



## Government of Trinidad and Tobago

### JOB DESCRIPTION

### CONTRACTUAL POSITION

**JOB TITLE: Transit Police Inspector**

**JOB SUMMARY:**

The Transit Police Inspector provides support, guidance and direction to subordinates with a view to maintaining law and order in the public transportation sub-sector.

**REPORTS TO:**

Transit Police Assistant Superintendent and Superintendent as may be required.

**SUPERVISION GIVEN TO:**

Transit Police Sergeant and subordinate personnel if required.

**DUTIES AND RESPONSIBILITIES:**

- Assists the Assistant Superintendent in providing leadership and guidance to staff of the Transit Police Unit (TPU).
- Directs and supervises the activities of the TPU Sub-Stations and Service Areas.
- Prepares work schedules, assigns duties, monitors/reviews work performed by officers and evaluates the performance of staff.
- Visits Sub-Station and Service Areas to ensure that operations are in conformity with established policies and procedures
- Inspects log books, registers and other documents, equipment and machinery to ensure conformity with guidelines and standards.
- Reviews all case files to ensure that they meet established evidence and procedure criteria prior to submission to relevant authorities.
- Identifies/recommends appropriate training for Transit Police Officers
- Prepares periodic reports on the operations of Sub-Stations and Service Area and makes recommendations for improvements/changes if necessary.

- Supervises the conduct of investigations, patrols, roadblocks and other special operations
- Performs other related duties.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE:**

- Knowledge of law enforcement principles and the criminal justice system.
- Knowledge of the rules pertaining to evidence and court procedures.
- Knowledge of management policies and procedures in a law enforcement environment.
- Practical knowledge of Microsoft Office Suite

#### **SKILLS AND ABILITIES:**

- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine the proper course of action to be taken.
- Ability to maintain and ensure the confidentiality of privileged information.
- Ability to work long hours, nights, weekends and public holidays.
- Ability to perform effectively both independently and as part of a team.
- Ability to communicate effectively both orally and in writing.

#### **MINIMUM EXPERIENCE AND TRAINING:**

At least seven (7) years' experience as a law enforcement officer in a supervisory capacity and training in management from an accredited institution.

#### **SPECIAL REQUIREMENTS**

The nature of the position requires that successful applicants submit to and pass a background investigation and polygraph, medical and psychological examinations along with a drug test. Possession of a Driver's Permit would be an asset.