



CITY OF COLWOOD

COURT LIAISON OFFICER AND EXHIBITS CLERK

PAY GRADE 13B

UNION POSITION

Position Summary

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. For all operational requirements, this position reports directly to the Operations Support NCO. The Court Liaison Officer and Exhibits Clerk processes all Court related matters and acts as the liaison between members of the Detachment, Crown Counsel and Court personnel. More specifically, this position involves high volume workloads, professional-level duties, independence and judgement, and requires advanced knowledge of the Canadian Police Information Centre (C.P.I.C.), Justice Information System (JUSTIN), Police Records Information Management Environment (PRIME), LIVESCAN Digital Fingerprinting System, Public Agencies Identification Number (P.A.I.N.) and the Firearm Reference Table (FRT).

Examples of Work Performed

Court Liaison Duties:

On a daily basis when Court is sitting:

Liaise with the Watch Commander and Prisoner booking staff to determine if persons held in custody require priority assessment and file preparation. Communicate all custody details to the appropriate Provincial or Federal Crown Counsel as well as the Court Registry and Sheriff service to arrange timely delivery of necessary Court and Crown documentation and arrangement of prisoner transport to the Court;

Receive and process all Promise to Appear (P.T.A.) & Undertaking to a Police Officer (U.T.A.) documentation and provide a suitable diary date to remind investigators to complete the Report to Crown Counsel (RCC) in a timely fashion pursuant to policy set by Crown Counsel;

Assign follow-up reminder to investigators and supervisors as relating to pending or overdue reports to Crown Counsel;

Receive file attachments relating to the electronic transmission of Reports to Crown Counsel. Provide supervision and direction for all initial report preparations, ensuring that all process documentation is accurate and complete in order that Crown support staff can initiate a recommendation process to the prosecutor. Correct and/or complete final file review in preparation for electronic filing with Crown Counsel and hand deliver all hard copy attachments, supplements and file back-up material to the appropriate Crown office. If deficient, return the entire package outlining steps to be taken for correction;

Prepare PRIME Court Folder for each indicated accused for electronic transfer to the JUSTIN application;

Review the JUSTIN data base application relating to transferred prosecution build files, make corrections as necessary and electronically submit to appropriate Crown Counsel;

Electronically document the receipt and handling of all prosecution reports in PRIME providing an initial 100 day diary date for file review;

Review all process documentation returned by members as served or unserved, and direct to appropriate Crown Counsel and/or Court Registry;

Review all other Court related documentation and direct to appropriate Crown Counsel and/or Court Registry;

Transport all Crown and Court documentation to the Western Communities Crown Counsel and Court Registry daily; to the Victoria Crown & Registry bi-weekly or more often as necessary and to Federal ad hoc Crown as necessary;

Review all Reports to Crown Counsel in which Crown has recommended prosecution. Become familiar with the general aspects of the investigation and recommended charges in order to take the Information before the Justice of the Peace to swear the formal charge;

On request, assist and Detachment/Department with the swearing of formal charges before the Justice of the Peace;

Change PRIME Role Code to Charged from Recommended Charge when an accused has been formally charged;

Monitor and report on all returned Court files originating from Youth and Adult Probation in which the Detachment has provided a file number to Probation. Generate a Court Update page on all Probation Assistance files that have concluded in Court;

Retrieve all witness notification documents and Subpoenas and all written communications from Crown for transfer to investigators, as well as all Court dispositions, Warrants and Summons as issued by the Justice for police file and data base update. Where necessary effect service of documents at Detachment;

Access the JUSTIN database to:

Complete the transfer of electronic Prosecution Reports to appropriate Crown Counsel;
Retrieve all electronic communication from Crown Counsel for delivery to the appropriate addressee;

Review the standing of all West Shore Detachment, Western Community Corrections, and West Shore Youth Probation charge issues coming before the Western Communities and Victoria Court on the previous day;

Determine status of Court cases when reviewing ongoing diary dates or at the request of police investigators;

Maintain Detachment personnel data base list identifying appropriate Watch and shift;
Input all approved member leave dates into the data base;

Provide all appropriate process documents, dispositions and Warrants to the data clerk for entry onto the C.P.I.C. data base;

Assign all assistance Summons and Subpoena documents to the shift of the day, and all local file service documents to the appropriate investigator providing a suitable diary date to meet the needs of the originating Crown office or Court Registry;

Retrieve files from the C.P.I.C. clerk to record disposition on files electronically or manually, and modify or remove diary dates as necessary. Complete disposition on fingerprint forms for transmission to Criminal Records in Ottawa;

On a weekly basis attend the criminal fingerprinting (Livescan) terminal in the cellblock and retrieve the name and file number associated to any recently scanned criminal fingerprint session. Check each file in PRIME to determine if charges have been laid and if so edit the C-216 form appropriately, print hard copies of the fingerprints and palms prints for dissemination to Victoria Identification Section and A.F.I.S. and forward electronic fingerprints to Ottawa;

Manually score all PIRS disposition files and complete an electronic Known Offender file on each statute conviction, dismissal or stay of proceedings relating to PRIME files;

Manually complete a Non-disclosure date form pursuant to the Youth Criminal Justice Act, and any adult Absolute and Conditional Discharge outcome;

Determine if exhibits are related to a Court disposition file and diary date to accommodate the appropriate appeal period;

On a monthly basis, review all PIRS Court diary date files, and on a daily basis all electronically entered PRIME Court diary date files to determine Court status, and document such review and modify entries as necessary. Liaise with Crown and Court Registry staff when necessary to ensure complete accuracy of review;

Receive and transport all bail money received by Detachment personnel to the Court Registry;

Develop and maintain Court handling policy specific to the evolving needs of the Detachment; On the direction of the Detachment Operations N.C.O., provide supervisory data review of all but routine reports to Crown Counsel to ensure that all elements of the suggested offence, and the necessary witness evidence, is accurately reported within a prosecution report in a chronological and concise manner;

When necessary, report to Watch Commanders, Operational NCO or the Operation Support NCO or the Municipal Office Manager any operational or management inconsistency or issue, real or perceived, that might potentially lead to civil liability or reflect potential areas of conflict and embarrassment to the R.C.M.P.

Exhibit Custodian Duties:

On a daily basis during a normal work week:

Assess all exhibits placed by members in the Temporary exhibit locker to determine that fundamental reporting details are evident and if any special handling instructions are given, or if health and safety concerns should be observed. Where appropriate, transfer all exhibits and property from the Temporary Locker to the Main Locker facility;

Organize and mark any exhibit left in the Temporary Exhibit Locker destined for return to owner;

Where necessary, communicate any deficiencies in reporting to the investigator and Watch Commander requesting modification before any exhibit is accepted into the Main Locker; Maintain the existing exhibit receipt and movement log documenting all transfers of each pre-PRIME exhibit, cataloging dates of movement and storage location, or electronically record the receipt of all exhibits into PRIME and establish a 90 day diary date for review;

Identify all currency exhibits to ensure that the sum has been witnessed and initialed. Double lock all currency exhibits in a vault within the Main Exhibit Locker;

Identify all drug exhibits and secure in the specific Main Locker drug room. Where health issues relating to plant or other material are a concern, store exhibits in the vented locker and

seek emergency destruction authority from Health Canada. Store all other noxious and petroleum tainted exhibits in the vented locker and all gaseous containers in the vented exterior storage pen;

Organize and control all exhibits and property in the approved off site storage buildings. Such exhibits shall include drug grow operation seizures, large item exhibits and any property considered inappropriate for storage in the main Detachment building or fenced enclosure;

Store all No Case drug seizures separately, and on a monthly basis following retention for two clear months, provide Health Canada a full report seeking authority for destruction;

Maintain the Public Agent Identification Number (P.A.I.N.) registry relating to all protected firearms seized following the prescribed policy;

Store all firearm exhibits in the specific Main Locker room. Assess each firearm seized to determine registration and where necessary complete a full verification;

Confirm any deficiencies with investigator and Watch Commander and provide recommendation in keeping with current statute legislation;

Mark each firearm with an appropriate strap signifying the weapon has been proven safe; Where appropriate, provide supervision, assistance or advice to investigators relating to the receipt of firearms including liaison with the Canadian Firearms Centre;

Conduct a full file assessment relating to any investigation involving the seizure of firearms, or any other investigation as requested by an investigator, relating to the suitability of whether a subject should be entitled to a Canadian Firearm License or a subject who may in the future apply for such a license;

Provide a full report on file for the information of an investigator as to the outcome of the assessment, and where necessary prepare Affidavits and a supplemental report or full Report to Crown Counsel requesting a firearm prohibition pursuant to Sections 109, 110 or 111 of the Criminal Code or firearm forfeiture pursuant to Section 117 of the Criminal Code;

Receive and store all found or surrendered ammunition, fireworks, pepper spray and small container flammable fluids in the specific Main Locker destruction room;

Liaise with Regional Explosive Disposal Unit and arrange regular or emergency transfer of explosives, ammunition, fireworks and signal flares seized or accepted at the Detachment for disposal;

Receive and store all exhibit or Detachment sensitive material authorized for destruction in the specific Main Locker destruction room;

On a monthly basis review all files approaching a PIRS diary date, and on a daily basis review all files approaching an electronic PRIME diary date, and where appropriate, modify the diary date to accommodate any pending Court or investigative process and/or ensure that an appropriate retention policy is in place for the specific item;

Seek the direction from the investigator when Court files conclude and/or seized exhibits have been held the required period according to policy;

Seek authority from Health Canada to dispose of all drug related exhibits where a Court case has concluded and the appeal period has expired;

Procure and maintain all necessary permits and authorizations relating to the disposal of exhibits and property with local Municipal and Regional Government authorities;

As necessary arrange for destruction of all drug and sensitive property or exhibits at a suitable facility. Transport and witness the authorized destruction process;

Report the destruction of all drug exhibits to Health Canada following destruction;

Where authorized by investigators, assess and store all property having value as a Crown Asset where the owner is unknown or the Court so directs. Hold for the required retention period for transfer to the appropriate Municipal, Provincial or Federal Government Asset Recovery authority;

Where necessary and/or ordered by the Court, report all forfeited property to the Federal Seized Property Management Directorate and take direction from that agency as to disposition of property;

Account for all money ordered forfeited or unclaimed found property and transfer cash assets to the detachment Financial Clerk for deposit to the Receiver General of Canada;

Develop and maintain exhibit handling policy specific to the evolving needs of the Detachment;

As the Exhibit Lockers are secure areas and inaccessible to cleaning staff, be responsible for the general cleanliness of the entire exhibit complex; and

Accept, record, retain and on the direction of investigators, dispose of all property and exhibits seized or turned over to the Detachment.

Knowledge, Skills, and Abilities

1. Employee may be required to carry loads of supplies weighing between 10 – 60lbs. The employee should also be capable of standing or sitting for long periods of time as may be required.

2. Ability to tactfully deal with concerns, questions or issues posed by police members, members of the public and police volunteers in a matter of routine General Duty business both verbally and written.
3. Ability to address shifting work priorities with strong time-management skills and the ability to effectively multi-task under pressure of heavy workload.
4. Ability to work both independently and in a team environment.
5. Ability to maintain confidentiality.
6. Considerable knowledge of police databases.
7. Ability to interpret and apply policies, regulations and statutes.
8. Strong interpersonal, communication, organizational and problem-solving skills.
9. Strong time-management skills with ability to effectively multi-task under pressure of large workloads and time limits.
10. Ability to maintain accurate records.
11. Minimum typing speed of 50 wpm.
12. Ability to cope effectively with files containing graphic information relating to tragedy and crime.
13. Ability to establish and maintain effective working relationships with staff, and other internal and external contacts.
14. Working knowledge of the Criminal Code of Canada, Motor Vehicle Act, Municipal By-Laws, Provincial Statutes, Criminal Records Act, Provincial and Supreme Court System; Civil Law, Privacy Act and Youth Criminal Justice Act.

Working Conditions / Job Environment

Work is conducted in a Police Administrative / Office / Provincial Court environment. Due to the nature of police operations, this is a position subject to significant pressure and challenges caused by the high demand for police services and the need for effective and co-operative liaison between the West Shore RCMP Detachment and the Provincial Courts.

Requirements

1. Grade 12 Diploma.
2. A minimum of 5 years direct experience as a Police Officer and/or experience in a Police Administrative environment specifically relating to Court matters and exhibit handling;
2. Training and/or experience in the use of recognized office computer software.
3. Valid BC Driver's License, Class 5.
4. Required to attain and maintain a RCMP security clearance and criminal record clearance.
5. Required to sign Statement of Agreement for RCMP Information Technology.
6. Required to sign Acceptable User Practices for RCMP Information Technology (procedures and practices related to security of information, including access to information, national and departmental security).
7. Qualify under the British Columbia Police Act to receive appointment to Special Provincial Constable status in order to conduct court duties and exhibit handling;
8. Successful completion of a Firearms Safety Training Course and/or be the holder of a valid Canadian Possession and Acquisition Firearms License;

9. Qualify for certification as a Firearms Verifier;
10. Successful completion of training with the PRIME database ; and
11. Successful completion of training with the JUSTIN database.

Standards

1. Support and uphold the established policies and objectives of the RCMP and City in all areas of activity.
2. Will not release or discuss non-routine RCMP or City business without prior authorization.
3. Adhere to all established RCMP and City rules and regulations.
4. Maintain the performance levels set by the RCMP in the execution of all duties and responsibilities.
5. Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.

Key City Objectives

1. Safety in the work place is both a RCMP and City objective and priority, and an employee's responsibility is for their own personal safety.
2. Pursue learning and understanding of the RCMP and City's objectives and goals and their importance to the community.

Comments

Duties are performed in a policing environment where confidentiality and professionalism are required.

Unlike other police departments and detachments, the incumbents in the Court Liaison Officer and Exhibit Clerk positions at the West Shore Detachment share the duties equally. This enables continuity of tasks and ensures coverage during periods of leave.

The position also requires transcribing of statements and, as a result, the employee may be exposed to details of crimes which may be of a disturbing and sensitive nature.

It is required that the employee is able to remain calm and professional when speaking with the public over the telephone.

The position requires a willingness to work overtime and occasional travel may be required. The employee must also be willing to work during statutory holidays and weekends.

There is also a requirement to deal with imposed deadlines and unpredictable workloads, multiple demands and short remit times for results. This position requires a high level of organizational skills, flexibility and professionalism, with a strong knowledge of policing and RCMP policies and procedures.