Deputy Chief of Police

The Guelph Police Services Board is seeking a highly respected Senior Police executive of exceptional personal character to assume responsibility as Deputy Chief of Police for the City of Guelph. The incumbent will work as a member of a dynamic executive management team serving the citizens in one of the safest and most stable economic regions of Canada.

The Deputy Chief will be responsible for directing operational policing and administrative functions of all divisions at Guelph Police Service. The incumbent will oversee the development and implementation of operational plans and represent the police service at municipal, provincial, federal and international levels. The Deputy Chief will coordinate and deliver policing services to the community of Guelph through the development of both short and long range plans, utilization of innovative strategies and implementation of appropriate monitoring systems. Such services shall be developed and implemented in accordance with the Mission, Vision and Values of the organization and aligned with the Guelph Police Strategic Plan as approved by the Board. As the ideal candidate, you will demonstrate a commitment to Neighbourhood/Community Policing and build strong and diverse community links with more police visibility as a top priority. Proven track records in fiscal accountability and human resource management are also mandatory. The incumbent shall, when required, fulfill the duties of the Chief of Police in an acting capacity.

Guelph is a progressive community of approximately 130,000 people located in the heart of south western Ontario, 100 km west of Toronto. As well as being home to the University of Guelph, the community offers a diverse variety of recreational, manufacturing, service, technology and innovative enterprises.

The Guelph Police Service is committed to community policing in partnership with all residents, businesses and organizations in Guelph. The Service has an authorized complement of 222.5 police officers and 110.17 civilian members and has an annual operating budget of just over $46 million dollars.

**Position Qualifications:**

A Bachelor’s degree in police science, criminal justice, public administration or a related field is preferred. A combination of experience, education and training may substitute for formal education. A Master’s degree in a related field such as public or business administration is an asset. Must be a sworn senior police officer with at least 10 years of progressively responsible law enforcement experience in a variety of operational and administrative roles. At least 5 years of progressively responsible leadership experience is required. Experience in dealing with human resources, financial services, information
technology, media and community relations is required. Demonstrated ability to be an innovative and resourceful leader in developing teams is also a requirement.

This is a contract position with the Police Services Board. Salary and benefits to be negotiated.

Please see below for further details including the position description for this posting. Please address inquiries to Tracey Harris, Manager of Human Resource Services at tharris@guelphpolice.ca or (519) 824-1212 ext. 7358.

TO APPLY: Mail or E-mail your résumé to be received by the closing date of Monday, March 2, 2020, 4:00 pm to:

Guelph Police Services Board  
P.O. Box 31038, RPO Willow West  
Guelph, ON N1H 8K1  
Attn: Don Drone, Chair of the Board  
Email – board@guelphpolice.ca

We thank you for your application however, only those selected for an interview will be contacted.

The Guelph Police Service is committed to equitable treatment of all individuals in accordance with the Ontario Human Rights Code. This Service is committed to accommodating any individual needs in all employment practices. Please let us know if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

POSITION DESCRIPTION

POSITION TITLE: Deputy Chief
IMMEDIATE SUPERVISOR: Chief of Police

POSITION SUMMARY:

Responsible for directing operational policing and administrative functions of all divisions at Guelph Police Service. Oversee the development and implementation of operational plans and represent the police service at municipal, provincial, federal and international levels. Coordinate and deliver policing services to the community of Guelph through the development of both short and long-range plans, utilization of innovative strategies and implementation of appropriate monitoring systems. Such services shall be developed and implemented in accordance with the Mission, Vision and Values of the organization and aligned with the Guelph Police Strategic Plan as approved by the Board. Demonstrate
a commitment to Neighbourhood/ Community Policing and build strong and diverse community links with more police visibility as the a top priority.

MAJOR RESPONSIBILITIES:

Executive Leadership:

Lead the development of the strategic plan for the Service in consultation with the Chief of Police. Oversee the execution and monitor progress of operational plans to support the Strategic Plan process. Promote and support neighbourhood policing and administrative functions through effective planning, decision making, resource allocation and community involvement. Guide the resources of the Service through effective policy setting. Ensure the efficient utilization of resources through ongoing comprehensive audits and measurements. Promote the best interests of the community of the City of Guelph, the Guelph Police Service, the Board, the Chief and all members of the Service. Represent the Guelph Police Service on various external committees, work groups and conferences. Develop relationships with leaders, organizations, and oversight and governing bodies. Act in place of the Chief of Police as required.

Divisional Leadership:

Oversee and monitor all operational, policing and administrative areas of responsibility in an efficient, effective, economical and timely manner. Direct intelligence-led and problem oriented policing strategies, programs and tactics. Lead financial resources by applying financial principles and tools to effectively manage organizational resources including operating, capital and people. Assist the Chief of Police in identifying financial options and alternatives to enhance service delivery. Oversee human resource services by anticipating and planning for future human resource requirements based on the long-term vision and strategic direction including executive succession planning. Identify new ways which human resources can support the achievement of long-term organizational objectives. Provide overall direction and coordination of information systems and PRIDE initiatives and partnerships. Create opportunities for continuous improvement through leadership of information technology. Ensure compliance with Provincial Regulations and Legislation through design and development of policies and procedures to meet organizational needs.

Professional Standards:

Oversee the coordination of all investigative and reporting activities relative to Public Complaints made under Part V of the Police Services Act, internal complaints initiated by the Chief of Police and investigations falling under the mandate of the Special Investigations Unit in accordance with Part VII of the Police Services Act and Ontario Regulation 267/2010 made under the Police Services Act. Oversee all final reports as prepared by Professional Standards and ensure proper reporting to the Board, the Chief and external agencies as required. Responsible for the administration of discipline as required in accordance with the Police Services Act, and the Code of Conduct, Ontario Regulation 268/10 made
under the *Police Services Act*. Ensure that standards and safeguards are in place to protect the organization’s integrity and participate in defining ethical policing practice.

**Commitment to Continuous Improvement:**

Facilitate transition to new organizational processes in response to internal and external needs by formulating a clear and compelling vision for change and its implications for the organization. Create an environment that encourages innovation and continuous improvement through monitoring of performance measures within each business area for the purpose of celebrating success and problem-solving for improvements. Communicate change initiatives and impact to police service employees, police services board, and community members. Advocate for necessary resources for change initiatives. Launch the initiatives and reinforce the change message.

**Public Safety and Media Relations:**

Contribute to management of community and media relations. Articulate clear messages, internally and externally, to support an approach that blends intelligence-led and problem-oriented policing. Directs the development and administration of policies and procedures to implement an integrated approach to intelligence-led and problem-oriented policing. Educate key stakeholders about the approach and outcomes to gain their support.

**JOB COMPETENCIES:**

- Job knowledge (financial, human resource management, information technology)
- Strategic management
- Effective Oral and Written Communication
- Interpersonal Skills
- Public accountability and public safety
- Continuous Improvement and change management
- Succession Planning
- Organization awareness and ethical accountability

**QUALIFICATIONS:**

**EDUCATION**

- A Bachelor’s degree in police science, criminal justice, public administration or a related field is preferred. A combination of experience, education and training may substitute for formal education.
- A Master’s degree in a related field such as public or business administration is an asset.
EXPERIENCE

- At least 10 years of progressively responsible law enforcement experience in patrol, investigations, emergency response programs as a senior police officer.
- At least 5 years of progressively responsible leadership experience.
- Experience in dealing with human resources, financial services, information technology, media and community relations.
- Demonstrated ability to be an innovative and resourceful leader in developing teams.
- Demonstrated ability to think and act strategically.

KNOWLEDGE

- Advanced knowledge of law enforcement, legislation and policy regarding public safety.
- Advanced knowledge of national and international policing issues, philosophies, practices and trends.
- Advanced knowledge of current law enforcement leadership/management theory and administrative standards.
- Advanced knowledge of budgeting and financial practices applicable to law enforcement.
- Advanced knowledge of governance structures.

OTHER REQUIREMENTS

- Valid Canadian driver’s license
- Valid First Aid Certificate and CPR Certificate
- Canadian citizen

WORKING ENVIRONMENT:

- Climate controlled office.
- Extensive sitting, listening and mental concentration.
- Some travel required, both local and outside the community.
- Some lifting (approximate maximum of 25 lbs.) extensive digital dexterity for computer work.
- Hours of work vary and may require some extended shifts to meet multiple deadlines.