



## THE THUNDER BAY POLICE SERVICE

### ***POSITION DESCRIPTION***

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**POSITION:** Cadet  
**BRANCH:** Primary Response  
**UNIT:** Primary Response  
**REPORTS TO:** Staff Sergeant – Primary Response  
**PAY SCALE:** Level 1 to Level 4

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### **CORE COMPETENCIES**

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

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

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| <b>Attention to Detail</b>    | <ul style="list-style-type: none"> <li>• Pay close attention to details that are important to make ensure they are correct.</li> <li>• Ensure accuracy and completeness of work.</li> <li>• Spot inconsistencies or discrepancies that indicate problems with quality of work.</li> <li>• Verify that work has been done according to applicable policies, procedures and standards.</li> </ul>                                                                                                                                                                                      |
| <b>Information Management</b> | <ul style="list-style-type: none"> <li>• Use appropriate procedures to collect, organize, retrieve, maintain, and disseminate information.</li> <li>• Demonstrate awareness of key types and sources of information needed to perform duties.</li> <li>• Effectively uses technology and/or systems to manage information pertinent to the position.</li> <li>• Ensure appropriate security protection, storage, and maintenance of information.</li> <li>• Respects confidentiality of information.</li> <li>• Knowledge of computer applications pertinent to position.</li> </ul> |

#### **SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

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

- Takes reports from the public from walk-in traffic or over the telephone and enters the reports on the Records Management System or creates Calls for Service on the C.A.D.
- Responds to routine internal and external inquiries and provides accurate information.
- Responds to messages on Zone Watch from members of the public reporting non-emergency incidents.
- Checks the Resource Centre ghost number each shift for any tasks assigned and conducts follow-ups.
- Maintains the UTA books, ensures CPIC checks are conducted and institute charges when appropriate.
- Verifies that requirements are met or appropriate documents are produced by the public regarding Traffic Caution Tickets and Towed Vehicle releases.
- Assists Court officers with escorting prisoners from cell block to and from WASH Court and assists jailer with fingerprinting and the release from custody of non-violent prisoners.

- Performs clerical support duties (e.g. maintains and mails files/reports, photocopies, prints computer reports, restocks/orders forms, etc.).
- All other duties as assigned within the core competencies.

## **QUALIFICATIONS**

- Must meet the minimum qualifications to become a Police Constable, such as but not limited to, Canadian citizenship or resident, physically and mentally qualified to become a recruit, no criminal conviction for which a pardon has not been granted and good moral character and habits.
- Must possess a post-secondary education from an accredited, English language institution.
- Must possess a valid class G Ontario driver's license with full driving privileges.
- Must possess a valid First Aid and CPR (Basic Rescuer Level) certificate.
- Demonstrated ability to communicate in a clear and concise manner, including effective listening skills and the ability to comprehend, retain, record, and relay information clearly, accurately, and efficiently, with a high degree of emotional intelligence.

## **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.
- Work is performed in a standard office environment with minimal adverse working conditions.
- Located in a comfortable indoor area. Conditions could produce mild discomfort such as moderate noise.
- 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 and resume review
- Attendance Record review
- Performance Appraisal review
- Disciplinary record review
- Panel Interview

## APPROVAL:

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|------------------------------------------|--------------------------------------|
| Prepared by:<br>Inspector R. Gibson #488 | Initial Date Created:<br>May 3, 2022 |
| Revised by:<br>NA                        | Revision Date:<br>NA                 |
| Approved by:<br>Inspector R. Gibson #488 | Approval Date:<br>May 3, 2022        |
| Last Updated: May 3, 2022                | Revision #: 000                      |