

## **DEPUTY POLICE CHIEF: OPERATIONS**

NMSSMPOO2M

### **1. FINANCIAL MANAGEMENT FUNCTION**

- Plan, monitor and control the General Enforcement budget so Constant/ that the expenditure is in line with the Nelson Mandela Bay Ongoing Municipality's requirements.
- Monitor and control the acquisition of and proper and effective use of assets of the Areas through the Area Directors
- Identify shortcomings in the budget of General Enforcement and implement corrective measure

### **2. OPERATIONAL MANAGEMENT FUNCTION**

- Formulating strategic directives for the Area Directors in conjunction with the Chief Metro Police through specialist Inputs
- Lead and directs Area Directors to ensure effective and efficient operationalisation of the Nelson Mandela Bay Municipality Metro Police Department at area level
- Ensure effective and efficient road policing, by-law enforcement, crime prevention through management and coordination of areas.
- Monitor, evaluate, formulate and recommend central operations policy, strategies and plans.
- Ensure implementation and compliance to National Policing Standards within the section General Enforcement Division.
- Oversee the formulation, evaluation and monitoring of operational policy, strategies and plans.
- Manage the administration and all resources within the field of the General Enforcement Division.
- Ensure effective and efficient management of tactical intervention and camera response unit to compliment the total operational requirement as per National Policing Standards.
- Co-ordinate and liaise with external stakeholders at senior level and represent the Nelson Mandela Bay Municipality Metro Police Department at both Provincial and National level
- Ensure enforcement through relevant legislation through effective and efficient implementation and administration e.g. Fire-arms Control Act, Domestic Violence Act etc.
- Ensure adherence to the Annual Police Plan and IDP through implementation and monitoring
- Deputises for Chief: Metro Police
- Preparation of high level Internal/ external submissions, memorandums, letters to private persons/ institutions, national/ Provincial Departments, the press etc.

### **3. PERSONNEL AND PERFORMANCE MANAGEMENT**

Directs and controls the KP Indicators and outcomes of personnel within the General Enforcement by:

- Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirement, statutory and legislative regulations referring to good and accountable management and governance

- Determining staffing levels and preparing motivations for the filling of vacancies to compliment functional objectives and requirements
- Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews
- Conducting appraisals to measure performance against agreed objectives, counseling and consulting with personnel on developmental goals, career paths and short term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace applications and preparing progress and assessment reports for inclusion into the consolidated Skills Development plan of the Department.
- Analyzing statically Information pertaining to staff attendance overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human resources Policies and Procedures and Codes of Good Practice encapsulated in Employment legislation
- Supervising and controlling the functions of subordinate staff

#### **4. PROCEDURES, SYSTEMS AND CONTROLS**

4.1 Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Annual Police Plan:

- Assessing the adequacy of current recording/ procedures related to legislation of National Police Standards in terms of Domestic Violence Act, The Firearms Control Act, etc.
- Interpreting and analyzing enforcement statistics with a view to determining levels of interventions required to curb nonconformance and to improve service delivery
- Co-ordinating meetings with external bodies with regards to addressing crime issues
- Carry out regular area checks

4.2 Drafting of the Annual Police Plan, depicting the Departments annual strategy and objective which it is committed to delivery during the period 1 July to 30 June. This is done through a consultative process with the following role players:

- The 57 Community Police Forums
- The Departments Community Safety
- The Civilian Oversight Committee
- The South African Police Service
- NICRO
- The Centre of the Stud of Violence and Reconciliation
- Educational facilities
- Traffic and Law Enforcement Services
- Individual residence and interested parties etc.
- MAYCO etc.

In order to gain a broader perspective into the problem of crime in the Metro and to share views on how to best address these Issues.

4.3 Analyzing and assessing comments submitted and suggestions forwarded with regards to the drafting of the Annual Police Plan

*These comments are invited in the following ways:*

- I. Letters sent to Community Police Forums Inviting comments, suggestions and inputs

- II. Letters to educate facilities and other organizations inviting comments, suggestions and inputs
- III. Advertisements placed in newspapers inviting comments, suggestions and inputs
- IV. Investigation to external role players such as the South African Police Service, the Department of community Safety, etc. to make comments, suggestions and inputs
- V. Invitation to Internal role players such as MAYCO, CIVOC, Law Enforcement, Traffic, etc.

In order to ensure a coordinated approach with a wide spectrum of by In.