

Exhibit 50 J

# VANCOUVER POLICE DEPARTMENT POSITION PROFILE

Rank: Constable

Last Updated: Nov 19, 2008

Section/Unit: Homicide

Summary: Responsible for all aspects relating to homicide investigations, utilizing sound knowledge of legal processes including various classes of search and arrest warrants and techniques of forensic interviewing.

## FUNCTIONS

<b>Gathering and Handling of Evidence</b>	Manages and co-ordinates the gathering of evidence relating to all investigations. Co-ordinates the gathering of physical evidence with Forensic and other specialty investigators. Ensures documentation of all activities. Conducts interviews with victims, witnesses, suspects and other persons having information relating to the investigation. Conducts interrogation sessions with suspects and accused persons.
<b>Case/File Management</b>	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).
<b>Witness/Victim Management</b>	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.
<b>Identifying &amp; Processing Accused Persons</b>	Analyzes all evidence relating to the investigation and identifies offenders. Processes offenders and ensures their attendance in court by means of arrest, appearance notice and other legal means. This involves swearing of information for arrest warrants, search warrants and other processes. Uses a number of investigative techniques, including physical and photo line-ups to ensure identification of offenders. Physically arrests suspects.
<b>Court Preparation &amp; Presentation</b>	Prepares all documentation, evidence and reports necessary to process offenders in court. Conducts follow-up and corroborative evidence as required by the Section and the Crown Counsel. Prepares all documentation and reports relating to the prosecution of offenders in court.
<b>Investigative Resources Management</b>	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.

## CORE COMPETENCIES

<b>Coaching</b>	Providing instruction, guidance, advice and encouragement to help employees improve their job performance. <b>Performance Planning &amp; Review</b> (Seeks improved individual and organizational performance and results): Manages own performance based on external feedback and self-assessment. <b>Mentoring</b> Helps others learn by setting a positive example.
<b>Communication</b>	Clearly communicates orally and in writing. Communicates clearly, concisely and logically. <b>Oral Communication:</b> Communicates clearly, concisely and logically. <b>Written Communication:</b> Writes in a complete, 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) Provides a street police officer's perspective in community planning. Identifies problems in area. <b>Community Policing:</b> (Identifying and solving underlying community problems) Responds to citizens with sensitivity in needs of different cultural and special needs groups. <b>Customer Focus:</b> (Develops organizational actions, values & services that focus on customer needs.) Gives complainants,

## CORE COMPETENCIES

victims and other citizens best effort to ensure customer satisfaction.

<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.) Uses time and resources productively to complete investigations or projects that are complete, within diary dates and meet the require standard. <b>Financial Planning</b> (Plans for the financial well being of the organization) Understand basic budgetary restraints placed on the team and the organization.
<b>Leadership</b>	Influencing, with integrity, others toward a desired direction to achieve the organizations mission goals, and fostering organizational values. <b>Goal Achievement</b> (Motivates and influences people toward the achievement of goals.) Has a clear sense of work/career goals. <b>Fostering Values</b> (Demonstrates and promotes organizational values of the department) Treats everyone fairly and with respect and dignity to maintain a positive working environment. <b>Planned Change</b> (Facilitates planned organizational change) Supports planned organizational change by providing input in a constructive fashion.
<b>Problem Solving &amp; Decision Making</b>	Analyzing and developing appropriate solutions to problems evaluating a course of actions reaching logical decisions. <b>Problem Solving:</b> Identifies problems, conducts background research, and provides recommendations. <b>Decision-Making:</b> Quickly draws conclusions based on available information and initiates action promptly.

## POSITION SPECIFIC COMPETENCIES

<b>Position Specific Knowledge</b>	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.
<b>Flexibility</b>	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.
<b>Teamwork</b>	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
<b>Interviewing Skills</b>	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

Prior investigative experience

### Education:

### Experience: Type and Length

3 years investigative experience in investigative role

### Education:

**QUALIFICATIONS/REQUIREMENTS**

**Training:**

Investigator's Level 1 & 2

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


**Other:**

**Training:**

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

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

**Other:**

<b>Missing Women Commission of Inquiry</b>	
<b>EXHIBIT</b>	No: 505
Date:	December 15, 2011
	<b>Registrar</b>