

DEPUTY CHIEF: CIVILIAN AND INTERNAL AFFAIRS

NMSSMP010M

1. FINANCIAL MANAGEMENT FUNCTION

- Plan, monitor and control the Civilian and Internal Affairs, Information Management and Training College budget so that the expenditure is in line with the City's requirements
- Monitor and control the acquisition of and proper and effective use of assets of the Civilian and Internal Affairs, Information Management and Training College Directors
- identify shortcomings in the budget of Civilian and Internal Affairs, Information Management and Training College and implement corrective measure

2. STRATEGIC ACCOUNTABILITY

Lead and direct development, Implementation and management of the Civilian & Internal Affairs, including information Management and Training College for the Metropolitan Police Department by:

- Developing a business plan, setting objectives and targets, liaising with Internal and external stakeholders, attending conference and seminars, performing research, analyzing and formulating materials/data
- To ensure the implementation, maintenance and objectives is line with national legislative requirements

Lead and direct development, implementation and management strategies, policies, training and procedures for the Metropolitan Police Department Police Department

- By researching, interpreting and analyzing data, coordinating projects, developing techniques and approaches, identifying gaps within the department,
- In order to ensure compliance to national policing standards

Lead and direct development, implementation and management of a firearm policy for the City

- By researching, Interpreting and analyzing information, planning best practices
- To ensure compliance to the provisions as contained in the Firearm Control Act 60/2000

Lead and direct development, implementation and management of a communication strategy for the Metropolitan Police Department

- By interacting with intergovernmental In Interdepartmental stakeholders, attending of national firearm coordinating committees
- To ensure the maintenance of partnerships and sound relationships

Coordinate core policies and procedures for logistic support

- By developing processes, procedures and strategies
- Ensuring compliance with national policing standards, local government policies and procurement polices

Lead and direct development, management and maintenance of a service monitoring policy

- By liaising with training and development and support services, unions and other stakeholders

To ensure and effective level of service in the Metropolitan Police Department

3. MANAGEMENT OF STAFF

Leads and motivate staff

- By delivering a high level performance
- To achieve monthly objectives aligned with the objectives of the Civilian & Internal affairs, Information Management and Training Development Sections of the Department.

Directs the Civilian Affairs & internal Affairs, Information Management and Training Departments

- By keeping staff informed of all policies, processes/ practices, and other relevant national legislation to ensure consistent application and fair implementation of such

Directs the development and empowerment of staff

- By providing the necessary mentoring/coaching and support to ensure that the Section delivers a professional and efficient Civilian and Internal Affairs Division

Directs and manage the performances of staff within the Parameters of Civilian and Internal Affairs Strategy

- By monitoring performance, taking remedial/ disciplinary action
- Controlling leave/sick
- To ensure optimum productivity and the delivery of a continuous Civilian and internal Affairs, including Information Management and Training & Development

4. CIVILIAN AFFAIRS

CIVILIAN OVERSIGHT

Directs the management, co-ordination and monitoring of the Civilian Oversight of the Department

- By developing a strategy
- To give effect to the functions related to the Oversight Committee

Ensure liaison and support the Civilian Oversight Committee

- By ensuring the provision of data, feedback reports, advice in line with National Policing Standards

SAFETY & PORTFOLIO COMMITTEE

Directs the management, co-ordination and monitoring of the Safety & Portfolio committee function for the Department

- By developing a strategy
- To give effect to the functions related to the Portfolio Committee

Ensure liaison and support the Safety & Portfolio Committee

- By ensuring the provision of data, feedback reports, advice in line with National Policing Standards
- To ensure accountability in terms of the provision of the Police Amendment Act

CIVILIAN CLAIMS AND LEGAL SUPPORT

Ensure the management, co-ordination and monitoring of all civil claims against the Department

- By ensuring interaction with stakeholders, advising Line Management and employees
- To ensure compliance with protocol and Policies of the City

POLICE LOGISTICS

Ensure management, co-ordination and maintenance of the police logistics functions for the Department

- By providing leadership in respect with procurement and issuing of firearms, uniform and specialized equipment
- To ensure operational readiness of staff and compliances with the City's procurement policy and National Policing Standards

SERVICE MONITORING

Ensure development, management and maintenance of a service monitoring policy

- By liaising with training and development and support
- services, unions and other stakeholders
- To ensure that all staff are effectively empowered In the Metropolitan Police Department

AMOURY

Ensure development, implementation and management of a Firearms Policy for the City

- By researching interpreting and analyzing information,
- planning best practices
- To ensure compliances to the provisions as contained in the Firearms Control act 60/2000

COMMUNICATION DEPARTMENT

- Direct and facilitate the development and maintenance of a professional media relationship and management of the public media interface between print, radio and television media and the City's Metropolitan Police functions.

INTERNAL AFFAIRS

ANTI-CORRUPTION SECTION

Ensure development, implementation and management of the Anti-Corruption Section of the Department

- By developing a strategy and mechanisms through research etc.
- To give effect to the functions related to the Anti-Corruption Section

BEREAVEMENT POLICY

Ensure development, Implementation and management of the Bereavement Policy of the Department

- By developing a strategy and mechanisms through research
- To give effect to the functions related to the Bereavement Policy

INVESTIGATIONS

Ensure the management, coordination and monitoring of all departmental and criminal cases Involving staff In the Metropolitan Police

- By developing strategies, procedures and processes
- To Investigate, report and record such in line with National and Local legislative requirements and in terms of the Departments Business plan objectives

Ensure development and implementation and management of the Investigation Section of the Department

- By developing and implement a strategy whereby departmental investigations will be conducted and reported in the Metro Police
- To ensure objectivity and fairness in terms of the National legislative requirements and national Policing Standards

TRIBUNALS

Ensure the management and coordination of the Tribunals Section for the Metropolitan Police Department

- By facilitating interaction between IR, the Department and employees in terms of Local Government Agreements the Department's Code of Conduct and Labour Relations Act
- To ensure staff perform their functions in a disciplined environment

Research and Development

Manage and control R&D section on achieving the following:

- Commissioning action research such as Safety Audits, Evaluation studies
- Institutionalization of development initiatives like the Gender Forum, Website Development, Superintendents Forum;
- Seek new methods and procedures to improve Metropolitan Police way of operating- Best practices, engagement with external organizations such as UCT, Embassy;
- Analysis and presentation of research on various issues e.g. Community and Sector Policing, Local Safety project;
- Support the development of the Annual Police Plan. SDBIP, Business Plan, Strategic Plans of the Department and all other plans; and
- Other matters designated by the Chief of Police.

TRAINING AND DEVELOPMENT

- Ensure development, implementation and Management of the Training and Development functions for the Directorate Safety and Security by ensuring development, Implementation and Managing a doctrine of Management and Career Development strategy for the Directorate Safety and Security
- Ensure development, Implement and direct an In-Service Training Capacity for the Directorate Safety and Security
- Ensure development, Implement and Direct an Accredited Basic Training Capacity for the Directorate Safety and Security by ensuring training Is provided in the FETC: Road Traffic Law Enforcement Basic Qualification, Municipal Police Officers Basic Qualification and Authorized Officers Courses in line with the Department's approved Training Plan and National Legislative Requirements
- Ensuring the Coordination of the Functions of the Training' Academy for the Directorate Safety and Security by ensuring training is provided to Internal Staff and other Local Councils Staff on a sustainable basis and in line with the National Legislative Requirements.
- Manage the Interaction and maintenance of partnerships between Internal and External Stakeholders by ensuring sound Inter-governmental and Interdepartmental Relations
- Manage and maintain the ability of the Academy as a Registered/ Accredited Service Provider
- Manage and maintain the Shooting Range Facility of the Department
- Manage the coordination of the allocation of Internal Bursaries for the Directorate Safety and Security

- Direct and Maintain the Departments' Training Administration/ and Ceremonial Functions
- Manage, co-ordinates and monitors the Departments Basic Training and In- Service Training Strategy
- Manage the interaction and maintenance of partnership between Internal and external stakeholders by ensuring sound Inter-governmental and Interdepartmental Relations.

CENTRAL OPERATIONS

Must be able to manage and co-ordinates Central Operations within the City with regard to the provision of traffic enforcement, by-law enforcement, crime prevention, tactical services and social crime prevention to drive service delivery through development of applicable strategies, plans and policies if and when required

Deputizing as Metro Police Chief by assuming the responsibilities of the higher post when appointed officially in Acting capacity, in order to effect continued, sustainable adherence to the strategies and policies of the Metropolitan Police Department as a functioning institution.