



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** COURT LIAISON OFFICER AND EXHIBITS  
**DEPARTMENT:** RCMP – WESTSHORE DETACHMENT  
**POSITION TYPE:** FULL-TIME PERMANENT UNION POSITION  
**PAY GRADE:** PAY GRADE 13B  
**LAST UPDATED:** NOVEMBER 2020

---

#### **NATURE AND SCOPE OF WORK**

This is a full-time union position which falls under the direction of the RCMP West Shore Detachment – Municipal Office Manager for all Administrative and Human Resource requirements in coordination with City of Colwood Administration. For all operational requirements, this position reports directly to the Operations Support NCO. The Court Liaison Officer and Exhibits Clerk processes all Court and Exhibits related matters and acts as the liaison between members of the Detachment, Crown Counsel and Court personnel.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

##### **Court Liaison Duties:**

- Process all court documents including, but not limited to, Appearance Notices, Undertakings, Warrants, Summons, Subpoenas and Crown Communications
- Receive, review and process Reports to Crown Counsel
- Prepare and swear Informations with formal charges before the Justice of the Peace
- Forward fingerprints to Ottawa through IntelliBook once Information has been sworn
- Manage court dispositions in RMS (Records Management System) and submit results to Ottawa through CJIM (Criminal Justice Information Management)
- Maintain JUSTIN data base for the purposes of Member's schedule, leave and court commitments
- Monitor all upcoming court dates through diary dates and a "Court Update Page" to ensure the accuracy of court files
- Act as the liaison between members, various detachments, Crown Counsel and Court Registry personnel

### **Exhibit Custodian Duties:**

- Assess all exhibits placed by members in the Temporary exhibit locker to determine that fundamental reporting details are completed and if any special handling instructions are given
- Transfer all exhibits from the Temporary exhibit locker to the Main exhibit locker ensuring quality control requirements are met
- Submit relevant paperwork to comply with current reporting conditions, including Health Canada
- Prove safe and verify all firearm exhibits before entering into P.A.I.N (Public Agent Identification Number) registry
- Package and facilitate the delivery of exhibits to various labs for analysis, ensuring all health and transport regulations are adhered to
- Arrange for destruction of exhibits as per policy
- Monitor all exhibit retention periods through diary dates and an “Exhibit Update Page” to ensure the accuracy of all exhibit files
- Act as the liaison between members, the public, Crown Counsel, Court Registry, Health Canada and the Canadian Firearms Program

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Grade 12 Diploma
- A minimum of 5 years experience in a Police Administrative environment, experience in court matters and exhibit handling considered an asset
- Training and/or experience in the use of recognized police computer software including RMS, JUSTIN, CPIC, CJIM, IntelliBook and PAIN

### **REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS**

- Valid Class 5 BC Driver’s License
- Attain and maintain a RCMP security clearance
- Qualify under the British Columbia Police Act to receive appointment to Special Provincial Constable status
- Successful completion of a Firearms Safety Training Course and/or be the holder of a valid Canadian Possession and Acquisition Firearms License

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Employee may be required to carry loads of supplies weighing between 10 – 60 lbs
2. Employee should also be capable of standing or sitting for long periods of time
3. Ability to tactfully deal with concerns, questions or issues posed by front line police officers, members of the public and volunteers, both verbally and in writing.



4. Ability to address shifting work priorities with strong time-management skills and the ability to effectively multi-task under pressure of heavy workload.
5. Ability to work both independently and in a team environment.
6. Ability to maintain confidentiality.
7. Ability to interpret and apply policies, regulations and statutes.
8. Strong interpersonal, communication, organizational and problem-solving skills.
9. Ability to maintain accurate records.

### **Working Conditions / Job Environment**

Work is conducted in a Police Administrative / Office / Provincial Court environment, which can contribute to significant pressures and challenges. This is a position where employees may be exposed to disturbing content and graphic materials. A high level of confidentiality is required in performing these duties.