



# Anishinabek Police Service

## OUR VISION...

*Safe and healthy Anishinabek communities.*

## OUR MISSION...

*Anishinabek Police Service provides effective, efficient, proud, trustworthy and accountable service that ensures Anishinabek, and its residents and visitors are safe and healthy while respecting traditional cultural values and the protection of inherent rights and freedoms on our traditional territories.*

## JOB DESCRIPTION

<b>Position Title:</b>	Detachment Commander
<b>Rank:</b>	Sergeant
<b>Reports to:</b>	Inspector - Director of Operations
<b>Accountable to:</b>	Police Chief
<b>Location:</b>	Anishinabek Police Service – Member Community Detachments
<b>Hourly Rate:</b>	Per the approved Officer Salary Grid

**Summary of Function:** The Detachment Commander directs the operation and administrative functions of the Police Detachment in the First Nation territories assigned to their area of responsibility. The Detachment Commander ensures that tasks assigned to subordinates 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 (Specific Competencies to Follow)	
<b>Cultural Specific Knowledge of Service Area Population</b>	<ul style="list-style-type: none"> <li>o 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.</li> </ul>
<b>Entry Qualifications including Technical Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>o Proficiency in MS Office applications; CPIC software, Internet, Lotus Notes Designer, NICHE</li> <li>o Ontario Police College courses required include Basic Constable Level II and ongoing training at established policing training facilities</li> <li>o Use of Force certification</li> <li>o Effective management skills ensuring proper usage, compliance of policies, procedures relating to records management systems</li> <li>o Ability to learn very quickly in a fast paced environment; problem solve and exercise good judgment</li> <li>o Valid Class G Driver's License</li> <li>o Must be trustworthy and able to successfully pass an intensive background investigation</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>o Minimum Grade 12 or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>o Knowledge of First Nation, Provincial/Federal laws &amp; statutes;</li> <li>o Knowledge of APS structure and activities;</li> </ul>
<b>Vision and Mission</b>	<ul style="list-style-type: none"> <li>o Demonstrates knowledge of organizational purpose – why the police service exists;</li> <li>o Demonstrates ability to identify how the position of the Detachment Commander relates to the police service vision, mission and organizational goals</li> </ul>
<b>Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>o Must be able to demonstrate knowledge of the police service's vision and mission;</li> <li>o Provide effective, efficient and culturally sensitive police services;</li> </ul>

	<ul style="list-style-type: none"> <li>○ Participation in personal and professional development learning opportunities for effective stress management and personal wellness</li> </ul>
<b>Personal Growth</b>	<ul style="list-style-type: none"> <li>○ Actively participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development.</li> </ul>
<b>Added Skills</b>	<ul style="list-style-type: none"> <li>○ Interpersonal, independence and team skills; organized; able to prioritize, multi-task; meet deadline</li> </ul>

**Key Result Areas**

- A. Actively engages in self-learning for delivery of Culturally Sensitive approach in Services, and ensures delivery of same
  - Knowledge of various cultural diversities of APS communities and especially specific to Anishinabek communities; communicate with members of the public and all justice partners in a sensitive and respectful manner
  - 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-Anishinabek 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:**        ***In consultation with the Regional Director of Operations performs administrative, operational, and managerial duties.***

**Demonstrated and evidenced by:**

- Delegating, monitoring and assessing responsibilities to subordinates in compliance with policy and in compliance with the A.P.S. Business Plan.
- Supervising and coordinating detachment human and physical resources. Establishing priorities and assigning duties.
- Liaising with Chief and Council and Community support services to ensure common goals are achieved through a cooperative effort.
- Securing internal/external resources as required in emergent situations in compliance with policy.
- Conducting investigations and assuming control of major incidents until relieved.
- Processing internal and public complaints through effective use of A.P.S. Professionalism Code
- Approving overtime and absences and monitoring sick credit usage, vacation credits, statutory holidays
- Approving expense claims, purchase orders, cheque requisitions, petty cash, revenue reports in compliance with policy
- Reporting deficiencies to supervisor and initiating corrective action
- Conducting operational/administrative detachment audits and implementing corrective action in compliance with APS policy
- Facilitating and supporting local police committee.
- Preserving the peace.
- Participating in community events and cultural activities.
- Monitoring expenditures to ensure compliance for financial requirements

**Competency 3:**        ***Provide supervision, leadership and advice to members assigned to their command while overseeing training, personnel evaluation, and overall personnel compliance with policies and procedures.***

**Demonstrated and evidenced by:**

- Effective managing of all staff including but not limited to identifying and ensuring appropriate staff training and development; and identifying personnel for promotional opportunities.
- Applying work performance standards consistently and fairly.
- Scheduling of annual mandatory training for uniform subordinates (BLOCK training, firearms qualification, etc).
- Ensuring a safe, dignified and respectable work environment for detachment personnel in terms of the Occupational Health and Safety Act, Contractual Agreements, Health and Safety Policies, Human Rights Code of Canada and applicable labour codes.

**Competency 4:**        ***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 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 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;
  - Schedule / Conduct regular maintenance checks of equipment/vehicles (damage, fluid levels, cleanliness, etc.)
  - Safe and skilful 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 Victims' Bill of Rights and needs and available Services such as VWAP, VCRS, etc.
- Making appropriate victim referrals
- Processing appropriate charges.
- Ensuring that arrested persons are informed of the reasons for arrest and rights to counsel
- Effectively interviewing and statement taking (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.;
- RMS approvals and tasking
- 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 5:            *Personal attributes confirm leadership skills and high regard for professionalism***

**Demonstrated and evidenced by:**

- Personally engaging in continuing education for professional development by attending required courses, reading related material, interacting with experts and pursuing other research or learning activities to obtain expertise.

- Leadership skills including:
  - Adaptability (changes personal plans for benefit of community and organization)
  - Personally adjusting to changes in policy, procedure, methods, etc.
  - Taking control when appropriate or necessary
  - Effectively manage change and ensure staff adjust to changes in policy, procedure, methods, etc.
  - Accepting responsibility
  - Act as a mentor and coach
  - Motivates others to meet goals and objectives
  - Innovative
  - In conjunction with the leadership team, creates a unit that is changing, evolving and continually improving
  - Demonstrates passion and an infectious energy
  - Comprehends the demands of the employee's job and the skills required to successfully complete assigned tasks
  - Works well without supervision and independently
  - Works well as a member of a team
  - Ability to self-assess, set own goals and work diligently toward achieving them (time management)
  - Demonstrating initiative in approach to work
  - Drawing from own experience to learn from mistakes
  - Setting an example for others to follow
  - Is a successful problem solver who is able to balance the needs of the community, organization, employee and their own"
- Effectively managing their staff training and development by creating learning plans and identifying personnel for promotional opportunities.
- Committing to performance and relationship management including ensuring appraisals are carried out for all employees and supported by up to date job descriptions and assessment tools.
- Effective Communication including:
  - Maintain effective external relationships 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
  - Appropriately encouraging input and feedback from personnel within the Anishinabek Police Service.
  - Seeks to find out all sides of an issue before making a decision that affects staff
  - Acknowledges and/or rewards their employees for their efforts in a timely and public manner
  - Ensures accountability by providing feedback (both when things are going well and when improvements are needed) to individuals in timely, meaningful manner while applying work performance standards consistently and fairly
  - Promotes team efforts and team recognition
  - Is available and approachable

**Competency 6:            *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.