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# VANCOUVER POLICE DEPARTMENT POSITION PROFILE

**Rank:** Sergeant *Last Updated: November 5, 2008*  
**Section/Unit:** Neighbourhood Policing Team  
**Summary:** Responsible for the supervision and co-ordination of all activities relating to the Neighbourhood Police Team, including deployment of personnel, coaching, evaluation, administration, planning and Problem-Oriented Policing initiatives.

## 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 - Administrative** **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.
  
- Controlling-Administrative** **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. **Project Management:** Assigns projects to the appropriate members. Reviews projects/assignments with member's on a one-to-one basis and in a group setting. Ensures that the necessary resources are applied to each project/assignment.
  
- Problem Oriented Policing** Participates in the community based policing model by acting as community team leader in identifying problems that damage the quality of life, then works through the community as a whole to find and apply solutions to those problems. Utilizes the formal problem solving process.
  
- Practitioner** Performs the duties of a primary response unit/direct report when circumstance or deployment dictates.

## CORE COMPETENCIES

**Coaching** Providing instruction, guidance, advice and encouragement to help employees improve their job performance. **Performance Planning & Review:** (Seeks improved individual and

## CORE COMPETENCIES

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

## POSITION SPECIFIC COMPETENCIES

<b>Position Specific Knowledge</b>	Demonstrates a practical understanding of the role of Community Policing Centres in addressing community and VPD concerns. Demonstrates ability to co-ordinate and utilize multiple agencies in the delivery of police and other community services (NIST oriented). Displays an ability to perform patrol duties when required or assigned.
<b>Interpersonal Skills: Tolerance &amp; Sensitivity</b>	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.

## QUALIFICATIONS/REQUIREMENTS

### Experience: Type and Length

Substantive Sergeant

### Education:

### Experience: Type and Length

3 – 5 Years as a Sergeant – Operations and other Previous NPT experience

### Education:

QUALIFICATIONS/REQUIREMENTS

Some Post Secondary

Some Post Secondary

**Training:**

**Training:**

VPD Diversity Course  
COV – Building Effective Teams / Running Efficient Meetings  
Related Computer Training


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

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Use of Force

**Other:**

**Other:**

<b>Missing Women Commission of Inquiry</b>	
<b>EXHIBIT</b> No: <b>50F</b>	
Date:	December 15, 2011
	<b>Registrar</b>