



## WIKWEMIKONG TRIBAL POLICE SERVICE

### (2) Fulltime – Permanent

**Position:** Sergeant – Team Leader  
**Location:** Wikwemikong Unceded Territory  
**Responsible to:** Chief of Police, Wikwemikong Tribal Police Service

The Wikwemikong Tribal Police Service is accepting applications from a police officer who has served or is currently serving with a Canadian police agency.

**Summary:** The Sergeant is responsible for providing operational supervision of personnel and performing administrative and other operational duties as assigned. To provide a service delivery that is consistent with the Wikwemikong Tribal Police Service philosophy and mission statement.

#### Key Duties/Responsibilities:

- Promotes a positive work environment free from discrimination and harassment.
- Providing advice and guidance to staff on operational or administrative matters and assisting them to establish plans and objectives in their work with the public.
- Ensuring staff provide courteous, professional support and assistance to the public and assist to provide ongoing support to victims of crime.
- Assisting personnel in reaching their full potential through motivation, counselling, training, and coordination of career development opportunities.
- Monitoring training/development programs to ensure employees receive appropriate training, guidance, and opportunities to achieve optimum performance.
- Recommending personnel for special duties or training.
- Conducting performance appraisals and completing evaluation reports in accordance with policy and procedures.
- Resolving employee work or performance problems and referring unresolved problems to the supervisor.
- Performs assigned operational duties.
- Performs administrative duties to ensure an optimum level of efficiency is maintained.

#### Basic Requirements:

- Ontario Police College Certificate or equivalent as recognized by the Ontario Police College.
- Diploma in Police Foundations or Degree in Law and Criminal justice an asset.
- Must possess a valid class G Ontario Driver License.
- Possess current First Aid/CPR Certificates.
- Basic computer skills and knowledge of Microsoft Outlook and Office.
- Must have awareness of First Nation culture and traditions.
- Be physically able to perform the duties of the position.
- Ability to maintain confidentiality a **MUST**.
- Be prepared to take an Oath/Affirmation of Office and Secrecy.
- Be of good moral character and habits.
- Pass a detailed background check that includes security clearance checks, credit, and reference checks.

Employment packages are available for pick up at the WTPS office, on our website or can be emailed to those interested. Interested applicants are to forward their completed electronic employment package, letter of interest/cover letter, detailed resume, copies of relevant diploma/certificates, and 3 work related references to:

**Attention: Sergeant – Employment Opportunity**  
**Staff Sergeant – Chris Wesley**  
[christopher.wesley@wtps.ca](mailto:christopher.wesley@wtps.ca)

**Posting Deadline: July 14, 2023 at 1600 hrs**

Please note, applications will be screened. Only those selected for an interview will be contacted. Interviews will be scheduled and at that time a decision will be made to consider an experienced officer for hire. The qualified candidate(s) will be subject to a comprehensive background investigation. The candidate will be notified before any contact is made with their current police service.

Members of the Wikwemikong Tribal Police Service participate in the Ontario Pension Board (OPB) pension plan. It is compulsory for members to contribute to the plan. Experienced officers who have contributed to another pension plan may contact their current plan administrator to determine if their plan is transferable.



## WTPS UNIFORM JOB DESCRIPTION

<b>Position Title:</b>	<b>Team Leader</b>	
<b>Command:</b>	<b>ALL</b>	<b>Class Title: Sergeant</b>
<b>Region/Bureau:</b>	<b>Wikwemikong Unceded Territory</b>	<b>Class Code: 05604</b>
<b>Detachment/Section:</b>	<b>Wikwemikong Unceded Territory</b>	<b>Reports To Position Title: Staff Sgt. Operations Manager</b>
<b>Unit:</b>	<b>All</b>	

### PURPOSE:

To coordinate and supervise the delivery of WTPS operations on an assigned shift/platoon, to prevent crime, provide victim assistance, community service, maintain public order, respond to emergencies and enforce federal and provincial laws in accordance with WTPS community policing objectives and contract requirements.

### KEY RESPONSIBILITIES:

*EVERY POLICE OFFICER SHALL ABIDE BY THE PRINCIPLES OUTLINED IN S. 1 AND MAINTAIN THE ABILITY TO PERFORM THE DUTIES REQUIRED BY S. 42 OF THE POLICE SERVICES ACT.*

- In a Detachment area providing WTPS services to local and rural communities through generalist and specialist detachment constables, under the direction of the Staff Sergeant, Operations Manager, the position will be responsible to perform any or all of the following responsibilities as determined by the Detachment size and complexity.
1. Contributes, within assigned detachment role, to the supervision, coordination, motivation and coaching of detachment personnel in the delivery of WTPS services. Conducts performance appraisals, counsels on work and personnel problems, applies disciplinary actions referring unresolved issues to supervisor. Recommends staff for special duties or training, career development, and other human resources actions.
  2. Liaises, with the community, municipal governance, police service board, on daily matters of service delivery to coordinate community priorities and WTPS services, build effective partnerships and promote and represent the WTPS referring, as required, issues to the Detachment Command and providing regular updates on service delivery.
  3. Coordinates, within the scope of the assigned role, administrative functions to ensure an optimum level of efficiency is maintained, determines and develops strategies to meet service needs, ensures sufficient staff are available for duty periods through the development of work schedules. Approves overtime, time off, vacation, statutory holidays and monitoring overtime and sick leave usage. Maintains, compiles and analyses statistics as required. Leads WTPS initiatives and projects as required.
  4. Liaises with the Operations Manager to implement corporate and regional policies and programs. Contributes to the development of operational plans, strategies and initiatives.
  5. Performs other duties, as assigned.

### COMPENSABLE FACTORS

*THIS INVENTORY OF SKILLS AND KNOWLEDGE IS IN ADDITION TO THE KNOWLEDGE AND SKILL REQUIRED FOR THE GENERIC RANK DESCRIPTION AND COMPETENCY PROFILE FOR THIS RANK.*

### KNOWLEDGE OF:

- The application of WTPS policies, procedures, practices, methods and techniques relating to generalist policing services as well as relevant legislation, policies and programs such as the Police Services Act, Highway Traffic Safety Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Freedom of Information and Protection of Privacy, Police Orders. Awareness of Illness Injury and Employment Accommodation Program, WTPS Memorandum of Understanding, Human Rights Code and Workplace Discrimination and Harassment Prevention Policy
- The ability to effectively supervise, ensure employee accountability, coach, develop and manage performance, motivate, build a cohesive team and coordinate the activities of applicable detachment personnel in the delivery of WTPS services. Understanding of community needs to foster community relationships and partnerships, anticipate community needs and share information. Coordination skills to set goals and objectives, provide direction, coordinate activities, resolve disputes and make decisions
- The ability of organizational commitment and integrity to promote professionalism through the fostering of a positive work environment, focusing on: accountability, respectful relationships, valuing diversity, continuous learning, fairness, courage and caring in our community and in the WTPS work environment.

### JUDGEMENT:

- Within the scope of the assigned role, the position works independently under the supervision of the Staff Sergeant, Operations Manager. Decisive insight to identify alternative approaches or actions to a problem. Judgement is exercised in: coordinating delivery of WTPS generalist policing services, administrative and community services, anticipating community needs, providing direction, resolving disputes and making decisions.
- Excellent written and verbal communication skill set.

### ACCOUNTABILITY:

#### Program:

The coordination and delivery of high quality policing services in accordance with community needs, WTPS goals, objectives, priorities and plans. In the achievement of this goal, member will effectively collaborate with at-rank and superior detachment personnel.

**Human Resources:**

Within the scope of assigned role, accountable for the direct supervision of detachment personnel.

**Financial, Material and Equipment:**

Support the integrity of area controlled inventory systems, security and maintenance of area infrastructure and the day to day administrative expenditures and operational controls, e.g. overtime, oversight of area security processes, seized property management systems.

## IMPACT OF ERRORS:

- Failure to effectively supervise the delivery of services, within the scope of assigned role, could incur damage to the credibility, reputation and professionalism of the organization, compromise the quality of delivery of policing services, create morale issues, have a negative impact on the budget of the detachment, incur civil and contractual liability.

APPROVALS		DATE
Immediate Supervisor:	Christopher Wesley, Staff Sergeant, Operations Manager	June 23, 2023
Region/Bureau Commander:	Generic Approved for all Regions	June 23, 2023