



Police Chief Grand Falls Police Force

PERIOD OF EMPLOYMENT

Full-time, permanent

POSITION SUMMARY

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 wellbeing outcomes. The Deputy Chief will be responsible for implementing the goals, objectives, and priorities established by the Chief of Police through the strategic planning process.

The Deputy Chief will contribute to continued organizational success by playing a key role in providing a superior customer service experience 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 growing communities are key to this position.

TASKS AND RESPONSIBILITIES

- Recommend goals and objectives; assist in the development and administration of policies and procedures in keeping with the NB Policing Standards, *Police Act* and Regulations.
- Act as the liaison between the Force and the media fostering positive publicity to enhance the Force's image and contribute to public support.
- Identify Force Services and programs, which should be promoted in the Community utilizing all available and applicable media organizations and venues to communicate messages.
- Direct, oversee, and participate in the development of the Police Force work plan; assign work activities, projects, and programs; monitor workflow implements policies and procedures; review and evaluate work products, methods, and procedures.
- Analyze, monitor, and evaluate operations; prepare reports relating to administrative and operational issues.
- Review statistical analyses of calls for service and traffic and crime trends regarding operational procedures; report on efficiency of operations; participate in the research of alternative approaches to operational procedures.



- Co-ordinate and conduct internal investigations, including disciplinary infractions and complaints by the public regarding police service delivery and conduct by members, as required or as directed by the Chief of Police.
- Coordinate activities with personnel and outside agencies and organizations; provide staff assistance to the Chief of Police, and personnel; prepare and present staff reports and other necessary correspondence.
- Assist in the development of the Police Force annual operating and capital budgets; including budget implementation and administration; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies.
- Represent the Chief of Police or delegate on committees within the Civic Authority, as required.
- Participate in recommending the appointment of personnel; provide and/or coordinate staff training; work directly with personnel to correct deficiencies; implement discipline procedures; recommend employee terminations, where appropriate and necessary, and in keeping with the N.B. Police Act and respective collective agreements.
- Respond to major emergencies as necessary.
- Actively participate in the New Brunswick Association of Chiefs of Police and the Atlantic Association of Chiefs of Police.
- Direct and administer the Force's Human Resources practices and processes including promotions, competition process, recruitment and selection, and conduct performance evaluations.
- Introduce and promote the principles of community policing, community-police partnerships, and community development and the Force's Crime Prevention mandate and associates' programs.
- Maintain and build partnerships with community, internal and external stakeholders.
- Administer terms and conditions of pertinent collective agreements.
- Liaise with Bargaining agents and union representatives.
- Analyze potential conflict issues and utilize conflict management principles to avoid formal grievances.
- Represent the Force in bargaining grievance mediation and arbitration processes.
- Advise the Chief of Police in the administration of collective agreements relative to negotiations and arbitrations.
- Assist in the presentation and delivery of the Annual Budget to the Civic Authority.



- Review requests for high-cost budgetary expenditures and operations and present viable and feasible recommendations to the Chief.
- Develop and deliver in-house police related subject matter training to Force members and evaluate training availability, accessibility and makes recommendations for enhancement as deemed appropriate.
- Maintain records of court documents and judicial proceedings (court activities) charges, pleas, hearings, trial dates and dispositions. Arrange for Police representation for bail hearings.
- Attend Court as a professional witness.
- Perform other related duties as required and assigned.

EDUCATION, EXPERIENCE, AND KNOWLEDGE

Education and Experience

The perfect candidate should boast considerable leadership background as a certified police officer, showcasing unwavering personal integrity, elevated ethical values, and a dedication to ongoing growth and education. As Deputy Chief, they should embody a profound community spirit, demonstrating superb communication and interpersonal abilities to foster positive connections with team members, Police Associations, as well as various governmental and community stakeholders. Moreover, they must meet the requirements for appointment as a Police Officer under the guidelines of the New Brunswick Police Act, Regulation 91-498.

Knowledge and Desired Skills

- Profound familiarity with the Police Services Act, professional standards, and pertinent legislation.
- Insight into the contemporary challenges confronting law enforcement, coupled with a demonstrated capacity to provide leadership that incorporates current policing and management best practices.
- Advanced understanding of budgetary and financial procedures relevant to law enforcement.
- Track record of cultivating robust community ties and proven ability to collaborate with diverse community stakeholders.
- Demonstrated dedication to fostering diversity, equity, and inclusion both internally and within the broader community.
- Political astuteness alongside a keen organizational awareness, adept at handling delicate matters with diplomacy and discretion.
- Proficiency in serving as an articulate representative for the Service, coupled with adeptness in media management.
- Strategic mindset complemented by robust leadership and management acumen, emphasizing team leadership, operational and strategic planning, and the capacity to develop intricate proposals and reports.
- Demonstrated capability in change management, overseeing operational and administrative functions efficiently and cost-effectively while aligning with the vision, mission, values, and objectives of the police service.
- Bilingual proficiency in both official languages (English and French).



Ethical Standards

The members of the Grand Falls Police Force play a crucial role in fostering and preserving public trust by adhering to the utmost ethical standards, both during their official duties and in their personal lives. Prospective candidates for the Grand Falls Police Force must be ready to embrace our foundational principles, conducting themselves with professionalism, accountability, respect, ethics, integrity, and compassion, all in strict accordance with the law, as well as the provisions outlined in the New Brunswick Police Act and Regulations.

Caution: The above statements reflect the characteristic elements of the identified job and are intended to describe the general nature and level of work performed and should not be construed as an exhaustive enumeration of all inherent occupational responsibilities, duties, abilities, and requirements. All staff members may, from time to time, be required to perform tasks outside the scope of their normal responsibilities, as required.