JOB DESCRIPTION

TITLE: **POLICE PRIME COORDINATOR**

DEPARTMENT: **Police Services**

LEVEL: **9**

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: Jul 2021

JOB SUMMARY

Reporting to the Manager, Police Support Services, the incumbent is the primary resource for the Police Records Information Management Environment (PRIME) records management system at RCMP Nanaimo Detachment. The Police Prime Coordinator is responsible for all facets of the PRIME operating system including the development and maintenance of workflow, business rules and unit supplements. The incumbent will be a subject matter expert in PRIME and is the main system administrator for the RCMP Nanaimo Detachment.

TYPICAL DUTIES AND RESPONSIBILITIES

1.   Responsible for all facets of the PRIME system for Nanaimo RCMP Detachment. Creates and maintains instruction/user guides for members and support staff. Researches, tests, develops and maintains business rules and workflow charts for each unit within the Detachment and modifies as necessary to adapt to system changes.

2.   Performs review of all operational files for quality assurance in compliance with PRIME BC policy and meet the RCMP audit standards. Ensures data integrity for Statistics Canada purposes and corrects all deficiencies from reports provided.

3.   Responsible for and monitors PRIME workflow for all units/sections in the detachment; identifies problem areas and performance issues and assists RCMP and support staff regarding the management of electronic files ensuring compliance within PRIME rules.

4.   Maintains the PRIME system by validating and verifying the electronic movement of files, assigns access privileges as necessary for support staff and member movement within the detachment.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5.   Provides specialized statistical reporting from PRIME as requested by senior RCMP management.

6.   Provides on going guidance, advice and assistance to users on the various functions and applications of the PRIME system.

7.   Responsible for address mapping within PRIME and liaises with the Regional District of Nanaimo and the City of Nanaimo to ensure all new properties (streets and or subdivisions) are identified and submits plans and applications to PRIME Mapping to ensure they validate in the RMS.

8.   Monitors and performs daily maintenance of the Master Name Index to ensure data integrity by correcting all deficiencies identified. Advises other RCMP detachments and/or police departments of any corrections made that may be relevant to their files and Known Offender Records.   All files are reviewed where any MNI issues are identified in their initial stage.

9.   Reviews and maintains files relating to private records for operational or investigative security while maintaining a high level of confidentiality and security.

10.   Performs other duties as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the rules, regulations, policies and procedures applicable to electronic police records file management.

Extensive knowledge of PRIME BC and demonstrated ability to be a subject matter expert.

Knowledge of the Criminal Code of Canada, other Federal Statutes, B.C. Provincial Statutes and the judiciary system.

Exceptional verbal, written and interpersonal skills and ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.

Ability to process highly confidential and sensitive material with discretion.

Ability to identify, initiate and/or carry out research, studies and prepares reports, records and correspondence.

Ability to exercise independent judgement and action in all aspects of the work and requires minimal supervision.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS cont.

Strong organizational, analytical, problem solving, record keeping and time management skills.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers.

Advanced skills in RCMP computer systems (such as *Prime, CPIC*).

Proficient computer skills in Microsoft Office programs (such as Word, Excel, PowerPoint) with a minimum typing speed of 50 wpm and minimum data entry speed of 100 spm.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

A minimum 6-month Office Administration training program at an accredited educational institution (e.g. VIU or Sprott Shaw).

A minimum 3 years working in the Police Records Information Management Environment (PRIME) system.

Or an equivalent combination of education and experience.

Attainment and maintenance of RCMP security clearance is mandatory.

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.

Adheres to City policies and objectives.