

COMMISSIONER OF POLICE

Job Summary

An incumbent in this office plans, organizes, directs and controls all strategic activities of the Police Service in the enforcement of laws and ordinances, crime prevention and the protection of life and property in order to promote and achieve higher levels of safety and security for the nation. Work involves providing policy advice and decision making support to the Minister, Permanent Secretary and the Police Service Commission; formulating, implementing and monitoring policies, plans and programmes for the Police Service; and managing the financial resources allocated to the Police Service particularly as it relates to the procurement of goods and services. Duties also include planning, organizing and directing the major divisions of the Police Service in strategic, operational and tactical planning activities, providing administrative direction and oversight and fostering cooperative working relationships with other arms of the Ministry. Work is performed with innovativeness, initiative, discretion and independent judgment and is reviewed as necessary to keep informed and to monitor effectiveness/accuracy based on functional policies.

Duties and Responsibilities

Manages and coordinates the strategic activities of the Police Service. This involves:-

- planning, organizing and directing the major divisions of the Police Service in strategic, operational and tactical planning activities.
- developing and directing the implementation of strategies to reduce the level of crime and criminal activities and improving vehicular traffic and pedestrian safety.
- planning, organizing, reviewing and evaluating the work of staff through subordinate levels of supervision.
- providing policy guidance and interpretation to subordinates and ensuring that laws, ordinances and policies are consistently enforced.
- overseeing all emergency operations to ensure that a management team responds and taking command of field operations where necessary.
- providing for the selection, training and professional development of staff to enhance organizational effectiveness.
- conducting periodic audits of human resource, quarters and equipment for conformance with departmental policies and procedures.
- exercising disciplinary control over all Police Officers with the exception of the Deputy Commissioner of Police.
- managing and directing the allocation of finance, equipment, human and other resources.

Duties and Responsibilities (cont'd.)

Formulates policy and provides policy advice and decision-making support to the Minister, Permanent Secretary and the Police Service Commission.

Serves as Accounting Officer and Administering Officer of Infrastructure Development Fund by managing the financial resources allocated to the Police Service and ensuring the efficient provision and use of goods and services.

Serves as the Receiver of revenue collected by the Police Service for Government.

Participates in the development, implementation and monitoring of the national strategic plan for the Police Service.

Formulates and directs the implementation of rules, regulations, procedures, work standards and Standing Orders in respect of the Police Service.

Reviews and evaluates operational plans, programmes and service delivery and makes recommendations for improvement.

Monitors changes in the technological, economic, political and legal environments that affect the Police Service and develops and implements policy, procedures, and operational changes as required.

Provides administrative direction and oversight by:

- preparing budget estimates and controlling expenditure in accordance with appropriations.
- promoting officers with the exception of the Deputy Commissioner of Police
- appointing police officers, Supplemental and Special Reserve Police and police officers on contract.
- approving the transfer of all Police Officers and the dismissal of Police Officers, (except Deputy Commissioners), trainees, supplemental police and special reserve police.
- effecting acting appointments and confirmation of appointments of Police Officers.
- approving the purchase of arms, ammunition, and accoutrements for the Police Service.
- appointing civilian staff on contract.

Plans, organizes and directs the activities of the Assessment Centre, the Promotions Advisory Board and the Examination Board.

Represents the Police Service in significant Public Relations matters; and develops and fosters community networks by establishing and maintaining working relationships with the public and NGOs to enhance crime solving capabilities and maximize service delivery.

Establishes and maintains relationships with regional and international agencies to consult on matters of crime and national safety.

Duties and Responsibilities (cont'd.)

Prepares Briefs, Notes and reports on the operations/accomplishments of the Police Service.

Keeps abreast of current and innovative police policies, procedures, and technology through the attendance at criminal justice meetings, seminars, and conferences and the interaction with other law enforcement agencies.

Performs other duties related to job functions which may be assigned from time to time.

Knowledge, Skills and Abilities

- Expert knowledge of the relevant laws of Trinidad and Tobago which are necessary to carry out the functions of the job.
- Expert knowledge of Police Service Act and Regulations.
- Expert knowledge of Departmental policies and guidelines.
- Expert knowledge of the techniques of crime, prevention, detection and the preservation of physical evidence.
- Expert knowledge of the principles, practices and procedures of Police Administration, organization and operation.
- Expert knowledge of the principles, methods and techniques of management.
- Sound knowledge of the principles and techniques of strategic planning.
- Sound knowledge of grievance/tribunal procedures related to the Police Service.
- Sound knowledge of conflict resolution techniques.
- Sound knowledge of administrative principles and practices including program development, implementation and monitoring.
- Sound knowledge of the use and care of firearms and other equipment related to job functions.
- Sound knowledge of the Financial Regulations and Instructions and related circulars.
- Sound knowledge of the principles and techniques of Project Management.
- Sound knowledge of Court procedures.
- Working knowledge of relevant computer applications.
- Working knowledge of self-defense techniques.

Knowledge, Skills and Abilities (cont'd.)

- Working knowledge of First Aid techniques.
- Ability to provide leadership and vision.
- Ability to develop, implement and review policies and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to analyse and solve problems at the strategic level of the organisation.
- Ability to manage a cadre of professional, technical and administrative staff.
- Ability to maintain effective working relationships with other employees and members of the public.

EXPERIENCE AND TRAINING

At least fifteen (15) years' experience of increasing responsibility in law enforcement and training as evidenced by the possession of a Bachelor's Degree from a recognized University in Law, Criminal Justice, Criminology, Police Service Management or other job related field from a recognized university.

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DEPUTY COMMISSIONER OF POLICE

Job Summary

An incumbent in this office assists the Commissioner of Police in charting the strategic direction of the Police Service. Duties include collaborating with the Commissioner in the formulation of policy and development/review of the national strategic plan for the Police Service; directing the implementation of policy decisions, rules, regulations, procedures and work standards; and collaborating in the planning, directing, reviewing and evaluating of administrative and operational plans, programmes and systems. Duties also involve managing the day-to-day operations of the Police Service. Work is performed under the general direction of the Commissioner of Police and the employee exercises initiative, innovativeness, discretion and independent judgment in accordance with existing principles, policies and legislation. Work is reviewed by the Commissioner of Police for efficacy and the achievement of objectives through discussions and reports.

Duties and Responsibilities:

Assists the Commissioner of Police in charting the strategic direction of the Police Service. This involves:

- Contributing to the formulation of policy in respect of the Police Service and to the development of the national strategic plan for the Police Service in collaboration with other relevant police personnel.
- Participating in the development, implementation and monitoring of the national strategic plan for the Police Service.
- Developing intelligence-related strategies and mechanisms to treat with crime and advising Commissioner of Police on same.
- Developing policies and guidelines for managing and coordinating the gathering and dissemination of intelligence.
- Establishing systems and procedures to ensure operational readiness of the Police Service.

Manages the day-to-day operations of the Police Service. This involves:

- Directing and coordinating the activities of various Stations/Divisions/Branches by conferring with senior police officers to advise on work plans and programmes.
- Reviewing recommendations of the Assistant Commissioners of Police and other section managers and advising them, as required.
- Monitoring and reviewing progress of work through reports and meetings.
- Appraising and evaluating the performance of staff and initiating disciplinary proceedings, as may be required.

Duties and Responsibilities (cont'd.)

- Providing guidance, identifying training needs and recommending appropriate training for staff.
- Conducting periodic inspections of Stations/Divisions/Branches and making recommendations on buildings, equipment and support services.

Provides support and advice to the Commissioner of Police on the delivery of community safety, intelligence development, policing operations, crime investigations, traffic management and the management and development of human resources.

Assists in the preparation of the annual budget for the Police Service. This includes:-

- reviewing the Draft Estimates of Expenditure received from Divisions/Sections/Branches; and
- compiling data to prepare the draft budget for submission to the Commissioner of Police.

Prepares comprehensive notes/reports/briefs and other documents pertaining to the operations of the Police Service.

Represents the Police Service at seminars, meetings and workshops and participates in discussions with relevant national and international security agencies on matters pertaining to criminal intelligence with a view to improving the Police Service.

Monitors and reviews systems and procedures established to ensure the adequate staffing and equipping of the Police Service and makes recommendations on the purchase of arms, ammunition and accouterments to the Commissioner of Police, as required.

Analyses, interprets and reviews all information, statistics and relevant data on crime and other activities and makes recommendations with respect to their acceptability or adaptability.

Performs administrative functions such as:

- Granting of special leave to Police Officers involved at the national and international level in cultural activities.
- Certifying travelling claims.
- Approving applications for non-promotional allowance.
- Preparing and issuing departmental orders.
- Authorizing applications for early retirements and resignations for all police officers and vacation leave for Second Division officers.

Provides directions regarding the prosecution of members of the Trinidad and Tobago Defence Force and protective services who have violated the law.

Duties and Responsibilities (cont'd.)

Serves on interview panels for the selection of candidates for positions in the Police Service.

Performs other duties related to the job functions which may be assigned from time to time.

Knowledge, Skills and Abilities:

- Sound knowledge of the relevant laws of Trinidad and Tobago which are necessary to carry out the functions of the job.
- Sound knowledge of Police Service Act and Regulations.
- Sound knowledge of Departmental policies and guidelines.
- Sound knowledge of the techniques of crime, prevention, detection and the preservation of physical evidence.
- Sound knowledge of the principles, practices and procedures of Police Administration, organization and operation.
- Sound knowledge of the principles, methods and techniques of management.
- Sound knowledge of the principles and techniques of strategic planning.
- Sound knowledge of the techniques of crime detection and preservation of physical evidence.
- Sound knowledge of research methodology and techniques.
- Sound knowledge of grievance/tribunal procedures related to the Police Service.
- Sound knowledge of conflict resolution techniques.
- Sound knowledge of the Financial Regulations and Instructions and related circulars.
- Sound knowledge of the principles and techniques of Project Management.
- Sound knowledge of the use and care of firearms and other equipment related to the job function.
- Sound knowledge of Court procedures.
- Working knowledge of relevant computer applications.
- Working knowledge of self-defense techniques.
- Working knowledge of First Aid techniques.
- Ability to manage a cadre of professional, technical and administrative staff engaged in police work.

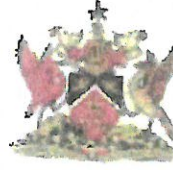
Knowledge, Skills and Abilities: (cont'd.)

- Ability communicate effectively both orally and in writing.
- Ability to develop, implement and review policies and procedures.
- Ability to plan and organize the work of a large organization, to delegate responsibility and to exercise effective supervision and direction through lower level supervisors.
- Ability to analyse issues, make mature judgments and solve problems at a strategic level.
- Ability to maintain effective working relationships with other employees and members of the public

EXPERIENCE AND TRAINING

At least ten (10) years' experience of increasing responsibility in law enforcement and training as evidenced by the possession of a Bachelor's Degree from a recognized University in Law, Criminal Justice, Criminology, Police Service Management or other job related field from a recognized university.

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**Police Service Commission
of the
Republic of Trinidad and Tobago**

**Application for posts within the Trinidad and Tobago
Police Service of:**

Commissioner of Police

Deputy Commissioner of Police

Both

NAME OF APPLICANT:

FOR OFFICIAL USE ONLY
APPLICATION NO: -----
DATE RECEIVED: -----

Competency-Based Application Form

Commissioner of Police and/or Deputy Commissioner of Police

Private and Confidential

Before completing this application form you are advised to read the instructions for completion (below).

Instructions for Completion:

1. You are strongly advised to read all documentation available on the Job portal, including: the recruitment process guidelines, legal notices, job descriptions, prospectus and referenced documents.
2. You are required to download and complete all sections of this application form. Responses to questions should be concise, yet descriptive enough to allow evaluators to understand the full picture.
3. This application form **must** be completed electronically. You **must** type your answers in the space provided and submit your documents in 'PDF' format. (Handwritten and/or scanned applications will not be considered.)
4. It is imperative that you are open and honest with your answers. Evidence needs to be specific and focused on your personal involvement/ experience and actions. The evidence you present must be from ~~within~~ the last five years. The appropriateness of your response will be determined by the extent that your evidence relates to the competency area being assessed, how thoroughly you respond to the questions asked and how appropriate your examples are in relation to the issues facing the Trinidad and Tobago Police Service.
5. It is your responsibility to ensure that the application form is completed according to these instructions and the recruitment process guidelines.
6. All application forms **must** be submitted online via the website www.ttrecruitmentonline.com no later than **11:59 pm** (Local time Trinidad and Tobago, GMT -4) on **29th September, 2017**.
7. Successful applicants will be notified within three weeks of the closing date of the application process and will be invited to take part in a comprehensive, competency-based assessment process.
8. In Part Five, you are required to provide details of references who can vouch for the accuracy of the information you have provided. As part of the assessment processes these persons may be contacted to verify the information provided.
9. The Police Service Commission of the Republic of Trinidad & Tobago is committed to equality and diversity and welcomes applications from all suitably qualified applicants who are nationals of Trinidad and Tobago.