



## **JOB DESCRIPTION**

**TITLE:** POLICE INFORMATION CLERK

**DEPARTMENT:** Police Services

**LEVEL:** 7

**Position Last Evaluated: Dec 2014**

**Job Desc. Last Updated: Apr 2019**

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### **JOB SUMMARY**

Responsible to the Manager, Police Support Services and under the direct supervision of the Police Information Supervisor, the incumbent assists other police agencies and the general public by processing documents and providing police information and interpretation relating to Provincial and Federal statutes, regulations, and municipal bylaws.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Provides assistance to the general public in identifying and interpreting offences and infractions of Municipal, Federal, or Provincial Statutes, Bylaws, Acts, and Regulations, completes police incident reports, and dispatches complaints to RCMP members.
2. Accepts firearms, ammunition, and found property from the public. Enters related data into the police database and ensures that items are safe prior to labeling and forwarding for destruction. Prepares necessary documentation related to the relinquishment of weapons to the RCMP.
3. Provides assistance to other police departments, agencies, and municipal personnel by inspecting and examining motor vehicles for compliance with Provincial Motor Vehicle Act and Municipal Bylaws and ensuring that ticketed requirements have been complied with.
4. Arranges fingerprinting of persons in accordance with the requirements of the Identification of Criminals Act and appropriate Federal and Provincial policy. Fingerprints individuals for pardon applications, Immigration Canada, foreign travel permits etc. and processes related financial documentation.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

5. Assists parolees and probationers reporting to the RCMP as directed by the Courts, processes applications for visas and fingerprints, and verifies the fingerprint document.
6. Maintains detachment security by ensuring all non-detachment personnel and visitors are properly identified and provided with security documentation.
7. Performs criminal record checks for the public and government agencies, processes related financial transactions, and discloses results in accordance with RCMP policy.
8. Researches and obtains data by conducting research and independently carrying out special assignments and projects as directed by the OIC Nanaimo Detachment. Makes queries on PRIME and CPIC as required.
9. Processes incoming/outgoing mail, courier, and freight shipments for the detachment.
10. Processes financial transactions using electronic and manual systems for monies received (Federal & Municipal) by the detachment.
11. Accepts and disposes of needles and other “sharps” turned in by the public.
12. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Sound working knowledge of the Criminal Code, Federal and Provincial Statutes, Municipal Bylaws, and rules of collecting evidence.

Sound working knowledge of police-reporting, standard police procedures, and RCMP policy.

Sound working knowledge of RCMP computer systems such as PRIME and CPIC.

Knowledge of City computer systems such as Tempest and ability to use transaction systems such as a debit machine.

Knowledge of the Firearms Act and Regulations, safe handling of firearms, weapons, and dangerous goods.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Ability to analyse complaints and determine offence, if any. Ability to determine potential problems, especially in tense and hostile situations.

Minimum typing speed of 30 wpm.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of Grade 12, plus basic police officer training.

Minimum 2 years' operational police experience.

Or an equivalent combination of education and experience.

Attainment and maintenance of RCMP Reliability/Security clearance is mandatory.

Attainment and maintenance of Ministry of Public Safety and Solicitor General Special Provincial Constable designation for document service.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.