Exhibit 50 I

# VANCOUVER POLICE DEPARTMENT
# POSITION PROFILE

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| **Rank:** | **Constable** | *Last Updated: Nov 19, 2008* |
| **Section/Unit:** | **Missing Persons** | |
| **Summary:** | Responsible for the Missing Persons function including case-file management, co-coordinating with internal and external agencies/resources, and the maintenance of all Missing Persons data; acts as a resource to other police members and agencies. | |

## FUNCTIONS

**Case/File Management**  
Manages all aspects of assigned cases, which includes the maintenance of files and documentation in a manner prescribed by the Section. Prepares and co-ordinates relevant documentation to ensure thoroughness in the investigation(s).

**Witness/Victim Management**  
Manages all activities surrounding the activities of witnesses and / or victims of crimes as they relate to the crimes investigated. Includes the locating of witnesses and victims, providing security and other logistics and obtaining statements. Ensures victims and / or witnesses obtain the necessary resources and assistance to carry out their duties.

**Investigative Resources Management**  
Cultivates investigative resources including other police agencies, VPD Sections, other organizations, and individuals with valuable skills. Cultivates and manages informants using the established departmental procedures.

**Resource Person**  
Acts as a resource person to police members, government agencies and the community on section related matters. Responds to inquiries from the media and the community. Communicates information on a one-to-one basis, in the classroom setting, and in public settings.

## 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): Manages own performance based on external feedback and self-assessment. **Mentoring** Helps others learn by setting a positive example.

**Communication**  
Clearly communicates orally and in writing. Communicates clearly, concisely and logically. **Oral Communication**: Communicates clearly, concisely and logically. **Written Communication**: Writes in a complete, 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) Provides a street police officer's perspective in community planning. Identifies problems in area. **Community Policing**: (Identifying and solving underlying community problems) Responds to citizens with sensitivity in needs of different cultural and special needs groups. **Customer Focus**: (Develops organizational actions, values & services that focus on customer needs.) Gives complainants, victims and other citizens best effort to ensure customer satisfaction.

**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.) Uses time and resources productively to complete investigations or projects that are complete, within diary dates and meet the require standard. **Financial Planning** (Plans for the financial well being of the organization) Understand basic budgetary restraints placed on the team and the organization.

**Leadership**  
Influencing, with integrity, others toward a desired direction to achieve the organizations mission goals, and fostering organizational values. **Goal Achievement** (Motivates and
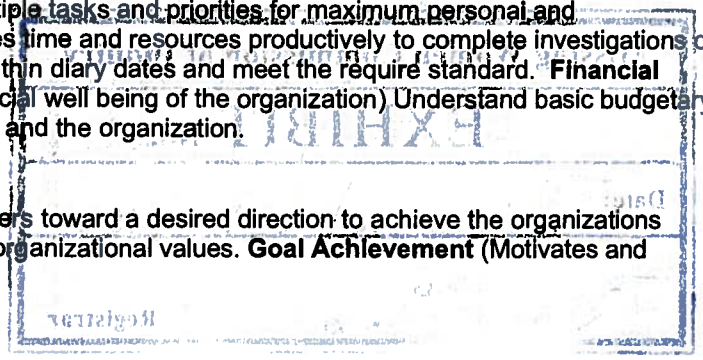
influences people toward the achievement of goals.)   Has a clear sense of work/career goals. **Fostering Values** (Demonstrates and promotes organizational values of the department) Treats everyone fairly and with respect and dignity to maintain a positive working environment. **Planned Change** (Facilitates planned organizational change) Supports planned organizational change by providing input in a constructive fashion.

**Problem Solving & Decision Making** — Analyzing and developing appropriate solutions to problems evaluating a course of actions reaching logical decisions. **Problem Solving**: Identifies problems, conducts background research, and provides recommendations. **Decision-Making**: Quickly draws conclusions based on available information and initiates action promptly.

## POSITION SPECIFIC COMPETENCIES

**Position Specific Knowledge** — Demonstrates a practical understanding of the Missing Persons function including case-file management, co-coordinating with internal and external agencies/resources, and the maintenance of all Missing Persons data.

**Enhanced Computer Skills** — Demonstrates above average ability to use assorted software programs and applications to perform functions/responsibilities within the Section.

**Interpersonal Skills – Sensitivity & Tolerance** — Maintains composure and performance while interacting with individuals of different backgrounds, personalities, attitudes, opinions and values.  Shows sensitivity, compassion and sincerity to victims and witnesses of crimes.

**Interviewing Skills** — Demonstrates an ability to interview victims/witnesses/suspects related to crime.  Employs appropriate technique or style given specific demands of investigation or interview (e.g.. Cognitive/Step-wise/Reid/Forensic).

## QUALIFICATIONS/REQUIREMENTS

**Experience:  Type and Length**

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Prior investigative experience
Experience working with other agencies

**Education:**

**Education:**

**Training:**

**Training:**

Investigators Level 1 & 2
Forensic Interviewing

**Qualifications (Licences, Certificates, etc.):**

**Qualifications (Licences, Certificates, etc.):**

**Other:**

**Other:**