

<b>Policy Name:</b>	<b>JOB DESCRIPTIONS</b>		
<b>Policy #:</b>	AD 1.4	<b>Last Updated:</b>	2022-03-03
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

*AD 1.3 Allocation of Personnel*

**1. PURPOSE**

- 1.1 To ensure Surrey Police Service (SPS) has written job descriptions for each component and function.
- 1.2 To comply with British Columbia Provincial Policing Standards (BCPPS) requirements.

**2. SCOPE**

- 2.1. This policy applies to all SPS Employees.

**3. POLICY**

- 3.1. This policy complies with BCPPS to identify all SPS positions that are responsible for each component and function.
- 3.2. All Employee positions will have a written job description that identifies the roles and responsibilities, and mandatory and preferred qualifications of the position.

#### **4. PROCEDURE**

- 4.1. The Employee Services Section (ESS) will be responsible for creating, updating, and managing SPS job descriptions which will be shared on the SharePoint website under the Support Services Bureau.
- 4.2. The Inspector, ESS or delegate, will consult Supervisors to confirm Job Descriptions have been updated and are accurate before a job posting is released.

## **APPENDIX A: DEFINITIONS**

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“SPS” means the Surrey Police Service.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

## **APPENDIX B: REFERENCES**

British Columbia Provincial Policing Standards – Addendum 1: *Interim Continuation of Policing Standards Established by the Former British Columbia Police Commission (BCPC)*, s. A1.1.3.