

VANCOUVER POLICE DEPARTMENT POSITION PROFILE

Rank: Sergeant

Last Updated: 20 Sept 2004

Section/Unit: Homicide

Summary: Responsible for the supervision and co-ordination of all activities relating to the Homicide Squad, including case management, deployment of personnel, coaching, evaluation, planning and administration.

FUNCTIONS

Planning	Facilitates the establishment of goals and objectives for the Team or Section and assists in devising strategies for achievement of these goals. Plans crime reduction and crime prevention strategies and includes team members in this process. Gathers and uses appropriate intelligence to guide planning process. Sets and communicates standards for individual members and team performance. Communicates plan in both written and verbal format.
Organizing	Deploys members in accordance with Division, District, Team, or Section objectives, safety considerations, labour relations guidelines, personnel compatibility and crime analysis projections. Prepares projected duty rosters and partnerships in accordance with the above considerations.
Leading/Directing - Investigative	Performance Development: Identifies Performance standards for Team members, monitors individual Performance, provides and solicits feedback and assists members in eliminating gaps in performance, assists members in career Planning by facilitating in-service training and job rotation within the Department. Completes formal reports on subordinates' performance. Work Load Management: Monitors the work demands (i.e. incoming calls/cases) for the Section or Team and assigns workload based on priority. Ensures adequate and safe levels of deployment to facilitate the successful resolution of incidents and apprehension of suspects. Makes contact with complainants and/or victims, advising them of delays and/or case status. When necessary ensures that crime scenes are preserved for Forensic applications and evidence is processed correctly. Motivation: Creates an environment that is positive and encouraging and assists members to reconcile their personal goals with organizational goals. Crime Scene Supervision: Supervises crime scenes when necessary, ensuring that evidence, witnesses, and victims are dealt with in an appropriate manner. Provides selective information to the media and provides guidelines for the release of information. Communicates with the coroner, pathologist, forensic investigators, other specialists, and prosecutors.
Controlling - Investigative	Discipline: Maintains discipline at a Team/Squad level as per departmental regulations and legal requirements (Police Act, Criminal Code). Investigates citizen complaints against members when assigned by management or Internal Investigations Squad. Deals with performance problems and issues using the departments approved labour process. Administrative Duties: Provides Administrative controls on numerous Functions including, reconciliation accounting, time entry, current and projected duty sheets, annual leaves and other miscellaneous leaves. Generates reports on the above as well as other activities relating to squad/team/section functions and responsibilities. Case Management: Assigns cases to the appropriate investigators. Reviews files with investigators on a one-to-one basis and in a group setting. Ensures that cases are thoroughly investigated and files accurately reflect the investigation conducted. Ensures that the necessary resources are applied to each case.
Practitioner	Performs the duties of a primary response unit/direct report when circumstance or deployment dictates.
Case/File Management - NCO	Assigns cases. Reviews files with investigators individually and in a group. Conducts case/file audits to ensure quality of investigations and compliance with policy. Maintains a

FUNCTIONS

team case/file management system that complies with Section standards.

CORE COMPETENCIES

Coaching	Providing instruction, guidance, advice and encouragement to help employees improve their job performance. Performance Planning & Review: (Seeks improved individual and organizational performance and results). Provides feedback to others based on established targets and criteria. Mentoring: Models the qualities that are expected by other employees.
Communication	Clearly communicates orally and in writing. Oral Communication: Facilitates group discussion ensuring involvement of all participants. Written Communication: Writes formal and informal reports in a clear and concise manner.
Community Focus	Commitment to a community-based policing model that looks beyond immediate issues and searches for realistic longer term answers to complex community issues. Public Participation (Incorporates public input and feedback) Demonstrates understanding of different techniques for public consultation. Community Policing: (Identifying and solving underlying community problems) Develops programs that address crime and order problems and their underlying problems. Customer Focus: (Develops organizational actions, values & services that focus on customer needs.) Promotes a customer service ethic among others.
Resource Management	Works effectively and efficiently within financial, human and physical resources. Work Management (Manages multiple tasks and priorities for maximum personal and organizational success.) Organizes resources in such a way as to capitalize on strengths of staff by understanding their interests. Financial Planning (Plans for the financial well being of the organization) Assists in preparing and provides input into operational budgets.
Leadership	Influencing, with integrity, others toward a desired direction to achieve the organization's mission goals, and fostering organizational values. Goal Achievement (Motivates and influences people toward the achievement of goals.) Exemplifies department values to align team members' efforts with organizational goals. Fostering Values (Demonstrates and promotes organizational values of the department) Consistently promotes the development of Departmental values by setting an example for others to follow. Planned Change (Facilitates planned organizational change) Responds to planned changes in a planned and deliberate way.
Problem Solving & Decision Making	Analyzing and developing appropriate solutions to problems evaluating a course of action reaching logical decisions. Problem Solving: Uses the systems approach to problem solving. Decision Making: Is objective when making decisions, especially concerning emotional issues, to ensure consistency of judgement.

POSITION SPECIFIC COMPETENCIES

Position Specific Knowledge	Demonstrates a practical knowledge of the Criminal code statutes and laws relating to Homicide investigations. Demonstrates practical knowledge of legal processes including various classes of search and arrest warrants. Demonstrates practical knowledge of forensic crime scene reconstruction. Demonstrates a practical understanding of the techniques of forensic interviewing.
Flexibility	Demonstrates ability to modify behavioural style, to adjust to changing social values and to adapt to changing work responsibilities and methods. Modifies personal life to adapt to variable working hours and extended tours of duty as well as scheduled and non scheduled callouts.

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
- Interpersonal Skills** Maintains composure and effectively deals with others. Is patient and shows interest in others. Is easy to be around and is approachable. Makes people feel appreciated and in touch with the person. Others turn to this individual for advice and support.
- Investigative Administrative Skills** Demonstrates a strong working knowledge of PRIME and its role in the investigative function. Displays ability to prioritize, assign and manage cases; and maintain BF schedules/critical time lines.

QUALIFICATIONS/REQUIREMENTS

Experience: Type and Length

Experience in Major Crime investigations

Education:

Training:

Qualifications (Licences, Certificates, etc.):

Other:

Strong file management and assignment skills

Experience: Type and Length

Experience in MCS Homicide


Education:

Training:

Major Crime Investigators Course
Interviewing and Interrogating Course
Major Crime Management Course
Surveillance Course (STAR or Special O)

Qualifications (Licences, Certificates, etc.):

Other:

Missing Women Commission of Inquiry	
EXHIBIT No: 50C	
Date:	December 15, 2011
	Registrar