

PORT HOPE POLICE SERVICE



Job Description

Position Title:	Inspector	Reports to:	Chief of Police
Current Schedule:	Full-Time, Permanent	Association:	Port Hope Police Senior Officer Association

POSITION SUMMARY

The Inspector is accountable for ensuring the efficient and effective delivery of Police Services consistent with the philosophy and procedures approved by the Port Hope Police Service. In cooperation with Senior Leadership, the Inspector is responsible for the leadership, direction, coordination, and implementation and monitoring of all functions within the Police Service.

MAJOR RESPONSIBILITIES

1. Perform all duties as detailed in the CSPA.
2. Report directly to the Chief of Police.
3. Perform duties in a manner that reflects the Service's Vision, Mission and Values.
4. Operate within the regulations, policies, and procedures established by the CSPA, the Port Hope Police Services Board, Port Hope Police Service and the Chief of Police.
5. Work in concert with the Chief of Police in the overall supervision of all sworn staff of the Port Hope Police Service.
6. Work in concert with the Staff Sergeant to ensure coordinated response for all operational requirements.
7. Specifically, supervision of Police Service including: Uniform Patrol, Community Engagement and Response Team, Court Services, Incident Commanders, RMS, Property/Evidence, and Major Case Management.
8. Conduct on-going evaluations of the performance of staff and maintain performance files and complete performance appraisals.
9. Receive, review and forward to the attention of the Chief of Police reports from Sergeants Performance Evaluations of their respective staff.
10. Complete and forward to the attention of the Chief of Police all Performance Evaluations of Staff Sergeant under their supervision.

11. Serve as S.I.U. Liaison Officer as assigned.
12. Regularly meet with Platoon Management Teams.
13. Member of Emergency Municipal Program Committee.
14. Assist with the annual budget preparation process ensuring requirements are properly researched and presented.
15. Monitor all expenditures ensuring they are in accordance with annual budget appropriations for their areas of command; identify current or projected major variances and report the reasons for major variances and corrective actions taken to the Chief of Police.
16. Ensure effective and efficient deployment and monitoring of all resources under their command.
17. Monitor, mentor and coach and ensure efficient front-line Supervision.
18. Authorize CPIC entries for Special Interest Police (SIP) and observation categories and ensure compliance with the CPIC Reference Manual.
19. Receive, review, submit reports on major cases, property auctions, drug disposal, evidence/property audits, etc. as required.
20. Ensure that the destruction/disposal of drugs and property, evidence and drugs is properly supervised and performed according to the provisions of the CSPA.
21. Ensure quarterly audits of found money by the Property Clerk and audits of Evidence/Stores as required (annually and upon change of staff).
22. Operate within the regulations, policies, and procedures established by the CSPA, the Port Hope Police Services Board, and the Chief of Police.
23. Responsible for maintaining the Police Service Asset Management Plan.
24. Responsible for coordinating material/reports brought forth by the Police Service's special committees (i.e. Evaluation, Equipment, Calls for Service).
25. Attend committee meetings on behalf of the Chief of Police.
26. Perform the duties of On-Call Duty Inspector, as needed.
27. Prepare reports for inclusion in the Service's Annual Report to the Board.
28. Prepare monthly reports for Board meetings.

29. Assist the Chief on the development of community policing initiatives.
30. Serve as the Service's primary contact with the Crown Attorney, responsible for investigating any concerns raised by the Crown Attorney or judiciary and reporting the results to the Chief of Police.
31. Elicit information and respond to enquiries from Police Planners, as required.
32. Arrange NCO meetings.
33. Serve as the Service's primary contact with the Ministry of the Attorney General (MAG), responsible for investigating any concerns raised by MAG and reporting the results to the Chief of Police.
34. Responsible for the Special Constables assigned to the platoons and Bail court held at the Port Hope Police Station.
35. Responsible for a portion of the facility.
36. Assist with providing statistical information for grant writing and reporting.
37. Maintain schedule and review payroll records for all supervised staff.
38. Participate in return-to-work meetings with members.
39. Maintain registrations through OPCVA and CPKN.
40. Maintain users and their roles in Niche and MTO.
41. Serve as the LECA liaison officer.
42. Investigate complaints if requested.
43. Ensure compliance with Statistics Canada by submitting and uploading paperwork.
44. Ensure members use Health IM.
45. Monitor DX from LECA.
46. Participate in promotional interview processes as a panel member, as required.
47. Develop and maintain a Skills Development and Learning Plan for the Service.
48. Other duties as assigned.

QUALIFICATIONS

Required:

- Have a current valid Inspector's exam mark from OPC or equivalency.
- Currently in the role of Inspector or have significant Acting Inspector experience.
- IC 200 or previously recognized Incident Commander Course.
- IC 300 an asset.
- Ability to maintain all requirements for use of force training.
- Effective leadership and interpersonal skills.
- Sound operations and expected administrative background on entry, financial management.
- Excellent analytical problem-solving skills and ability.
- Proficiency in emergency response and risk management.
- Superior oral and written communication skills including effective delivery of presentations.
- Advanced conflict resolution and negotiation skills; strong organization and planning skills.
- Tact and diplomacy.
- Commitment to community service.

Desirable:

- Executive Development Course, OPC Leadership course, Conflict Resolution Course, any other relevant training or experience.
- Demonstrated effective leadership skills including competency building, innovative coaching and mentoring systems for all staff under their direction.
- Considerable experience in public presentations.
- Must be capable of handling multi-tasks, produce work under strict and definitive deadlines, be creative in problem solving, and solution oriented.
- Capable of dynamically shifting priorities to meet the demands and urgencies of Senior Command.
- Knowledge of Health and Safety legislation.
- Strong competence in media relations including all platforms (traditional print, radio and social media).
- Knowledge of Human Resource Management.
- Knowledge of Strategic planning, including initiatives, and the strategic direction of the organization.
- Knowledge of budget preparation.
- Principles/practices of supervision, training and performance evaluations.
- Demonstrated effective leadership skills including competency building, innovative coaching and mentoring systems for all staff under their direction.
- Considerable experience in public presentations.
- Must be capable of handling multi-tasks, produce work under strict and definitive deadlines, be creative in problem solving, and solution oriented.
- Capable of dynamically shifting priorities to meet the demands and urgencies of Senior Command.
- Strong competence in media relations including all platforms (traditional print, television, radio and social media.)

WORKING CONDITIONS

- Office work environment with the majority of work completed at a desk with a computer.
- May have exposure to hostile or rude employees, clients, public to address complaints or other issues.
- Willingness to swear or affirm to an Oath of Secrecy and maintain confidentiality

SUPERVISORY ACCOUNTABILITY

- Staff Sergeant
- Criminal Investigations Branch
- Courts personnel
- Community Liaison Officer

Compensation

- Full-time, permanent employment, 40 hours per week
- Annual salary: \$154,502 - \$168,834, per the 2021 – 2024 Senior Officers Collective Agreement
- Employer paid Group Health, Dental and Life Insurance after three months of employment
- OMERS Pension Plan from the date of hire
- Employee and Family Assistance Plan

Submit an Application

Please submit your application package (cover letter, resume, and consent and release of liability form) to hr@phps.on.ca by Sunday January 5, 2025, at 11:59pm.

Recruitment Process

The Port Hope Police Service is a progressive employer who believes a diverse and inclusive workplace strengthens the team and fosters an environment where everyone feels as though they belong and their dignity, beliefs and identity are respected.

We are committed to creating and sustaining an environment that provides a supportive workplace and equal opportunity for all employees. Accommodation can be requested throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.

Applications will be reviewed but only those candidates selected for an interview will be further contacted by Human Resources.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act, as amended.