



DEPUTY CHIEF OF POLICE

The Town of Bradford West Gwillimbury and the Town of Innisfil Police Services Board is currently inviting applications for the position of Deputy Chief of Police.

The South Simcoe Police Services Board is seeking to appoint a Deputy Chief of Police who has demonstrated strong leadership and exceptional personal character that will inspire the loyalty and confidence of the Service and community.

Under the direction of the Chief of Police, the Deputy Chief will be responsible for leading the development, implementation and communication of policing and operational support strategies needed to advance positive community safety and well-being outcomes.

The Deputy Chief will be responsible for implementing the goals, objectives, and priorities established by the Chief of Police and the Police Services Board through the strategic planning process and embrace the Service's Mission, Vision and Values.

The Deputy Chief will contribute to continued organizational success by playing a key role in managing the services human, financial and capital assets, and by pursuing excellence in community engagement, partnerships, planning and performance measurement. A thorough understanding of the challenges facing modern policing, a strong business acumen, and the ability to implement creative but practical solutions to the challenges of a growing community is key to this position.

The ideal candidate will have significant leadership experience as a sworn police officer and a demonstrated record of exceptional personal integrity, high ethical standards, and a commitment to continuous learning and education. The Deputy Chief will have a strong sense of community, possess excellent communication and interpersonal skills to build and maintain constructive relations with employees, the Police Associations, and a diverse group of government and community partners.

To be considered for this position, please submit your cover letter, resume and related information in confidence by 4:00 p.m. on October 22nd 2020 to the Board Administrator at Admin@sspboard.ca, attention Board Chair.

We thank all applicants; however only those selected for an interview will be contacted.

The South Simcoe Police Service is an equal opportunity employer and strives to ensure that it represents the diverse community it serves. The South Simcoe Police Service is committed to equitable treatment of all individuals in accordance with the Ontario Human Rights Code. Accommodation will be provided in accordance to the Ontario Human Rights Code and the position requirements.

South Simcoe Police Service

Job Description – Deputy Chief of Police

Under the direction of the Chief of Police, the Deputy Chief will be responsible for leading the development, implementation and communication of policing and operational support strategies needed to advance positive community safety and well-being outcomes.

The Deputy Chief will be responsible for implementing the goals, objectives, and priorities established by the Chief of Police and the Police Services Board through the strategic planning process and embrace the Service's Mission, Vision and Values.

The Deputy Chief will contribute to continued organizational success by playing a key role in managing the services human, financial and capital assets, and by pursuing excellence in community engagement, partnerships, planning and performance measurement. A thorough understanding of the challenges facing modern policing, a strong business acumen, and the ability to implement creative but practical solutions to the challenges of a growing community is key to this position.

The Deputy Chief should possess significant leadership experience as a sworn police officer and a demonstrated record of exceptional personal integrity, high ethical standards, and a commitment to continuous learning and education. The Deputy Chief will have a strong sense of community, possess excellent communication and interpersonal skills to build and maintain constructive relations with employees, the Police Associations, and a diverse group of government and community partners.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Participate in the development of the strategic plan
- Oversee the development, implementation and monitoring of operational plans to support the strategic plan
- Oversee operations in the area of responsibility
- Oversee management of financial resources in the area of responsibility
- Support human resource management in the area of responsibility
- Oversee intelligence-led and problem-oriented policing strategies, programs, and tactics
- Support change management implementation
- Continue to enhance community engagement and relationship building
- Contribute to management of media relations
- Instill ethical conduct in others
- Develop relationships with local and provincial leaders, organizations, and oversight/governing bodies

QUALIFICATIONS/KNOWLEDGE:

- Advanced knowledge of law enforcement, legislation and policy regarding public safety
- Advanced knowledge of national and international policing issues, philosophies, practices and trends
- Advanced knowledge of current law enforcement management theory and administrative standards
- Advanced knowledge of budgeting and financial practices applicable to law enforcement
- Advanced knowledge of governance structures
- Experience in community relationship building

COMPETENCIES:

- **Change Management**
Facilitates the transition to new organizational processes in response to internal and external needs
- **Decision Making**
Makes decisions involving varied levels of risk and ambiguity
- **Ethical Accountability**
Takes responsibility for actions and makes decisions that are consistent with high ethical policing standards

- **Financial Management**
Applies financial management principles and tools to effectively manage organizational resources (operating, capital, and people)
- **Fostering Relationships**
Seeks and builds alliances with internal and external stakeholders to meet their needs and further the organization's objectives. Uses an understanding of stakeholder needs, desires and critical success factors to influence priorities, initiatives and objectives and teaches others to do the same.
- **Human Resource Management**
Applies, implements, and directs the development of human resource management strategies, processes, policies, and practices
- **Public Safety**
Promotes an intelligence-led and problem-oriented policing philosophy that emphasizes partnerships with community, intelligence gathering, and proactive problem-solving that addresses conditions that can raise issues for public safety
- **Public Accountability**
Works effectively within parameters of jurisdictional governance structure (local, municipal, regional, provincial, and national) and associated policing frameworks. Adheres to the values of public service. Understands and uses internal and external structures of authority and understanding the roles and responsibilities of external stakeholders in police operations.
- **Strategic Management**
Creates a strategic plan for the police organization, translates strategic objectives into operational goals, and works toward their implementation. Creates opportunities for continuous improvement through an ongoing evaluation of external environment and internal issues that hinder organizational sustainability.

EXPERIENCE:

- A minimum of 10 years of progressively responsible law enforcement experience in patrol, investigations, emergency response, specialized functions or other areas of responsibility
- A minimum of 5 years of progressively responsible management experience
- Experience in dealing with the media relations
- Experience in community relationship building
- Have a working experience and an understanding in Human Resources and Finance

EDUCATION

- A degree in police science, criminal justice, public administration or a related field is preferred
- A demonstrated combination of experience, education and training may substitute for formal education
- A post graduate degree in a related field such as public or business administration is desirable

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Deputy Chief may be required to work long hours, travel, and/or respond to emergencies or crucial issues twenty-four hours a day, seven days a week.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Deputy Chief may be required to work from either the North Division or the South Division Stations. The noise level in the work environment is usually moderate with some distractions. Room lighting is consistent with general office standards. The Deputy Chief may be required to travel out of the South Simcoe Police jurisdiction to represent the Police Service.

*The duties and responsibilities outlined above are representative, but not all-inclusive.

For a complete list of essential competencies, duties and responsibilities please see the enclosed Job Description and Deputy Chief Rank Task List.

South Simcoe Police Service

Deputy Chief of Police Task List

A. LEAD THE DEVELOPMENT OF POLICE SERVICE STRATEGIC PLAN

1. LEAD INTERNAL AND EXTERNAL ENVIRONMENTAL ASSESSMENTS TO DETERMINE STRATEGIC PRIORITIES

- 1.1 Review findings on macro and micro political, social, and economic environments provided by each area to identify opportunities and threats for the police service
- 1.2 Review prior service performance and benchmarks in areas such as:
 - crime prevention
 - law enforcement
 - victim assistance
 - public order maintenance
 - emergency response
 - criminal investigation
- 1.3 Exchange information with regional, national, and international police services about crime trends and best practices in policing
- 1.4 Consult with employees at all levels of the police service
- 1.5 Consult with constituents including municipal councils, school boards, community groups, government agencies, businesses, and members of the public reflective of the diversity of the community

2. DEVELOP A BUSINESS PLAN IN CONSULTATION WITH THE EXECUTIVE TEAM

- 2.1 Participate in the development of vision, mission and values
- 2.2 Lead the strategic analysis to identify and prioritize major goals the police service must accomplish to address the major issues it faces
- 2.3 Lead the development of strategies to meet each stated goal

3. ASSIST WITH THE PRESENTATION OF THE BUSINESS PLAN TO THE OVERSIGHT AND GOVERNING BODIES AND OTHER EXTERNAL STAKEHOLDERS FOR FEEDBACK AND APPROVAL

- 3.1 Prepare supporting documentation, such as reports, responses, and research papers, for presentation to the police services board as required

B. OVERSEE THE DEVELOPMENT AND IMPLEMENTATION OF OPERATIONAL PLANS TO SUPPORT THE BUSINESS PLAN

1. DIRECT THE DEVELOPMENT OF OPERATIONAL PLANS IN CONSULTATION WITH THE LEADERSHIP TEAM

- 1.1 Review and evaluate divisional goals, objectives and priorities submitted by direct reports
- 1.2 Review and evaluate key initiatives and activities specified in divisional operational plans to ensure alignment with the strategic plan
- 1.3 Review and evaluate financial, staff, and material resource requirements specified in operational plans
- 1.4 Approve operational plans

2. EVALUATE THE IMPLEMENTATION OF OPERATIONAL PLANS

- 2.1 Review progress reports and discuss concerns with direct reports
- 2.2 Report on the implementation of operational plans

C. OVERSEE OPERATIONS IN THE AREA OF RESPONSIBILITY

1. Direct and monitor all command areas to ensure adherence to strategic priorities
2. Oversee the deployment of resources in extraordinary circumstances

3. Manage risk in the area of responsibility
4. Direct the development of policy and procedures to guide operational work
5. Coordinate activities with other departments, police services and outside agencies
6. Lead internal and external committees that address key areas of policing such as new legislation, New research, and advancements in technology
7. Build strategic partnerships at local, provincial, national and international levels
8. Act as the Chief of police's designate in her/his absence

D. OVERSEE MANAGEMENT OF FINANCIAL RESOURCES IN THE AREA OF RESPONSIBILITY

1. CONTRIBUTE TO THE DEVELOPMENT OF THE BUDGET
 - 1.1 Provide direction for budget planning and forecasting considering the current fiscal and economic context and financial targets
 - 1.2 Conduct comparative analyses of divisional financial data
 - 1.3 Assist with the presentation of the capital and operating budgets to the oversight and governing bodies
2. OVERSEE BUDGET ADMINISTRATION
 - 2.1 Review monthly budget expenditures to ensure they are consistent with allocations and priorities
 - 2.2 Evaluate and approve major expenditure proposals
 - 2.3 Assist in the preparation of the report on budget administration to the oversight and governing bodies

E. OVERSEE HUMAN RESOURCE MANAGEMENT IN THE AREA OF RESPONSIBILITY

1. OVERSEE WORKFORCE PLANNING, INCLUDING RECRUITMENT, SELECTION, DEPLOYMENT AND PROMOTION
 - 1.1 Hire, recommend appointment and terminate police service personnel in accordance with collective agreements and relevant legislation
 - 1.2 Make recommendations or final decisions about transfers and promotions
 - 1.3 Ensure that a succession management plan is created and implemented
2. OVERSEE PERFORMANCE MANAGEMENT SYSTEMS AND PRACTICES
 - 2.1 Establish and communicate job performance indicators
 - 2.2 Coach and mentor direct reports
 - 2.3 Complete performance evaluations for direct reports
 - 2.4 Recommend candidates for citations for meritorious service
 - 2.5 Commend all police service personnel for public compliments or positive feedback from supervisors
3. OVERSEE TRAINING AND DEVELOPMENT
 - 3.1 Direct the development and implementation of training programs
4. OVERSEE MANAGEMENT OF LABOUR RELATIONS
 - 4.1 Act for the Employer in grievance arbitration hearing, in the absence of the Chief of Police
 - 4.2 Lead labour negotiations
 - 4.3 Report progress on collective bargaining to the appropriate body
 - 4.4 Foster relationships with associations and unions
5. CREATE AN ORGANIZATIONAL CULTURE THAT PROMOTES CONTINUOUS LEARNING AND RESPECTS AND VALUES DIVERSITY
 - 5.1 Promote continuous learning
 - 5.1.1 Actively seek out and take advantage of strategic learning opportunities that will meet future organizational needs

5.1.2 Encourage all police service personnel to stay abreast of current trends and best practices in policing

5.1.3 Encourage innovative approaches to problem-solving

5.2 Promote respect for diversity

5.2.1 Develop and communicate the business case for diversity

5.2.1 Promote policies and programs that are free of systemic barriers that inhibit visible and non-visible minorities from accessing police services

F. OVERSEE INTELLIGENCE-LED AND PROBLEM-ORIENTED POLICING STRATEGIES, PROGRAMS, AND TACTICS

1. Meet with municipal and community representatives to establish the objectives, activities, and evaluation criteria for intelligence-led and problem-oriented policing
2. Engage community representatives in developing joint strategies to address issues of mutual concern
3. Plan and direct initiatives for ongoing community involvement in policing and community information gathering
4. Develop tactics for building community partnerships, proactive problem identification and problem-solving

G. OVERSEE CHANGE IMPLEMENTATION

1. Gather information on trends and developments within and outside the police service to identify opportunities for organizational improvement
2. Evaluate benefits and drawbacks of proposed changes
3. Assess organizational readiness for change
4. Identify a strategy for implementing change
5. Plan and direct the implementation of change

H. CONTRIBUTE TO MANAGEMENT OF COMMUNITY AND MEDIA RELATIONS

1. Develop or contribute to the development of a media strategy through gathering intelligence and consulting with stakeholders
2. Communicate the objectives of the media strategy to relevant internal and external stakeholders
3. Maintain effective relationships with local media representatives
4. Provide input into press releases and press statements and be involved in media advisories
5. Collaborate with the media to promote police initiatives related to community safety
6. Assist with management of public relations campaigns to promote a positive image of the police service
7. Attend community events and forums, in order to develop positive relationships with the public
8. Address the community during major incidents and events

I. INSTILL ETHICAL CONDUCT IN OTHERS

1. Continually reinforce the importance of core values
2. Provide guidance to direct reports on ethical issues
1. Make decisions that are consistent with the code of ethics
2. Treat others equitably and with respect
3. Support and take responsibility for others
4. Demonstrate high personal ethical standards
5. Hold others ethically accountable

J. DEVELOP RELATIONSHIPS WITH LEADERS, ORGANIZATIONS, AND OVERSIGHT AND GOVERNING BODIES

1. REPRESENT THE POLICE SERVICE IN RELATIONSHIPS WITH MUNICIPAL, PROVINCIAL, AND FEDERAL ORGANIZATIONS,

COMMUNITY GROUPS AND PROFESSIONAL POLICE ASSOCIATIONS

- 1.1 Represent the police service on committees and boards as delegated by the Chief of Police
- 1.2 Attend police sector events such as the annual conference of the Canadian Association of Chiefs of Police
- 1.3 Build relationships with policing and community leaders
- 1.4 Establish relationships between the police service and federal and provincial police services, for example RCMP, CSIS, CBSA; OPP; and SQ to promote joint initiatives and intelligence sharing

2. FOSTER RELATIONSHIPS WITH THE OVERSIGHT AND GOVERNING BODIES

- 2.1 Address enquiries posed by the oversight and governing bodies
- 2.2 Attend meetings of the oversight and governing bodies as Chief of Police's designate in her/his absence
- 2.3 Facilitate information sharing with the oversight and governing bodies
 - 2.3.1 Ensure that reports provided to the oversight and governing bodies are accurate and transparent and provide full disclosure
 - 2.3.2 Delegate responsibility for implementing and communicating to all police service personnel the guidelines and governance decisions issued by the oversight and governing bodies