

POLICE SERVICES RELIEF – COURT LIAISON OFFICER

The City of Campbell River is recruiting people for relief positions at the Campbell River RCMP Detachment.

Looking for:

- People who want to make a difference, enhance community safety, and take pride in doing what's right

We need:

- Court Liaison Officers

What's in it for you:

- Be part of a respected national organization with a strong local presence
- Take on a challenging position supported by an enthusiastic and committed team
- Earn a competitive wage and contribute to community wellbeing
- Enjoy an unsurpassed west coast lifestyle

Please see the attached document for a detailed job description.

Interested applicants are requested to send their resume AND covering letter quoting **2011-PSR-CLO** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River BC V9W 4C7
Fax: (250) 286-5760
Email: careers@campbellriver.ca

This posting is open until filled.

We thank all applicants for their interest; however, only those short listed for interviews will be contacted.



Job Description

COURT LIAISON OFFICER

Approval Date: July 2011	Department: Police Services	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
Title of Excluded Supervisor: RCMP Municipal Manager		

General Accountability:

Purpose and Scope

This position is responsible for liaising with Crown Counsel and the Court Registry on behalf of the RCMP during the criminal case management process, including receiving and submitting all court documents as per Justice Information system (JUSTIN) and/or Crown Counsel requirements, and re-routing those files that do not meet JUSTIN and/or Crown requirements for corrections or inclusion of additional information where necessary. This position utilizes RCMP and Court computer applications in the performance of duties. In addition, this position is responsible for ensuring that all in-custody cases are processed in a timely manner. The incumbent must be able to drive the vehicle provided for Court and other purposes.

Nature and Scope of Work

- Receives and reviews approved Report to Crown Counsel (RCC) information on the General Occurrence (GO) to ensure requirements for submission through the JUSTIN are met.
- Re-routes GO files to NCO/Supervisors for correction of all incomplete and/or missed steps to meet JUSTIN requirements.
- Advises Records Administrator of any conflicts and/or duplications in the Master Name Index (MNI).
- Builds, verifies, and submits electronic court file to Crown Counsel for all approved RCC information that meets JUSTIN requirements.
- Reviews RCC synopsis to swear the information for an offence; swears and/or affirms Informations before a Justice of the Peace.
- Processes in-custody cases in Court within 24 hours where practicable.
- Retrieves all documents from Court Registry for distribution to records staff for updating files and data entry in various RCMP applications including PRIME (Police Reporting Information Management Environment), CPIC (Canadian Police Information Centre), and PIRS (Police Information Retrieval System).
- Utilizes JUSTIN to record pre-scheduled leaves for RCMP and/or staff witness.
- Coordinates meetings between Crown Counsel and RCMP as and when required.
- Maintains close liaison with Court officials responsible for witness services; delivers Law Enforcement Notifications (LENS) and de-notifications to police witnesses (RCMP) received from Court; and coordinates service of Summonses and/or Subpoenas.
- Uses RCMP applications to conduct queries as requested by RCMP members.
- Provides support and assistance to members as and when required.
- Performs other duties as may be assigned.

Necessary Qualifications

Knowledge:

- Familiar with *Criminal Code of Canada*, *Access to Information Act* and other federal, provincial and municipal statutes and regulations.
- Thorough knowledge of police field operations, investigational procedures and techniques, and

evidentiary requirements to prove a charge.

- Considerable knowledge of the criminal justice system and court procedures.
- Knowledge of conflict resolution, problem-solving, and time management principles and techniques.
- Knowledge of WorkSafeBC regulations and safe work procedures.
- Knowledge of methods and practices relating to the handling of classified/sensitive material and access to information pursuant to the *Privacy Act* and Government of Canada Security Policy.
- Knowledge of general office procedures, composition of letters and customization of documents.
- Familiar with RCMP Policies and Procedures.
- Thorough knowledge of RCMP national data systems including, but not limited to, PRIME, CPIC and PIRS.
- Considerable knowledge of the JUSTIN court data system.
- Knowledge of various techniques and practices in maintaining directives, manuals and records to ensure information is accurate and current including purging files in accordance with applicable legislation.
- Intermediate level of WordPerfect or Word.
- Familiar with using the internet and email system.
- Knowledge of the Master Name Index (MNI).

Skills:

- Excellent oral communication skills.
- Excellent written communication skills including completing and reviewing detailed forms, reading and writing memos and letters.
- Excellent analytical skills.
- Excellent time management and organizational skills.
- Excellent attention to detail.

Abilities:

- Ability to read and assess reports for clarity, accuracy and completeness and to ensure that all proper investigational procedures and evidentiary requirements are met.
- Ability to maintain a positive attitude and to be an effective team player.
- Ability to work under general direction only, exercising considerable independence and initiative in the execution of duties, in an ever-changing environment.
- Remain calm during hostile or stressful situations.
- Able to exercise sound judgment and provide solutions to problems that arise.
- Able to provide an effective leadership role within a proactive team environment.
- Effectively respond to a high volume of inquiries and do a multitude of tasks.
- Pass and maintain RCMP Reliability security screening.
- Maintain valid BC Class 5 driver's license.
- Ability to obtain "Special Provincial Constable" appointment.

Education:

- High school graduation or equivalent.

Training:

- Achievement of Certificate or Diploma in Applied Police Sciences; or
- An assessable equivalent in education, training and police field operations experience.
- Completion of courses in leadership/teambuilding and conflict resolution from a recognized educational institute.
- PRIME and JUSTIN training.

Experience:

- Minimum five years recent (within last ten (10) years) operational experience in police investigation work and in court procedures.
- Minimum one (1) year working with PRIME workflow, or workflow with equivalent police records information management environment (ie. PROS), identifying deficiencies and providing solutions within records management.
- Proven experience in a team leader role utilizing teambuilding, conflict resolution, and problem-

- solving practices and principles.
- Experience with JUSTIN.

Preferred Criteria

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Unusual Working Conditions

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Signature of Incumbent: _____	Date: _____
Signature of Supervisor: _____	Date: _____