



CHIEF OF POLICE SERVICES – CITY OF CHARLOTTETOWN

The City of Charlottetown is a flourishing community of approximately 40,500 people located on the south shore of Prince Edward Island. As the capital City of Prince Edward Island, it is called the “Birthplace of Confederation” after the historic 1864 Charlottetown Conference which led to Confederation. Charlottetown is a small city, bursting with energy and infectious island vibes. Prince Edward Island is famous for its culinary experiences, art and history, hospitality and culture scene, which takes its visitors by surprise in the best way possible.

The City of Charlottetown is currently seeking a qualified Chief of Police Services who is responsible for the maintenance of peace and good order, the protection of lives and property, the prevention and suppression of crime, and for responding to emerging community needs. The Chief of Police will also have the overall responsibility for the leadership management of all components of the Charlottetown Police Services (CPS), including an operating budget of \$9 million annually.

Policing in the 21st Century presents a dynamic, complex and ever-changing environment. With that said, CPS has focused on understanding and responding to community needs. Community Policing proposes a philosophy that combines traditional aspects of law enforcement with prevention measures, problem solving, community-engagement and community partnerships. This philosophy forms a foundation that is augmented with Intelligence Led and Predictive Policing approaches.

The four pillars of Policing in Charlottetown are:

- Protection of life and property;
- Preservation of public peace;
- Prevention and detection of crime; and
- Order maintenance.

Leading CPS in accordance with the Prince Edward Island *Police Act*, the Chief of Police has the ultimate responsibility for the efficient and effective operation of all components of the Charlottetown Police Services.

Detailed information relating to the necessary qualifications and experience for the Chief of Police position and complete instructions on how to apply, can be found on the City’s website: www.charlottetown.ca.

How to Apply: Please submit a cover letter, detailed resume and three references by email. Your application must be clearly marked with “**Application for Chief of Police Services**” and submitted by **Tuesday, March 9, 2021 at 4:00 PM** to hr@charlottetown.ca.

**The City of Charlottetown is an equal opportunity Employer and is proud to be an inclusive workplace. Please contact us at hr@charlottetown.ca or 902-629-4160 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.*



POLICE CHIEF

NATURE OF WORK: The Chief of Police and all members of the police service are responsible for the maintenance of peace and good order, for protection of lives and property, for prevention and suppression of crime, and for responding to emerging community needs. Success will be measured by a reduction in crime, a reduction in disorder, an increase in traffic safety, and a high level of public trust.

The Chief of Police will also have overall responsibility for the leadership and management of all components of the CPS, including an operating budget of \$9 million.

Policing in the 21st Century presents a dynamic, complex and ever-changing environment. With that said, the CPS has focused on understanding and responding to community needs.

Community Policing proposes a philosophy that combines traditional aspects of law enforcement with prevention measures, problem solving, community-engagement and community partnerships. This philosophy forms a foundation that is augmented with Intelligence Led and Predictive Policing approaches. Intelligence Led Policing is a business model and managerial philosophy where data analysis and crime intelligence are pivotal to an objective, decision-making framework that facilitates crime and disorder reduction, disruption and prevention through strategic management and effective enforcement strategies that target prolific and serious offenders.

Predictive Policing is taking data and information from disparate sources, analyzing them and then using the results to anticipate, prevent and respond more effectively to future crime.

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With a continued focus on reducing crime and victimization, providing a citizen-centered service, and being a model of efficiency and effectiveness, the Chief will provide an enthusiastic, innovative and imaginative approach to policing. The Chief will be a part of a highly progressive and leading organization and will be expected to take the CPS to the next level.

Leading the Police Service in accordance with the Prince Edward Island *Police Act*, the Chief has the ultimate responsibility for the efficient and effective operation of all components of the CPS and through this office the Chief is responsible for the following:

- Preservation and maintenance of the public peace and the prevention of crime within the municipality;

- Maintenance of discipline and the performance of duty within the police service, subject to the regulations governing the discipline and the performance of duty of police officers;
- The day-to-day administration of the police service; and
- Application of professional policy procedures and the enforcement of policies made by the Protective & Emergency Services Committee with respect to the police.

Note:

This job posting reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

As a committed member of the senior leadership team for the City of Charlottetown, the Chief of Police provides valuable input for strategic planning to assist the organization in meeting the goals of Council and acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

- The Chief of Police is responsible to and is held accountable by the Protective & Emergency Services Committee for the city of Charlottetown.
- Reports directly to the Chief Administrative Officer

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

Key accountabilities include:

- **Change Management** – Leads change that is informed by the organization’s vision, mission and is responsible to the multiple stakeholders and processes that influence service delivery. Facilitate the transition to new organizational processes in response to internal and external needs.
- **Community and Media Relations Management** – Utilizes media and community events /resources effectively to create a positive public image of the police service, build strong relationships with the community, and to assist in the detection and investigation of crime.
- **Decision-Making** – Applies innovative approaches that foster creativity and considered management of risk.
- **Ethical Accountability and Responsibility** – Takes responsibility for actions and makes decisions that are consistent with high ethical policing standards.
- **Financial Management** – Applies financial management principles and tools to effectively manage organizational resources (operating, capital, and people).
- **Fostering Relationships** – Seeks and builds alliances with internal and external stakeholders to meet their needs and further the organization’s objectives. Influences priorities, initiatives and objectives with an understanding of stakeholder needs.

- **Human Resource Management** – Applies, implements and directs the development of sound human resource management strategies, processes, policies and practices.
- **Information Technology Management** – Maximizes the use of state-of-the-art technology to support operational and administrative work of the CPS.
- **Interactive Communication** – Utilizes communication strategies in an effort to achieve common goals, influence and gain others’ support. Communicates broad organizational ideas and strategies so that there is a clear understanding and support of the CPS mission.
- **Organizational Awareness** – Understands and uses organizational awareness to deliver optimal services. Seeks to understand the critical concerns and most important issues of stakeholders to find optimal solutions.
- **Public Accountability** – Leads by example to safeguard and sustain public trust. Works effectively within parameters of jurisdictional governance structure and associated policing frameworks. Adheres to values of public service. Understands and uses internal and external structures of authority and understands the roles and responsibilities of external stakeholders in police operations.
- **Public Safety** – Promotes intelligence led and problem oriented policing philosophy that emphasizes partnerships with community, intelligence gathering, and proactive problem-solving that addresses conditions that can raise issues for and impact public safety. Builds organizational technical and functional capacity to achieve public safety objectives.
- **Strategic Management** – Creates a strategic plan for the CPS, translates strategic objectives into operational goals and works toward their implementation. Creates opportunities for continuous improvement through an ongoing evaluation of external environment and internal issues that hinder organizational sustainability.
- **Valuing Diversity** – Promotes a policing culture that embraces diversity, health and safety, and wellness. Understands one’s personal attitudes and values related to diversity and enhancing one’s own and other’s skills, knowledge, behaviours and actions related to diversity.

REQUIRED COMPETENCIES:

It is essential the successful candidate possess the following:

- **Strategic Leadership Skills** – Fosters the development of a common vision by providing clear direction, priorities and by clarifying roles and responsibilities, while creating a culture that is highly collaborative and inclusive. Creates an environment for members to innovate, takes reasonable risks, and learns from others. Believes in the direction of the CPS and is seen as a lead champion for its strategic priorities already in motion. Sets the example for the organization’s culture and ensures succession in management and leadership. Instill a culture of personal responsibility, accountability and continuous improvement. Is a visible, accessible, passionate and people-oriented leader with a reputation for successfully attracting, mentoring and motivating staff. Understands organizational culture and is able to work within that culture to effect organizational change in a positive way.
- **Strategic Planning Skills** - Develops short and long-range plans that are proactive, preventative, comprehensive, creative and realistic in effectively meeting goals and organizational objectives and integrates planning efforts across the organization’s units and functions. Be a recognized proactive and strategic thinker who can deal with the issues of the day while also being able to see the big picture.

- **Business and Financial Acumen** - Has a broad-based understanding of key business fundamentals, understands the drivers of financial health and accountability of the organization and takes responsibility for maintaining its ongoing fiscal soundness. A visionary who recognizes and understands future trends impacting policing from a regional, national and global perspective.
- **Communication and Relationship Building Skills** - Communicates effectively with stakeholders (community, government, CPS members, the Committee) on goals, plans and issues and encourages feedback, advice and collaboration. Excels at public speaking. Possesses superior interpersonal skills and is a person who listens well, respects diversity of opinions and employs an open, clear and succinct communication style. Communicates in an effective and concise manner, both orally and written. Creates and presents a history of active involvement in the life of the community.

REQUIRED QUALIFICATIONS:

- Previous experience in law enforcement and in execution of policing strategies at a senior level as a sworn officer and/or equivalent.
- Meet the appointment requirements as established in Section 9 of the Police Act and Section 7 of the Police Act General Regulations.
- Training and progressive experience in leadership, organizational change and management.
- Post Secondary Education and/or a combination of experience and education with a strong commitment to ongoing professional development

Salary assigned: Band G – Management Non-Union

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Only those applicants selected for an interview will be contacted.