



Police Chief Grand Falls Police Force

PERIODE OF EMPLOYMENT

Full-time, permanent

POSITION SUMMARY

The Chief of Police establishes the mission and strategic goals of the Grand Falls Police Force in accordance with the strategic direction. As a key agent in public safety and law enforcement, the chief of police is responsible for crime prevention, protecting lives and property, and maintaining law and order.

The primary responsibilities of the chief of police are to provide exemplary leadership in the development and enforcement of the operational philosophy of the Grand-Sault Police Force; to coordinate activities with other services and agencies; to provide highly responsible and complex administrative support to municipal authorities according to the New Brunswick Police Standards, the Police Act, and its regulations.

The chief receives administrative directives and reports directly to municipal authorities and exercises direct supervision over police and civilian personnel.

REQUIREMENTS

Education

- Completed diploma from a recognized police academy
- University education in police management, public administration, or a specialization related to the job.

Experience

- Minimum of 12 years of experience in a similar position or as a member of the police force who has demonstrated advancement and development throughout their career.

Languages

- Perfectly bilingual in French and English languages both orally and in writing.

Skills and Abilities

- Possess a valid driver's license in the province of New Brunswick with a clean driving record.
- Have no disciplinary record under the New Brunswick Police Act and have a clean criminal record.
- Demonstrate practical judgment, initiative, and an ability to analyze various problems and find practical and appropriate solutions.
- Possess excellent negotiation skills.
- Promote teamwork and maintain good relationships with all colleagues.
- Possess excellent communication skills.
- Have a sense of ethics, organization, leadership, and autonomy.



ROLES AND RESPONSIBILITIES

Strategic Tasks:

- Introduces, monitors, and revises administrative and operational issues, priorities, and progress.
- Engages with citizens and municipal authorities on law enforcement issues and assists with the development of innovative municipal law enforcement policies to address said issues.
- Develops and establishes goals and objectives for the police force.
- Develops, recommends, and administers police force policies and procedures.
- Leads, guides, supervises, and participates in the development of the force's work plan; assigns tasks, projects, and programs; reviews and evaluates work, methods, and procedures.
- Issues appropriate directives to meet the needs and requirements of the Police Force.
- Establishes and maintains ongoing communication with senior management, municipal services, and public agencies.
- Participates in service chiefs' meetings and shares relevant information with municipal services and ensures necessary information is obtained for events requiring police presence.

Operational Tasks:

- Coordinates law enforcement activities with other departments, organizations, and external agencies; collaborates with federal, provincial, and municipal agents for the apprehension and detention of wanted persons and with other agencies when police force activities are involved.
- Conducts internal investigations when appropriate and provides corrective actions as required.
- Provides personnel assistance to municipal authorities; prepares and presents human resources reports and other necessary correspondence.
- Participates in various management committees and commissions; assists and participates in professional groups and committees such as conferences and municipal, provincial, and national meetings with other public agents.
- Participates in meetings of civic, professional, service, and community groups in schools and other public gathering places; explains and promotes the activities and functions of the police force; establishes and maintains proactive public relations by representing the Grand Falls Police Force in municipal, provincial, and federal jurisdictions.
- Ensures compliance by all police force members with New Brunswick Police Standards, the Police Act, and its regulations.
- Evaluates and monitors program evaluations, audits, and other measurable reports and ensures the establishment of any necessary recommendations leading to corrective, alternative, or improvement measures.
- Ensures appropriate response is addressed to operational issues and problems by applying management principles.
- Plans and monitors the supervision of the enforcement of road and safety regulations as well as crime prevention and detection programs.

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Human Resources & Financial Management Activities:

- Reviews organizational structure and design and establishes changes where improvements can be made.
- Provides police training programs in accordance with the Force's strategic plan.
- Ensures appropriate selection, training, and evaluation of personnel.
- Mobilizes staff and guides them toward achieving the goals and vision of the Police Force.
- Works with employees to correct deficiencies; establishes discipline and dismissal procedures.
- Participates in collective bargaining, responds to grievances, and establishes good communication and professional relationships with representatives of the Grand-Sault Police Force Association and participates in management-union meetings.
- Ensures that the conduct of their personnel complies with the New Brunswick Police Act.
- Ensures safe operations management in compliance with the New Brunswick Occupational Health and Safety Act.
- Supervises the development and administration of the police force budget; manages the forecast of additional funds needed for personnel, equipment, materials, and supplies; closely monitors and approves expenditures; implements mid-year adjustments.
- Performs related tasks as directed by municipal authority

Caution: The above statements reflect the characteristic elements of the identified job and are intended to describe the general nature and level of work performed and should not be construed as an exhaustive enumeration of all inherent occupational responsibilities, duties, abilities, and requirements. All staff members may, from time to time, be required to perform tasks outside the scope of their normal responsibilities, as required.