

Operations and Records Liaison – RCMP – Training Opportunity #486 **Closing Date: September 26, 2021**

At the City of Kamloops, we believe in progressive and barrier free recruitment for everybody everyday. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

A challenging and exciting opportunity exists for a Permanent, Part-Time Operations and Records Liaison RCMP - Training Opportunity with the City of Kamloops! This position is responsible for coordinating and processing court files and applications; liaising with Crown Counsel; processing digital fingerprints; and reading and reviewing files to ensure investigational quality, accuracy, and policy compliance is complete and properly documented.

The successful applicant must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Minimum of ten years' previous experience in a municipal support position within a policing environment, with extensive knowledge of exhibits, CPIC, PRIME, JUSTIN, reviewing and scoring operational files, reviewing court files and the RCMP filing and records systems.
3. Proficient in basic Word and basic Excel, as demonstrated through testing (70% pass rate required).
4. Ability to obtain a Special Provincial Constable appointment.
5. Ability to obtain and maintain RCMP Reliability Security Clearance.

Please note this position works 35 hours every second week.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time.

For further information on the Operations and Records Liaison RCMP position, please see the attached job description for the fully qualified position and for further information on the details around the training opportunity please see the attached terms and conditions.

Please see the attached Letter of Understanding regarding the RCMP Job Share agreement.

Awarding of Training Opportunity:

To be successful for this training opportunity, senior applicants must meet the above requirements. Applicants are able to participate in a maximum of three training opportunities within the Department.

On-the-Job Experience and Training:



The most senior qualified candidate for this opportunity will be gaining experience towards becoming a fully qualified Operations and Records Liaison RCMP. The exact length of the training opportunity may vary based on the previous experience of the successful candidate.

Pay Rate:

The successful applicant for this training opportunity will receive the pay rate of Pay Grade 10 (inside), \$34.16 per hour to start. After successful completion of the training opportunity, and being deemed fully qualified, the incumbent will move to a Pay Grade 11 (inside) as a fully qualified Operations and Records Liaison RCMP.

Time Commitment to the Position:

The successful candidate will be required to remain in the Operations and Records Liaison RCMP position for a minimum of the amount of time it took the candidate to become fully qualified.

Hourly Rate

\$34.16

Hours & Days of Work

Shifts can consist of any of the following:

Monday to Friday rotational shifts (every second week):

6:00 a.m. - 2:00 p.m.

7:00 a.m. - 3:00 p.m.

8:00 a.m. - 4:00 p.m.

8:30 a.m. - 4:30 p.m.

Hours per Week

35 (every second week)

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone (250) 828-3439, email hr@kamloops.ca or in person at 105 Seymour Street so we can better support you.

External job postings are open to everyone. We accept applications online; be sure to read the application instructions for each job you apply to.

We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements for each job you apply to and note that only those selected to participate in the recruitment process will be contacted.

Training Opportunity Terms & Conditions

The City of Kamloops encourages career development and professional growth for its employees. Training postings (including training opportunities and "in-training" postings) allow staff the prospect of moving into an area of the City operations that they may not otherwise have the experience or qualifications to bid into.

To support this, the parties have adopted the following terms and conditions for training postings. To illustrate your acceptance of the terms and conditions, please initial each item and date and sign at the bottom.

1. MANAGEMENT/EMPLOYEE RESPONSIBILITIES _____

The City recognizes that there is a joint responsibility for the development and success of the trainee. It is management's obligation to regularly monitor and assess the trainee's work to ensure that he/she is completing the requirements of the training. It is the employee's obligation to meet the commitments of the training posting, attend any training or educational sessions required and to participate in applicable duties at the workplace.

2. TRAINING TERMS _____

Training terms may vary in length, based on the amount of experience that the successful qualified applicant brings to the position.

3. ACCESS TO TRAINING _____

Employees will be allowed to access a maximum of two of the training types (training opportunity and/or in-training) during their employment with the City. The third training type, apprenticeship, will have a maximum of one opportunity.

Where the situation exists for an employee to pursue multiple opportunities related to a particular career path within a Division, consideration will be given on a case by case by the Employer to waive the access restrictions.

4. EMPLOYEE COMMITMENTS _____

- a) Employees must commit to the training term stated on the posting.
- b) After completion of the training term, employees must remain in the position for the commitment term stated on the posting.
- c) For a period of one year after completing the training term, employees (unless they are otherwise employed full time outside of the classification), must accept any vacant shifts that should arise in the classification they have been trained in if that shift remains vacant after a posting or bid meeting process.



Any employee who does not fulfill the commitments of a training posting through his/her own actions will not be allowed access to any other training types in the future.

5. SENIORITY FOR TRAINEES _____

New employees hired for a training position will not obtain seniority during the training term. If confirmed in the position, seniority will be calculated as per the Collective Agreement and given to the employee at that time.

6. LAYOFF AND RECALL FOR TRAINEES _____

The trainee will be laid off before junior, fully qualified incumbents in the classification. The trainee will be recalled last after junior, fully qualified incumbents in the classification.

7. TRAINEE PROBATIONARY PERIODS _____

The probationary period for externally hired employees will be equivalent to the training term. As per Article 10(d), the employment of these employees may be terminated at any time during the probation period at the absolute discretion of the employer, provided however, that such discretion is not used in an arbitrary, perverse, or capricious manner.

Employees with seniority who do not fulfill the commitments of a training posting or who are deemed unsuccessful after passing probation will forfeit the right to return to his/her former position but will be allowed to use his/her seniority for one year to bid on another position.

The Union has agreed to consider requests for longer probationary periods based on the length of the training term and/or a trainee's progress.

8. OVERTIME CALL OUT _____

In the event of an overtime call out, fully qualified staff will be called first. Trainees may be considered at management's discretion.

Employee

Date

CITY OF KAMLOOPS

JOB TITLE: Operations and Records Liaison - RCMP

PAY GRADE: 11

NATURE AND SCOPE OF WORK

Performs skilled work of a complex nature under the limited supervision of the Records Management Systems Supervisor and liaises with the RCMP Operations Officer. Work involves performing a variety of duties related to the Information Officer, Court Liaison Officer, and records work. This involves the continuing provision of service as it relates to police operational files by handling non-emergency calls and complaints; reviewing and preparing files to appropriate court departments; and ensuring compliance with investigative techniques, RCMP policies and procedures, and legal requirements. The incumbent is responsible for coordinating and processing court files and applications; liaising with Crown Counsel; processing digital fingerprints; and reading and reviewing files to ensure investigational quality, accuracy, and policy compliance is complete and properly documented. The position requires considerable visual attention and mental concentration with occasional emotional strain as a recognized part of the job. Courtesy, tact, diplomacy, and some persuasion are required when providing explanation and elaboration to RCMP members, government agencies, and the public with regard to disposing of exhibits. The work is of a nature such that ordinary care would prevent injury to others. The job involves good working conditions with occasional lifting and moving of awkward files and/or exhibits and occasional exposure to offensive items, smells, or materials. The position may, on occasion, give specific direction to RCMP Clerks and the Exhibit Control Officer.

ILLUSTRATIVE EXAMPLES OF WORK

1. Reviews reports to Crown Counsel to ensure validity and accuracy of all documentation for people in custody bound for the court process
2. Creates, scores, and maintains operational and protected files on internal and statutory investigations, including reading and examining new files for quality assurance.
3. Reviews and swears all Information as prepared by Federal and Provincial Crowns and ensures all Federal Crown reports are accompanied by properly typed information.
4. Ensures all convictions are reported on fingerprint files at the conclusion of cases and forwarded to Ottawa.
5. Compiles data, prepares reports, and opens non-emergency operational police files in PRIME.
6. Prepares reports to BC Corrections and the Ministry of Public Safety and Solicitor General relating to a convicted subject's involvement in an offence.
7. Assists in the care, handling, and disposal of exhibits, including firearms, drugs, and equipment, and reviews files to ensure proper disposition.
8. Responds to ATIP requests and disclosure requests under the guidance of RCMP policies and procedures, including certifying police information checks.



9. Provides direction on incomplete files and corrections needed to complete files.
10. Handles a wide variety of inquiries from the general public, and acts as a subject matter expert to staff for specialized situations.
11. Provides updates to complainants, victims, and witnesses on the status of operational files still under investigation.
12. Processes applicants for various programs, such as name change applications, private investigator applications, pardons, immigration, Canadian citizenship applications, adoption applications, and RCMP applications.
13. Provides relief for front counter and switchboard staff when clerks are unavailable or when workload dictates the assistance of the Information Officer role.
14. Assists with the processing of civilian digital fingerprints for various applications and certified police information checks including completing necessary paperwork of the results received from the Real Time Identification Department.
15. Assists with new tip information received from outside agencies, analyzes data, creates files for police investigations, and periodically processes tip information on existing files to forward to the assigned investigator.
16. Assists clerical staff in relation to RCMP policy as it pertains to the storage, retrieval, and maintenance of police records.
17. Performs related duties as required.

REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Thorough knowledge of RCMP administrative and investigative policies and procedures and knowledge as to how these policies/procedures relate to the disclosure or release of information.
2. Thorough knowledge of the RCMP computer systems (PRIME, CPIC, JUSTIN, CABS, BCPARIS, CFRO, and internal communications network) and word processing programs in a Windows environment.
3. Thorough knowledge of the Criminal Code, related federal and provincial statutes, and the legal system as it pertains to non-criminal, civil, or criminal matters.
4. Ability to maintain sustained attention to detail to ensure accuracy of work.
5. Ability to communicate effectively orally and in writing.
6. Ability to establish and maintain effective working relationships with internal and external contacts.
7. Ability to exercise courtesy and tact when dealing with RCMP members, courts, outside agencies, and staff on potentially sensitive matters.
8. Ability to analyze reports and make recommendations for appropriate course of action to officials.

9. Ability to provide assistance and direction to staff on an as-needed basis.
10. Ability to research and maintain current knowledge of federal, provincial, and municipal policies and procedures that are applicable to the work performed.
11. Ability to interpret legislation and policies applicable to work performed.
12. Ability to follow established RCMP policies and procedures.

REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

1. Completion of senior secondary school or its equivalent.
2. Minimum of five years' previous experience as an operational police officer in demonstrating a broad knowledge of operational/administrative duties and general law enforcement.
3. Proficient in basic Word and basic Excel, as demonstrated through testing.
4. Ability to successfully complete and pass all required courses offered on the job (such as PRIME, CPIC, firearms safety or its equivalent, etc.).
5. Ability to obtain a Special Provincial Constable appointment.
6. Ability to obtain and maintain RCMP Reliability Security Clearance.

HOURS OF WORK

Non-normal day shift.

LETTER OF UNDERSTANDING

BETWEEN: CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 900 (The Union)

AND: CITY OF KAMLOOPS (The Employer)

RE: RCMP – JOB SHARE WORK ARRANGEMENT

1. The RCMP detachment has three CUPE positions, Records Reviewer, Court Liaison Officer and Information Officer, whereby the incumbent must have a minimum of five (5) years previous experience as an operational police officer. The Employer will create a job share work arrangement that involves hiring two part-time positions.
2. The two part-time incumbents will alternate 1 week on and 1 week off work.
3. The three CUPE positions are inside classifications working thirty-five (35) hours per week, Monday to Friday. The hours of work for the Records Reviewer are 8:00 am to 4:00 pm. The hours of work for the Court Liaison Officer are rotational 7:00 am to 3:00 pm; 8:00 am to 4:00 pm; and 8:30 am to 4:30 pm. The hours of work for the Information Officer are 10:00 am to 6:00 pm.
4. The two part-time incumbents must be available to work additional shifts when there is an unplanned leave of absence of the other job share incumbent.
5. The two part-time incumbents must make every effort to schedule personal appointments on their week off work.
6. The two part-time incumbents must not hold any other positions with the City of Kamloops.
7. This work arrangement is in place of one full time position and therefore only one part-time incumbent may exercise his/her right to benefits at any given time.
8. If the incumbent with the higher seniority date works enough hours to become eligible for benefits, he/she may exercise his/her rights as per Article 19 of the Collective Agreement.
9. The other (junior in seniority) incumbent may choose to work additional shifts above the required coverage but forfeits his/her rights to be eligible for benefits as per Article 19 of the Collective Agreement. This incumbent will continue to receive 14% in lieu of benefits.
10. The two part-time incumbents will have the right to trade shifts to allow for their requested time-off, subject to the approval of the Employer and to mutual agreement between the incumbents.
11. Neither party intends this agreement to become precedent for future job share work arrangements.
12. This agreement may be ended by either party with sixty (60) calendar days notice.

Career Opportunity



Canada's Tournament Capital

Signed this 3 day of August, 2018.

FOR CUPE 900

Carmen Sullivan
CUPE Local 900

Rajan Gill
CUPE Local 900

FOR CITY OF KAMLOOPS

Lori Rilkoﬀ
Human Resources Director

Byron McCorkell
Community and Protective Services Director