

Position Description

Position Title: Crime Reviewer
Department: Police Services
Last Updated: July 2021

Summary

The Crime Reviewer provides high-level administrative, operational, and technical support for the General Duty Police Watch, including conducting quality assurance audits on all investigative files and identifies the accurate and detailed classification of file scoring as required by the Canadian Centre for Justice Statistics (CCIS). This position analyses information, seeks clarification, identifies deficiencies, and processes the non-investigative portions of the General Duty files.

Key Accountabilities

- Advises Regular Members on policy and investigative techniques
- Receives a variety of inquiries through the Watch Commander phone line, and responds as appropriate
- Evaluates investigations, prepares draft reports for signature of senior police staff, which include direction for further investigation, reporting deficiencies, investigations of excellence, identification of crime patterns and policy and legal requirements
- Reviews and analyzes a variety of reports, operational correspondence, and investigations to ensure policy compliance and quality
- Ensures correctness of Operational Statistical Reporting (OSR)
- Ensures that information is appropriately entered, modified or removed from CPIC to meet policy standards
- Completes or reviews appropriate legal and policy forms and documents for correctness and compliance with Federal and Provincial regulations and policies and forwards reports to appropriate agencies/sections
- Ensures that all items seized are properly logged on Vehicle Seizure Reports and Exhibit Report Forms
- Conducts follow-up reviews on found property, alcohol, and drugs, and issues direction to Exhibit Custodian/member as to disposition per set Diary Date controls
- Conducts follow-up reviews on domestic abuse reports, including reviewing and monitoring files, and contacting victims as required
- Conducts Quality Assurance on Search/Seizure, Supervision and other topics, as required
- Maintains related records, files, and systems, particularly the scoring of Motor Vehicle Form MV104, processes and forwards to Motor Vehicle Branch/Municipal Traffic Office
- Distributes Suspension Orders to Motor Vehicle Branch and Liquor Reports to Provincial Liquor Inspectors
- Processes prisoners into the Cell Block as required
- Performs other related duties as required

Qualifications

- Completion of Grade 12 supplemented by RCMP operational courses and five (5) years operational experience in police investigation work, preferably in E Division (or an equivalent combination of education and field experience)
- Ability to obtain and maintain the relevant RCMP Security Clearance
- Thorough knowledge of the RCMP Operational Reporting System and the Operational Scoring System

- Working knowledge of the Privacy Act in relation to the release of information to Federal and Provincial agencies
- Thorough knowledge of RCMP national data systems, including but not limited to PIRS, CPIC, OSR, CIIDS and PRIME
- Highly developed and demonstrated ability to communicate effectively both orally and in writing
- Strong interpersonal skills and the ability to communicate effectively both verbally and in writing
- Demonstrated ability to establish and maintain effective working relationships with members and employees of the West Shore RCMP Detachment and outside agencies
- Demonstrated leadership capabilities
- Works under pressure of deadlines in an environment that requires concentration and focus