



Resolution 2016-03

Competency-based Civilian Position Profile Guide for Ontario Police Services

Approved at the 65th Annual General Meeting, June 29th, 2016

Preamble: In 2014, the OACP Human Resources Committee identified a need to establish a civilian position guide using a Competency-based Management Framework (CBMF). This initiative would improve and enhance HR management of civilian members in police services. Additionally, its implementation will enhance the benefits created by Police Sector Council's HR Framework for sworn positions.

The OACP Human Resource (HR) Committee appointed and mandated a Civilian Competencies Sub-Committee to undertake a research and development of civilian job descriptions, position profiles, essential competencies and task lists, collectively called position profiles. The key civilian areas in police services are communications, human resources, finance, administration, records and information technology. These profiles are created based on the essential competencies and by common tasks of that position in policing. These are easily adaptable to any service and to any position created within each of the profile categories.

The *Competency-based Civilian Position Profile Guide* was created to highlight the benefits of using a Competency-based HR Management Framework (HBMF) approach to civilian positions in police services and it supports the Competency-based HR Management Framework for Ontario Police Services (resolution 2015-05 approved by OACP). The methodology used in determining the profiles within this guide, was based on the Police Sector Council framework for sworn positions. We also want to acknowledge the subject matter expertise provided by members of various participating services; their contribution has been integral to the success of this project.

It was an enormous investment of time and effort by the OACP HR Sub-Committee that has now resulted in the Competency-based Civilian Positions Profile Guide to enhance the HR management in police service. The guide will be housed at the Canadian Police Knowledge Network (CPKN) to ensure the stewardship and sustainability of the work and to be made available to services for use through CPKN.

WHEREAS the OACP Human Resources Committee has recognized the immense value of the competency-based management framework, and

WHEREAS police services will utilize *Competency-based Civilian Position Profile Guide*, in conjunction with the CBMF to enhance their Competency Based Management programs; and

WHEREAS police have invested significantly in its development. There is a vested interest in ensuring this guide is made available, accessible, implemented and maintained; and

THEREFORE BE IT RESOLVED the Ontario Association of Chiefs of Police encourages and supports the use of the *Competency-based Civilian Position Profile Guide* for use by Ontario's police services; and

BE IT FURTHER RESOLVED the Ontario Association of Chiefs of Police encourages other Provincial Chiefs of Police Associations to support the use of the *Competency-based Civilian Position Profile Guide*; and

BE IT FURTHER RESOLVED that the Ontario Association of Chiefs of Police encourages other provincial Chiefs of Police Associations and the Canadian Association of Chiefs of Police (CACP) to support the OACP's call for the Government of Canada (Public Safety Canada) to ensure that necessary funding is provided through CPKN for the on-going accessibility and ever-greening of the *Competency-based Civilian Position Profile Guide*.