

Exhibit # 52

1997

SCHEDULE "A"

VANCOUVER POLICE DEPARTMENT

Job Description

# Chief Constable

## **POSITION SUMMARY**

The Chief Constable is accountable to the Vancouver Police Board for providing leadership and direction to the Vancouver Police Department in support of the preservation of peace, the prevention of crime and offenses against the law and the administration of justice. The Chief Constable is responsible for overall planning, general administration, financial management, and the efficient operation of the Department.

## **KEY DUTIES AND RESPONSIBILITIES**

Within the policies established by the Vancouver Police Board, develops the priorities, goals and objectives for the Vancouver Police Department and submits to the Board for their approval; oversees the preparation of the Department's strategic plan to ensure an appropriate level of policing service for the needs of the City.

Develops and recommends policies and procedures related to the administrative and operational functions of the Department; implements approved policies by ensuring that Department policies are uniformly understood and properly interpreted and administered by subordinates; ensures that Department policies and procedures are designed in accordance with current legislation and Board policy.

Oversees the preparation of the annual budget for police services and presents to the Board for approval; works with the Corporate Management Team of the City on overall City budget and City initiatives; presents the budget to Vancouver City Council for approval.

Oversees the management of the budget and provides budget reports regularly to the Board and City Finance Committee; directs the development of submissions to the City Manager for additional funding.

Provides leadership and direction to six divisions: Management Services, Support Services, Human Resources, Patrol, Patrol Operational Support, and Investigation; is accountable, through the Deputy Chief Constables, for the training, development, discipline, hiring, and promotion of all employees within the Department.

Reviews the assignment of all Department personnel; assigns Inspectors and Deputy Chief Constables; coordinates the activities of the Department with other agencies and makes changes in operational and administrative areas of the Department to improve effectiveness.

Establishes and maintains an effective system of communications with the Board, the Community and throughout the Police Department; develops and maintains positive relations with the Department's unions and associations.

Maintains internal police discipline in accordance with the Police (Discipline) Regulation of the Police Act by administering the Regulation and ensuring that all officers are treated fairly and equitably; takes appropriate action on internal discipline issues and suspends employees when required; reports suspensions to the Board.

Initiates and oversees investigations concerning external complaints about the conduct of a Vancouver police officer; takes appropriate disciplinary action and/or consults with Crown on criminal matters; prepares reports to the Board, the Complaints Commissioner and the Attorney General as appropriate.

Directs and controls responses to declared emergencies.

Enhances community-based policing initiatives by developing and maintaining positive relationships with representatives of the community, municipal government and others to coordinate programs in order to achieve community policing objectives.

Maintains up-to-date knowledge of the legislative and regulatory environment governing the provision of policing services; maintains relationships with other chiefs of police and memberships in related associations and on the appropriate committees, to monitor legislation and policing trends and to develop responses to social, environmental and professional issues affecting police services.

Represents the Department as appropriate in its relationships with the community, City government, other law enforcement agencies, representatives from the criminal justice system and other related government agencies; promotes cooperation and goodwill between the Department and the citizens of Vancouver.

***BUDGETARY RESPONSIBILITY***

Operating budget of approximately \$105,000,000 (1997).

***SUPERVISORY RESPONSIBILITY***

Directly supervises 6 Deputy Chief Constables and an Executive Assistant.  
Total authorized staff: 1355. Includes 1084 police members and 271 civilians.

<b>Missing Women Commission of Inquiry</b>	
<b>EXHIBIT</b> No: 52	
Date:	December 15, 2011
	<b>Registrar</b>

April 1997