



JOB DESCRIPTION

TITLE: POLICE INFORMATION CLERK

DEPARTMENT: Police Services

LEVEL: 7

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Apr 2019

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 offenses and infractions of Municipal, Federal or Provincial Statutes, Bylaws, Acts and Regulations; completes police incident reports; 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 and for foreign travel permits, etc. and processes related financial documentation.
5. Assists parolees and probationers reporting to the RCMP as directed by the Courts; processes applications for visas, 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.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

7. Performs criminal record checks for the public and government agencies; processes related financial transactions; 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, CPIC and Groupwise.

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.

Ability to analyze 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.

MINIMUM TRAINING AND EXPERIENCE REQUIRED (Cont)

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 and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

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.