and during organizational presentations. <b>Written Communication:</b> Prepares formal reports including budget submissions, clearly, concisely and in a manner consistent with better business practices.
<b>Community Focus</b>	Commitment to a community-based policing model that looks beyond immediate issues and searches for realistic longer term answers to complex community issues. <b>Public Participation</b> (Incorporates public input and feedback) Designs organizational processes to include public input. <b>Community Policing:</b> (Identifying and solving underlying community problems)Organizes meetings and consultation with local community groups. <b>Customer Focus:</b> (Develops organizational actions, values & services that focus on customer needs.) Develops policies and expectations based on customer centered organizational goals.
<b>Resource Management</b>	Works effectively and efficiently within financial, human and physical resources. <b>Work Management</b> (Manages multiple tasks and priorities for maximum personal and organizational success.) Prepares organizational plans and budgets, assigns duties, and measures outcomes to make optimum use of human, financial and physical resources. <b>Financial Planning</b> (Plans for the financial well being of the organization) Prepares and implements organizational budgets.
<b>Leadership</b>	Influencing, with integrity, others toward a desired direction to achieve the organization's mission goals, and fostering organizational values. <b>Goal Achievement</b> (Motivates and influences people toward the achievement of goals.) Effectively influences behaviours of individuals and teams to support organizational goals. <b>Fostering Values</b> (Demonstrates and promotes organizational values of the department) Communicates a positive future for the organization in ways that gain the support of others. <b>Planned Change</b> (Facilitates planned organizational change) Conducts, implements and evaluates planned change.
<b>Problem Solving &amp; Decision Making</b>	Analyzing and developing appropriate solutions to problems evaluating a course of actions reaching logical decisions. <b>Problem Solving:</b> Resolves problems using consultation and consensus when appropriate. <b>Decision Making:</b> Thinks creatively and strategically when making complex decisions, the results of which may represent a radical break with the past.

## POSITION SPECIFIC COMPETENCIES

<b>Position Specific Knowledge</b>	Demonstrates practical knowledge of the Major Crime Section including the police role, functions and related programs/initiatives. Exhibits good working knowledge of federal, provincial and municipal statutes. Demonstrates working knowledge of municipal government, including the functions of all City departments and of federal, provincial, regulatory, licensing, and other partnering agencies. Demonstrates practical understanding of Community Policing and its sub-component: Problem Oriented Policing.
<b>Organizational Awareness</b>	Demonstrates the ability to understand and manage relationships within the VPD and other groups, agencies or organizations. Recognizes who the key decision-makers are and predicts how new events or situations will affect all stakeholders. Operates effectively within the VPD's or other organization's informal structure.
<b>Financial Acumen</b>	Provides input into strategic financial planning as it relates to the City of Vancouver and the Vancouver Police Department. Ensures that their District/Section keeps within its budget and provides sound rationale when it exceeds its budget. Uses the SAP information system to guide financial decision-making.

**POSITION SPECIFIC COMPETENCIES**

**Teamwork**

Contributes to team activities, shares ideas/information and experience with team members, and demonstrates commitment to team decisions and goals. Participates effectively in group discussions and activities and encourages others to do the same. Provides direction, vision, support, and encouragement to teams, groups, and/or individuals

**QUALIFICATIONS/REQUIREMENTS**

**Experience: Type and Length**

Prior investigative experience

**Education:**

**Training:**

**Qualifications (Licences, Certificates, etc.):**

**Other:**

Strong file management and assignment skills

**Experience: Type and Length**

Broad range of experiences as a sergeant  
Prior investigative experience in Major Crime Section

**Education:**

University Degree

**Training:**

Microsoft Office  
COV-CMP Course  
SAP  
Major Case Management Team Commanders Course

**Qualifications (Licences, Certificates, etc.):**

Major Case Management Team Commander Accreditation

**Other:**

<b>Missing Women Commission of Inquiry</b>	
<b>EXHIBIT</b>	No: <b>50</b>
Date:	<b>December 15, 2011</b>
	<b>Registrar</b>