



THE THUNDER BAY POLICE SERVICE

POSITION DESCRIPTION

POSITION: Constable
BRANCH: Primary Response
UNIT: Primary Response
REPORTS TO: Sergeant – Primary Response
PAY SCALE: As per the Uniform Collective Agreement, Schedule A

CORE COMPETENCIES

The **Constable – Primary Response** is responsible for the orderly operation of general duties within their assigned Unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

Competencies	Requirements
Accountability and Excellence	<ul style="list-style-type: none">• Align behaviours to organizational and ethical values of trust, integrity, leadership, inclusivity, and collaboration.• Address others whose behaviours are contrary to TBPS values.• Demonstrate required level of job-related skill.• Focus efforts on achieving standards of excellence through continuous improvement and ongoing development.• Comply with all relevant codes of conduct, policies, and procedures.• Exercise self control, adaptability, and flexibility in stressful or difficult situations.• Accept responsibility for own actions regardless of consequences.• Respect the dignity, human rights, equity, diversity, and inclusion of others.

Competencies	Requirements
Decision Making	<ul style="list-style-type: none"> • Apply established guidelines and procedures to make informed decisions. • Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process. • Consider consequences of decisions including the impact on others and the TBPS. • Reach decisions that are consistent with established procedures and TBPS values. • Assess the effectiveness of decisions and responds accordingly.
Interaction and Influence	<ul style="list-style-type: none"> • Promote team goals, share the workload, and assist others. • Give credit and acknowledge contributions and efforts of peers. • Treat others fairly, ethically, and with value — communicating openly and building trust. • Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding. • Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS. • Ability to accept and act on constructive criticism. • Effectively communicate using strategies to achieve common goals, influence, and gain support of others.
Social & Cultural Competency	<ul style="list-style-type: none"> • Demonstrate a professional, empathetic, and objective demeanour. • Able to effectively interact, work and develop meaningful relationships with people of various ethnical, cultural, and social backgrounds. • Recognize and respect diversity through communication and actions in all contexts. • Show respect and openness towards someone whose ethnical, cultural, and social background is different from one’s own. • Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS. • Able to use one’s own experiences to relate to and work with all ethnical, cultural, and social groups.

<p>Community Engagement</p>	<ul style="list-style-type: none"> • Demonstrate professional, empathetic, and objective demeanour when dealing with all ethnical, cultural, and social groups. • Participate in policing and community partnership events where applicable. • Demonstrate service excellence consistent with the TBPS strategic plan. • Use discretionary time to engage in proactive policing to address known community concerns. • Proactively initiate projects and increases awareness of programs targeting community issues.
<p>Investigative Effectiveness</p>	<ul style="list-style-type: none"> • Capture all necessary evidence and supporting documentation. • Use appropriate interviewing techniques to obtain information from victims, witnesses, and accused. • Prepare for court appearances and testifies effectively. • Complete investigations to the furthest extent possible, does not request unnecessary follow-up. • Illustrate effective time management and administrative skills including Niche tasks, case management, disclosure requests, crown follow-ups, etc.
<p>Patrol Effectiveness</p>	<ul style="list-style-type: none"> • Ability to interpret and understand the rights of individuals as it pertains to the Canadian Charter of Rights and Freedoms and applies these rights during investigations and arrests. • Apply legislation, policies, and procedures when performing policing duties. • Ensure quality of own work and seeks clarity on priorities as needed. • Author factual reports and notes that are logical, concise, and comprehensive using correct grammar, spelling, and punctuation. • Perform call response and enforcement activities consistent with the unit average.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

The **Constable – Primary Response** is responsible and accountable to the **Sergeant – Primary Response** for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

- Responds to routine and emergency calls, assessing the need for back-up police and/or emergency services (fire, ambulance, towing, etc.) administers First Aid or CPR as required, and assists crime or accident victims.
- Patrols assigned areas to maintain a visible police presence, develops familiarity with the area and identifies high-risk locations ; inspects businesses, public buildings and homes to ensure that premises are secure.
- Attends crime scenes to determine the nature of the occurrence, contain and preserve crime scenes, and to determine the extent of personal injuries, identify victims, witnesses, and the extent of damage to property, documenting evidence and calling for Forensic Identifications Officers and other back-up as required; ensuring that the safety of officers and the public is maintained at all times.
- Investigates crimes and offenses against provincial and municipal statutes; apprehends and arrests suspects using the means necessary and justified in law to protect officers and the public; executes arrest warrants; processes appropriate charges, and ensures that arrested persons are informed of the reason(s) for their arrest and of their rights to legal counsel.
- Interviews suspects; documenting, and processing arrest reports and preparing Crown Briefs to support the charges laid; responds to questions from investigators and Crown Attorneys and gives evidence in Court.
- Gathers intelligence on suspected criminal activity through patrols and community contacts; checks suspicious persons; compiles information for CIB, Intelligence, or other officers as appropriate.
- Counsels victims of crimes or accidents and arranges for Victim Services support as required; notifies victims on the status of their complaints, and advises on methods of avoiding recurrences.
- Maintains vehicle patrol operations including calibrating and operating radar equipment, running licence plate checks, issuing warning or Provincial Offence Notices under the HTA, LLA, and other statutes, conducting sobriety and breathalyser tests; assessing the behaviour and attitudes of individuals to identify potential problems.
- Undertakes assignments including traffic point duty, prisoners escorts and crowd control duties as required.
- Performs other duties required of a sworn Police Officer and as assigned.
- All other duties as assigned within the core competencies.

QUALIFICATIONS

- Must meet the minimum requirements of the Police Services Act of Ontario.
- Must successfully complete the Basic Constable training at Ontario Police College.
- Demonstrated experience in problem solving and conflict resolution in a police environment.
- Demonstrated ability to listen, comprehend, retain, record and relay information clearly, accurately, and efficiently.
- Demonstrated ability to communicate in writing clearly and concisely and with various forms of technology.
- Ability to work effectively with members of the community of all ages, lifestyles and cultural and socio-economical backgrounds.
- Demonstrated initiative and the ability to work well in a team environment.
- Ability to provide innovative approaches to community issues in partnership with external organizations and individuals.

WORKING CONDITIONS

- Required to work a 24/7 shift schedule consisting of a schedule of 2 days on, 2 nights on, 4 days off, to meet operational requirements of the unit.
- Regular need to give close attention, either hearing or seeing, to what is happening.

TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Panel Interview

APPROVAL:

Prepared by: Inspector R. Gibson #488	Date: April 29, 2022
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