



Anishinabek Police Service

OUR VISION...

A professional Anishinabek Police Service that respects traditional cultural values and works cooperatively and effectively with the First Nation communities we serve.

OUR MISSION...

The Anishinabek Police Service provides for the safety and well-being of our communities and our citizens. We support victims of crime and are committed to the protection of inherent rights and freedoms. We work cooperatively with our communities and our citizens to address their needs and priorities through community involvement, public education and unbiased enforcement strategies. We provide these services and supports with transparency and accountability.

JOB DESCRIPTION

Position Title:	Constable – General Law Enforcement
Rank:	Ranging from Constable – Sr. Constable
Reports to:	Detachment Commander
Accountable to:	Deputy Police Chief
Location:	Anishinabek Police Service – Member Community Detachments
Hourly Rate:	Per the approved Officer Salary Grid

Summary of Function: The Constable – General Law Enforcement provides general law enforcement in all member communities. The Constable – General Law Enforcement ensures that tasks assigned by the Deputy Police Chief are complied with and that accountability is provided to not only the Police Chief but all staff members of the Anishinabek Police Service (APS) and the member First Nations maintaining the intent of the APS Mission Statement.

Desired Qualifications and Profile (Specific Competencies to Follow)

Qualifications	
Cultural Specific Knowledge of Service Area Population	<ul style="list-style-type: none"> ○ Knowledge of effective use and maintenance of community policing theory, philosophy appropriate for local Ojibwe/Cree customs and culture for the APS communities with respectfulness and sensitivity to the history and needs of Anishinabek persons.
Entry Qualifications including Technical Knowledge and Skills	<ul style="list-style-type: none"> ○ Proficiency in MS Office applications; CPIC software, Internet, Lotus Notes Designer, NICHE ○ Ontario Police College courses required include Basic Constable Level II and ongoing training at established policing training facilities ○ Use of Force certification ○ Effective management skills ensuring proper usage, compliance of policies, procedures relating to NICHE systems ○ Ability to learn very quickly in a fast paced environment; problem solve and exercise good judgment ○ Valid Class G Driver's License ○ Must be bondable
Education	<ul style="list-style-type: none"> ○ Minimum Grade 12 with possible College diploma in a related area
Experience	<ul style="list-style-type: none"> ○ Knowledge of First Nation, Province/Federal laws & statutes; ○ Knowledge of APS structure and activities; ○ Be of good moral character with no criminal record
Vision and Mission	<ul style="list-style-type: none"> ○ Demonstrates knowledge of organizational purpose – why the police service exists; ○ Demonstrates ability to identify how the position of the Constable relates to the police service vision, mission and organizational goals

Cultural Sensitivity	<ul style="list-style-type: none"> ○ Must be able to demonstrate knowledge of the police service’s vision and mission; ○ Provide effective, efficient and culturally sensitive police services; ○ Participation in personal and professional development learning opportunities for effective stress management and personal wellness
Personal Growth	<ul style="list-style-type: none"> ○ Actively participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development.
Added Skills	<ul style="list-style-type: none"> ○ Interpersonal, independence and team skills; organized; able to prioritize, multi-task; meet deadlines

Key Result Areas

- A. Delivers Culturally Sensitive approach in Services
 - Knowledge of various cultural diversities of APS communities and especially specific to Anishinaabe communities; communicate with members of the public and all justice partners in a sensitive and respectful manger
 - Demonstrate respect for Ojibwe/Cree traditions, language, customs and culture while carrying out duties
 - Fluency or knowledge, and willingness to learn and use the Ojibwe/Cree language in the workplace
- B. Contributes to Teamwork & Positive Working Relationships
 - Maintain a positive rapport and good working relationship with personnel of the police service and other justice partners; includes but is not limited to other police agencies, courts and other Anishinabek/non-Anishinaabe partner services located in APS service areas.
 - Demonstrates cooperativeness and enthusiasm when assisting others in the workplace to meet deadlines & other assignments

Major Responsibilities – Areas of Expected Competency

Competency 1: ***Keeps current with knowledge of community policing methods, statutes, regulations, policies, and procedures and service rules and the crime trends, demographics and geography of the member First Nations and their needs and objectives.***

Demonstrated and evidenced by:

- Appropriate knowledge of statutes including:
 - Applying commonly used statutes.
 - Ability to search statutes to find needed information.
- Adhering to policies and procedures consistently.
- Ability to locate and utilize relevant policies/directives, etc. when required.
- Knowledge of Crime Trends, demographics and geographic areas including:
 - Patrolling assigned areas to maintain a visible police presence.
 - Gathering intelligence on suspected criminal activity through patrols and community contacts.
 - Developing familiarity with streets and areas.
 - Ability to identify high-risk locations.
 - Inspecting businesses, public buildings, and homes to ensure they are secure
 - Developing and maintaining a thorough knowledge of the social, economic, cultural and physical characteristics of the community.
- Maintaining vehicle patrol operations, which include but are not limited to: radar equipment, license plate checks, issue warnings or Provincial Offence Notices, conduct sobriety and Roadside Screening tests; undertake assignments such as traffic point duty, selective enforcement assignments, prisoner escorts, crowd control, and other duties as required.

Competency 2: ***Investigates crimes and offences against statutes, apprehends and arrests suspects using the means necessary and justified in law to protect officers and the public***

Demonstrated and evidenced by:

- Preserving the peace
- Preventing crimes and other offences through effective prevention strategies which are modified to the need of the community including
 - Accident prevention strategies regarding the safe use of vehicles, vessels, etc.
 - Conducting preventative patrols to address safety concerns
 - Conducting crime prevention initiatives in conjunction with various policing and social services partners
- Responding to routine and emergency calls for service as directed by the Central Emergency Reporting Bureau or the officer's supervisor.
- Basic investigative techniques utilizing appropriate analytical, observation and awareness skills to:
 - Preserve and collect evidence;
 - Ensure acute awareness of all that is going on around them;
 - Collect all available information using all senses when required to analyze situations and make decisions;
- Knowledge and application in all situations, of appropriate health and safety measures including:
 - Use of Force Continuum;
 - Proficiency in use of all Use of Force Continuum options;
 - Awareness of personal safety and safety of others in all situations;
 - Appropriate use of learned Officer Safety Principles;
 - Maintaining Defensive Tactic Skills and personal fitness level;
 - Skill in application of first aid;
 - Conducting regular maintenance checks of equipment/vehicles (damage, fluid levels, cleanliness, etc.)
 - Safe and skillful operation of equipment including:
 - Radar;
 - Roadside Screening tests;
 - Personal equipment such as gloves;
 - Police vehicles – in both regular and emergency driving situations.
- Appropriately executing arrest warrants.
- Serving summonses, subpoenas and other court documents related to offences under relevant First nation, Federal and Provincial laws
- Searching for missing persons
- Good understanding of victim rights and needs and available Services such as VWAP, ViCars, etc.
- Appropriately referring victims for Service.
- Processing appropriate charges.
- Ensuring that arrested persons are informed of the reasons for arrest and rights to counsel
- Effectively interviewing and taking statements (First Officer on scene)
- Effectively interviewing witnesses and suspects and interacting with other bureaus (such as Investigation Services)
- Completing assigned calls for Service and other tasks properly and in a timely fashion.
- Using free time effectively (work time where no specific calls/duties assigned).
- Professional and proper use of radio, 10-codes, phonetic alphabet, etc.
- Utilizing computer skills including sound working knowledge of Enterpol and NICHE RMS, etc.;
- Appropriately documenting activities and completing reports including:
 - Maintaining notebooks and developing reports that are complete, clear, logical, accurate, purposeful, concise and legible in compliance with policy; processed in a timely fashion;
 - Use of proper grammar, spelling, terminology;

- Knowledge of what reports are required and when;
- Case Preparation with an ability to properly prepare/review Crown Briefs for content, facts-in-issue;
- Completing own computer work when practical.

Competency 3: *Effective internal and external relations achieved through appropriate communication and interpersonal skills*

Demonstrated and evidenced by:

- Excellent verbal and listening skills including:
 - Speaking clearly with proper volume and tone emphasis and in a confident manner in all situations including when speaking in front of a group
 - Giving concise, understandable, accurate directions/instruction.
 - Listening carefully for total meaning
 - Observing carefully for feelings, body language, hand and eye movements, etc.
- Effective interaction with the public and other agencies in an appropriate and professional manner (courteous, polite, and positive)
- Effective interaction with peers, co-workers and all others in the Police Service in a cooperative, respectful and professional manner including readily sharing own knowledge, credit and responsibility
- Participating in community events and cultural activities
- Effective interviewing, conflict avoidance, resolution and mediation skills including:
 - Knowledge and understanding of human behaviour;
 - Asking relevant questions (such as open ended questions);
 - Allowing time for responses;
 - Knowing how and when to intervene/moderate/negotiate/resolve disagreements in a non-argumentative fashion

Competency 4: *Personal attributes confirm leadership skills and high regard for professionalism*

Demonstrated and evidenced by:

- Adaptability and flexibility including:
 - Readily accepting all assigned tasks;
 - Readily accepting new work assignments;
 - Adjusting to changes in policy, procedure, methods, etc.
- Leadership skills including:
 - Taking control when appropriate or necessary
 - Accepting responsibility
 - Working well without supervision
 - Self-confidence and ability to motivate others
 - Working well independently and as a member of a team
 - Ability to support/build effective teams
 - Ability to analyze problems, make decisions and solve problems
 - Ability to self-assess, set own goals and work diligently toward achieving them
 - Demonstrating initiative in approach to work
 - Drawing from own experience to:
 - Apply previously learned knowledge and skills, etc. to new or unfamiliar situations

- Learn from mistakes
- Setting an example for others to follow
- Properly using discretion/judgment to:
 - Find appropriate solutions for all situations
 - Make sound decisions based on all available information

Competency 5: *Professional work ethic*

Demonstrated and evidenced by:

- Punctuality for work, breaks, court appearances, etc.
- Following schedule and appointments consistently
- Appropriate professional behaviour including:
 - Ability to separate personal and professional life, ensuring personal life does not adversely affect performance at work
 - Ability to complete required tasks in stressful situations
 - Ability to remain calm and in control of emotions and behaviour in stressful situations
- Maintaining professional appearance in compliance with policies
 - Attending work regularly (minimal incidents of absenteeism)
- Respect for authority including;
 - Accepting reasonable directions without complaint or question
 - Following the chain of command
 - Accepting constructive criticism

Equipment Used

All officers are required to comply with rules, regulations, and policy orders governing use of equipment and protective devices and co-operate with standards related to health and safety regulations, including but not limited to: firearms, handcuffs, oleoresin capsicum spray, expandable baton, mobile and portable radios, computer, police vehicles, radar, and roadside screening equipment.