



## POSITION PROFILE

# CHIEF OF POLICE

Reports To: Brandon Police Board

Organization: City of Brandon

Date: May 2024

## BRANDON POLICE SERVICE

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The Brandon Police Service (BPS) is the primary law enforcement agency serving the city of Brandon, Manitoba, Canada. It is responsible for maintaining public safety, enforcing laws, and providing various community policing services to the residents of Brandon. The BPS operates under the direction of the Brandon Police Board, which is comprised of members appointed by the municipal government. The Chief of Police oversees the day-to-day operations of the department and works closely with other law enforcement agencies at local, provincial, and federal levels to address crime and ensure public safety. The BPS employs sworn police officers, civilian staff, and volunteers who work together to fulfill the department's mission of serving and protecting the community. Officers undergo rigorous training to handle various situations, including emergency response, investigations, and community engagement. In addition to its core duties of crime prevention and law enforcement, the Brandon Police Service is actively involved in community outreach programs, youth initiatives, and crime prevention strategies aimed at building trust and collaboration with the residents of Brandon.

The Brandon Police Service is dedicated to maintaining a safe and secure environment for all citizens and visitors, while also fostering positive relationships with the community it serves.



## ABOUT THE CHIEF OF POLICE

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The Chief of Police provides strategic direction and leadership to the Brandon Police Service (BPS) and ensures the seamless delivery of services to the community. This position is also responsible for maintenance of social order by preservation of peace, a holistic approach to community wellness, the prevention of crime and the apprehension of criminals and offenders. The role includes fiscal management while fostering a culture of professionalism, accountability, and continuous improvement. This position will lead the development of a renewed vision and strategic direction including methods to evaluate its success.

## KEY LEADERSHIP ACCOUNTABILITIES

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### Planning & Service Delivery

- Ensure efficient operations of the BPS through planning, organizing, directing and controlling of resources, including crime suppression, bylaw enforcement, and alternative service delivery programs, among others;
- Maintain effective relationships with various levels of government;
- Engage with government officials, community stakeholders, Indigenous leaders and services organizations to advocate for resources, legislative changes, and policies that enhance public safety;
- Ensures the BPS is providing services in keeping with the City's vision and provides guidance in developing and maintaining plans and policies for the continued delivery of services, in accordance with local, provincial, and federal laws and regulations;
- Develops short and long term goals with objectives for the Service and ensures employees have the necessary understanding, skills, training, and resources to achieve the objectives;
- Implements plans for managing growth and ensures promotional and developmental opportunities for the BPS are pursued;
- Establishes efficient work systems and procedures to meet the objectives of the Service.

### Leadership and Employee Development

- Supports an environment that encourages creative thinking and innovation; stimulates others to learn, and inspires others to perform to their highest potential;
- Manages appropriate succession and training plans and ensures employees are sufficiently developed to perform their duties;
- Influences and inspires others to achieve goals and objectives;
- Builds and maintains positive and healthy relationships;



- Leads others in adapting to innovative work environments and ensures awareness on BPS initiatives, decisions, committees, policies, etc. is communicated;
- Promotes and guides others to understand delivery of effective services and achievement of objectives and their interrelationship;
- Promotes harmonious employee relations while guiding and coaching employees, supervisors, and other managers;
- Endorses employee wellness initiatives to promote physical, mental, and emotional well-being;
- Demonstrates a commitment to the organization by actively participating in committees, programs, and organizational initiatives.

### Management and Administration

- Interprets legislation, regulations, by-laws, policies, etc. as they relate to the services and employees;
- Ensures maintenance of and compliance with policies and procedures including administrative policies, collective agreements, safety procedures, government regulations, City bylaws, etc.;
- Develops and ensures maintenance of capital and operating budgets and resource requirements.

## EDUCATION, EXPERIENCE AND COMPETENCY REQUIREMENTS

The ideal candidate for the Chief of Police position should possess a university degree, with a preference for a master's degree, in criminal justice or a related field. Alternatively, candidates with a combination of experience and professional training in Management, Human Relations, and/or Social Sciences are also considered.

Additionally, candidates should have graduated from the Canadian Police College or a Recognized Training Facility in advanced Police Administration and Executive Development, or possess an equivalent qualification.

Candidates should have a proven track record in managing for efficiency and effectiveness to bring about change in a municipal and unionized environment. A minimum of 20 years of progressively responsible experience within a Police Service is expected, with at least five (5) years in a progressive leadership position. Candidates should be familiar with the processes involved in reporting to a Police Board or Commission, and possess experience in dealing with the media as well as working with government structures. A valid and subsisting Class 4 Province of Manitoba driver's license is a requirement.

### Competency Requirements

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| <b>Integrity, Authenticity and Humility</b> | <ul style="list-style-type: none"><li>▪ Keeps the public interest and greater good of Brandon Police Service in mind at all times</li><li>▪ Makes principle-centered decisions</li><li>▪ Assumes responsibility, accountability and follows through when making commitments</li><li>▪ Demonstrates sincerity, honesty, respect, empathy and adherence to standards and values of Brandon Police Service</li></ul> |
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| <p><b>Embracing Diversity and Inclusion</b></p>         | <ul style="list-style-type: none"> <li>▪ Maintains composure and perspective in difficult or volatile situations</li> </ul> <p>Promotes a policing culture that embraces diversity and inclusion</p> <ul style="list-style-type: none"> <li>▪ Understands one’s personal attitudes and values related to diversity and inclusion, and actively promotes, supports and safeguards diversity and inclusion within organization and community</li> <li>▪ Actively models, promotes and supports behaviours and practices that foster organizational and community diversity and inclusion across a broad range of individual characteristics, identities and lived experiences</li> <li>▪ Fosters an organizational culture of learning and reflection that enables the expression, and consideration of, diverse viewpoints</li> <li>▪ Maintains up-to-date knowledge of key demographic and societal trends and analyses related to community and workplace inclusion</li> <li>▪ Undertakes self-study and/or engages with subject matter experts/people with lived experience to understand the negative individual, organizational and community impacts of bias, hate and social exclusion</li> <li>▪ Periodically reviews relevant calls to action of Truth and Reconciliation Commission of Canada to support strategic and operational alignment with their objectives</li> <li>▪ Ensures that the development and implementation of workplace talent strategies include attention to the acquisition, development and retention of an appropriate mix of employees with diverse characteristics and life experiences</li> </ul>  |
| <p><b>Leading Change and Transformation</b></p>         | <p>Leads Capacity for Change and Transformation</p> <ul style="list-style-type: none"> <li>▪ Leads organization through strategic and transformational changes to ensure the capacity of the organization to respond effectively and adapt to new challenges and opportunities. Has broad knowledge and perspectives, adopting a long-term view of organizational strengths, weaknesses, opportunities and risks in a changing operational environment</li> <li>▪ Through periodic self-study and/or courses and/or coaching, explores and refines own capacity for complex thinking and self-regulation in the face of adaptive challenges and transformational opportunities</li> <li>▪ Through periodic self-study and/or courses, maintains knowledge of best practices related to overseeing organizational change management initiatives led by direct reports</li> <li>▪ Creates an environment within the executive team that encourages self-and group-awareness, critical reflection, learning, innovation and continuous improvement</li> <li>▪ Coaches direct reports to support the development of their capacity to lead change and transformation within their areas of responsibility</li> <li>▪ Formulates a clear and compelling vision for change and its implications for the organization</li> <li>▪ Communicates strategic change vision and impact to police service employees, police services board, community members, and government agencies</li> <li>▪ Advocates for the necessary resources for the change initiative with relevant parties</li> <li>▪ Reinforces the change agenda through one’s own actions, behaviours and attitudes</li> </ul> |
| <p><b>Community Engagement and Public Relations</b></p> | <p>Establishes and leads the direction of the organization’s relationship with the community including the media</p>   |



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|  | <ul style="list-style-type: none"> <li>▪ Fosters a positive public image based on the development of authentic and trusting relationships with communities served by the organization</li> <li>▪ Uses effective communications to model authentic and open engagement with internal and external communities</li> <li>▪ Aligns the organizational and community engagement strategies and values with priorities related to organizational and community safety and wellbeing</li> <li>▪ Represents the organization to the public as an engaged part of the community and as a reflection of community values and Canadian values</li> <li>▪ Identifies and models core expectations for employees related to the importance of community engagement and relationship development</li> <li>▪ Fosters and supports effective and appropriate use of social media by employees to engage and develop relationships with the community</li> <li>▪ Provides strategic direction to crisis management and communications professionals in support of enterprise risk management, organizational values and public trust and accountabilities</li> </ul> |
| <p><b>Upholding Ethical Accountability</b></p> | <p>Sets, promotes and embodies values and standards for ethical and accountable policing</p> <ul style="list-style-type: none"> <li>▪ Takes responsibility for one’s own actions and makes decisions that embody organizational and community values and policing standards</li> <li>▪ Communicates and models the organization’s values and expectations regarding ethical conduct</li> <li>▪ Takes steps to promote and ensure the integrity and transparency of organizational practices in relation to ethical standards</li> <li>▪ Promotes a culture of accountability, fairness and trust within the organization</li> <li>▪ Explains the ethical bases for decision making to foster shared understanding, collective capacity and public trust</li> </ul>  |
| <p><b>Accountability and Trust</b></p>         | <p>Models and promotes a culture of accountability and trust</p> <ul style="list-style-type: none"> <li>▪ Works effectively within governance structures and associated policing frameworks. Adheres to values of public service, trust and accountability. Understands and uses appropriate processes and best practices while collaborating with community partners to support community safety and wellbeing</li> <li>▪ Develops effective working relationships with the external stakeholders to which a police service is accountable</li> <li>▪ Models behaviour that reinforces openness, fairness and transparency in decision making</li> <li>▪ Consults with appropriate sources of expertise and strategic oversight, and with relevant stakeholders to ensure effectiveness of high profile and consequential decisions</li> <li>▪ Obtains approval of the organization’s strategic plan from the police board, commission, minister</li> <li>▪ Effectively maintains independence of the police service from political roles and relationships to ensure transparency and to alleviate concerns of political interference</li> </ul>  |



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|   | <ul style="list-style-type: none"><li>▪ Promotes and ensures values-based commitment to organizational justice and community accountability in the context of collaboration, operational practices, communications and governance.</li></ul>  |
| <b>Strategic Thinking and Flexibility</b> | <p>Encourages strategic thinking and flexibility</p> <ul style="list-style-type: none"><li>▪ Cultivates a flexible learning mindset that enables strategic thinking in support of innovation, organizational agility, adaptive capacity and an appropriate balance of risk tolerance and risk management across the organization</li><li>▪ Cultivates strategic thinking and a flexible learning mindset for oneself</li><li>▪ Promotes a culture of learning and coaches and supports strategic thinking, innovation and flexibility among direct reports</li><li>▪ Promotes, supports and recognizes strategic thinking, innovation and flexibility across the organization</li></ul> |

### Compensation

The annual salary is \$202,910.04 (185% of 1st Class Constable). The City of Brandon has a Defined Benefit Pension Plan administered through MEBP, disability and life insurance plans as well as a comprehensive health plan through Manitoba Blue Cross.

**If you are an energetic and community-minded leader, please submit your resume by Monday, June 3, 2024 to:**

**Lillian Wong, Director, Executive Search**  
**Lillian.Wong@mp.ca**



## ABOUT BRANDON, MANITOBA

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### Population & General Information

The City of Brandon's population in the 2021 Census was 51,313, just over a 5% increase from the 2016 Census. Brandon's growth has kept pace with the fastest-growing cities in Canada and demonstrates the opportunities available for individuals, families, and businesses to grow and succeed. According to the 2021 Census, the City's landmass is approximately 79.04 square kilometers and has an estimated trading population of 180,000.

### Age Friendly

Age friendly environments foster health, well-being, participation, and inclusion for people as they age. Let's explore more about Age Friendly Brandon.

### Arts, Culture & Diversity

Brandon is home to excellent cultural facilities, programs, and events such as the Art Gallery of Southwestern Manitoba, Brandon University's Fine Arts and Music Programmes, the Brandon Folk, and the Music & Art Festival.

### Agricultural Landscape

**Crops:** Brandon and Southwest Manitoba are known for their rich agricultural heritage. The region's fertile soil supports a variety of crops, including wheat, canola, barley, soybeans, corn, and sunflowers. Crop farming is a significant contributor to the local economy.

**Livestock:** Livestock farming, including cattle and poultry, is also a vital component of the agricultural sector. The region has numerous ranches and farms dedicated to livestock production.

**Technology:** Farmers in this area often embrace modern agricultural technologies and practices, such as precision farming, to optimize crop yields and efficiency.

### Economic Landscape:

**Agriculture:** Agriculture plays a pivotal role in the local economy, providing employment opportunities and contributing to exports. Agribusinesses, such as grain elevators, agricultural equipment suppliers, and food processing companies, thrive in the region.

**Manufacturing:** Brandon has a diverse manufacturing sector, with companies specializing in food processing, metal fabrication, and machinery production. These industries offer employment opportunities to local residents.

**Retail and Services:** The city of Brandon serves as a commercial hub for Southwest Manitoba, offering a wide range of retail stores, restaurants, and services. Retail trade, healthcare, education, and transportation services also contribute significantly to the economy.

### Social Landscape



We ask those individuals with an interest in further exploring this exciting opportunity to contact:

Lillian Wong at [Lillian.Wong@mnp.ca](mailto:Lillian.Wong@mnp.ca)



**Community Spirit:** Residents of Brandon and Southwest Manitoba often take pride in their close-knit communities. Social events, festivals, and community gatherings are common, fostering a sense of belonging.

**Education:** The region is home to educational institutions like Brandon University, providing higher education opportunities to local and international students.

**Outdoor Activities:** Given the region's natural beauty, outdoor enthusiasts can enjoy recreational activities such as hiking, fishing, boating, and camping. Riding Mountain National Park is a popular destination for nature lovers.

### Lifestyle

**Cost of Living:** The cost of living in Brandon and Southwest Manitoba is generally lower than in larger urban centers, making it an attractive place to live for those seeking a more affordable lifestyle.

**Work-Life Balance:** The lifestyle in this region often emphasizes work-life balance, with many residents valuing the proximity to nature and a slower pace of life.

**Cultural Diversity:** While predominantly of European descent, the region has become more culturally diverse over the years, with a growing Indigenous and immigrant population. This diversity has enriched the local culture and cuisine.

**Healthcare and Services:** Brandon offers access to healthcare facilities, schools, and recreational amenities, ensuring that residents have access to essential services and a comfortable lifestyle.

<https://www.brandon.ca/>