



Stl'atl'imx Tribal Police Service

Administrative Policy: AB060 Job Description

Effective Date: 2010-06-11 Revision Date:

1.0 Policy

- 1.1. Every position within the Stl'atl'imx Tribal Police Service will have a written job description that will be available to all personnel

2.0 Reason for Policy

- 2.1. To ensure that all personnel are able to review up to date descriptions of the duties and responsibilities of each position within the department, particularly duties and responsibilities of the position they occupy

3.0 Procedures

- 3.1. Job Descriptions are created and altered under the direction of the STPS Chief Officer

3.2. Job Description

3.2.1. STPS Chief Officer

- Administers the Police Service in accordance with the Police Act RSBC 1996, C. 367, ss. 34(1)
 - *"The chief constable of a municipal police department has...general supervision and command over the municipal police department and must perform the other functions and duties assigned to the chief constable under the regulations or under any Act"*
- Administers the Police Service in accordance with STPS Administrative and Operational Policy
- Report to and operate under the direction of the STP Board
- Brings policy issues to the attention of the STP Board

3.2.2. STPS Sergeant

- Report to and operate under direction of the STPS Chief Officer
- Adhere to STPS Administrative and Operational Policy
- In-depth knowledge of STPS Policy and Procedure
- Supervise staff as directed by STPS Chief Officer
- Perform administrative duties



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- Liaise with the communities served by the STPS on a consistent and regular basis
- Implement and participate in community policing initiatives, enforcement initiatives and problem-solving approaches
- Enforce municipal bylaws
- Enforce the criminal law
- Enforce the laws of the province
- Maintain law and order
- Prevent crime

3.2.3. STPS Constable

- Report to and operate under direction of the STPS Departmental Sergeant
 - Unless otherwise directed by the STPS Chief Officer
- Adhere to STPS Administrative and Operational Policy
- Liaise with the communities served by the STPS on a consistent and regular basis
- Provide information to all STPS personnel related to activities and or potential issues in the STPS Jurisdiction
- Implement and participate in community policing initiatives, enforcement initiatives and problem-solving approaches
- Enforce municipal bylaws
- Enforce the criminal law
- Enforce the laws of the province
- Maintain law and order
- Prevent crime

3.2.4. STPS Department Operations Clerk

- Report to and operate under direction of the STPS Departmental Sergeant
 - Unless otherwise directed by the STPS Chief Officer
- Adhere to STPS Administrative and Operational Policy



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- Keep the STPS Chief Officer and Departmental Sergeant informed of important information
- Attend front counter and Answer telephone calls
 - Respond to any inquiries or complaints from the public
 - Record information and relevant details
 - Direct information to appropriate personnel
- Open Occurrence Files
- Prepare Occurrence month end report
- Assist outside agencies on joint files:
 - MCF [Ministry of Children and Families]
 - Crown Counsel
- **Radio Duties**
 - Relay information to members
 - Respond to requests for information from members
- **Follow applicable Policy & Procedure related to CPIC, PIRS, PRIME, NCDB, JUSTIN**
 - CPIC: Canadian Police Information Centre
 - PIRS: Police Information Retrieval System
 - PRIME: Police Records Information Management Environment
 - NCDB: National Crime Databank
 - JUSTIN: Justice Information System (BC)
- **Clerical Duties**
 - Maintain common filing and procedures system between offices
 - Maintain filing system for:
 - Occurrence files
 - Forms files for Operations
 - Operation/Administration files
 - Maintain log books for:
 - Occurrence
 - Exhibit log books
 - Purge Operational Files at the end of each month



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- Criminal Record Check
- Data Entry
 - Type court documents, letters and other documents
 - Transcribe statements
 - Complete fingerprint forms with court Disposition

3.2.5. Financial Clerk

- Report to and operate under direction of the STPS Chief Officer and the STP Board
- Adhere to STPS Administrative and Operational Policy
- Maintain the STPS Budget and Financial Records
- Ensure accounting policy and procedure are being adhered to
- Accounts Payable
 - Keep all vendor accounts current via Simply Accounting software
 - Process and mail cheques
 - Maintain files
- Utilize systems to provide for the accounting of all expenses occurred
- Process bi-weekly payroll
 - Remit payroll deductions payable
 - CSB and pension contributions
- Prepare bank deposits and reconcile monthly statements
- Maintain Petty Cash
- Order:
 - Office supplies
 - Uniforms
 - Police equipment
- Provide monthly financial reports to STP Board:
 - Balance sheet
 - Departmental Income
 - Expense Statements
- Assist in the preparation of the annual budget and enter into financial reports



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- Assist with annual reporting requirements
- Prepare Budget Proposals
- Perform year end duties to assist Auditor
- Update and maintain administrative filing system
- Maintain employee records:
 - Employee Contract
 - Group Insurance
 - Pension Plans
 - Payroll
 - Sick leave
 - Vacation
- Process outgoing mail
- Answer telephones as and when required

3.2.6. STP Board Coordinator

- Report to and operate under direction of the STPS Chief Officer and the STP Board
- Adhere to STPS Administrative and Operational Policy
- Maintain:
 - STP Board Policy and Procedures manual
 - New Board manual packages
- Inform STP Board of important issues
- Liaise, on behalf of STP Board:
 - Communities
 - Legal advisors
 - Police Services Division
 - Federal government
 - Provincial government
 - Other outside agencies related to STP Board
- Organize, on behalf of STP Board :
 - Meetings



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- Conferences
- Training workshops
- Board Retreat
- Accommodations
- Prepare and send:
 - Correspondence as required
- Receive and distribute incoming mail
- Write STPS Public Relation Articles
- Assist as necessary:
 - Department Operations Clerk
 - Create Operational file on PRIME
 - Financial Clerk
 - www.stlatlimxpolice.ca website
- Schedule evaluations for the STPS Chief Officer and STP Board Coordinator