



## **JOB DESCRIPTION**

**TITLE:** EXHIBIT AND PROPERTY CLERK

**DEPARTMENT:** Police Services

**LEVEL:** 8

**Position Last Evaluated: Dec 2014**

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

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### **JOB SUMMARY**

Under the direction of the Manager, Police Support Services and under the general supervision of the Operational NCO RCMP, the incumbent maintains the exhibits and property systems of the RCMP to ensure their availability for court purposes and disposition prescribed by law and performs related duties.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Guards and safe keeps police and court exhibits and property.
2. Receives exhibits and property from RCMP and diversified sources; verifies and records exhibit identification data into the property management system; stores exhibits and maintains security.
3. Examines exhibits to ensure conformity with exhibit reports and issues or receives receipts.
4. Enters data relative to any and all transactions involving the exhibits, and monitors exhibits released to investigators and court officers.
5. Periodically appears in court to establish the continuity of exhibits.
6. Parcels and mails and couriers exhibits.
7. Arranges for the destruction and disposal of all exhibits and property in the manner prescribed by law, policy and/or court orders. Transport and witness the authorized destruction process.
8. Processes and maintains security of any monies received according to policy. Account for all money ordered forfeited or unclaimed found property and transfer cash assets to Financial Services and Supplies Unit for deposit.
9. Works within the PRIME Property Module; maintains the Exhibit Manager System, manuals, historical exhibit reports and internal directives related to exhibit control.

**TYPICAL DUTIES AND RESPONSIBILITIES (Cont)**

10. Disposes of hazardous, explosive and corrosive materials in accordance with regulations governing dangerous goods.
11. Conducts internal audits and quality assurance reviews of exhibit reports.
12. Liaises with the RCMP on local policy, processes and workflow.
13. Processes Court Orders involving the collection of DNA samples and fingerprinting of non-custodial criminal offenders.
14. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Sound working knowledge of law enforcement procedures and the Criminal Code and Controlled Drug and Substances Act and Regulations as it relates to court procedures and the admissibility of evidence.

Sound working knowledge of computer programs used by RCMP (such as *Word Perfect*), with practical experience in Evidence Manager, PRIME Property, CPIC, Justin, and Groupwise.

Working knowledge of the structure of the RCMP and its relationship with other Federal and Provincial Departments and Municipal Administration.

Working knowledge of the Firearms Act and Regulations, safe handling of firearms and dangerous goods.

Knowledge of the Worker's Compensation Act and OH&S regulations applicable to the work area.

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.

Minimum typing speed of 30 w.p.m.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of Grade 12 and a minimum of 2 years' experience in a police environment or operational policing experience, including the safe handling of exhibits and property.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

Attainment and maintenance of RCMP Security Clearance mandatory.

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

**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 and Safety (OHS) 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.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

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