



DISTRICT OF SAANICH
SAANICH POLICE DEPARTMENT

DISCLOSURE ADMINISTRATOR Permanent Full-Time Position

The Saanich Police Department is a member of the CRD Internet Child Exploitation Unit (CRD ICE). The CRD ICE Unit is an integrated team of police officers who work collaboratively with local, provincial, and national partners to investigate the creation, distribution, and possession of Child Sexual Abuse Material (CSAM). If you are an organized individual that enjoys working as part of an integrated team, the Saanich Police Department has an opportunity for you.

Under the direction of the CRD ICE Sergeant, the Disclosure Administrator provides specialized, dedicated support to investigative teams, File Coordinators, and Primary Investigators by facilitating the disclosure of police investigations. This position ensures that all police investigations are managed and disclosed consistently, timely and following legal best practices, and requires the candidate to work in a multi-jurisdictional workflow environment.

The ideal candidate thrives in an environment where maintaining a high level of confidentiality and security of information is required and accuracy and attention to detail are essential. The candidate should be aware they will be exposed to CSAM in the form of electronic media (images, videos and audio files). Candidates must be proficient in Adobe Acrobat and current technology to support disclosure, MS Office Suites for word processing, spreadsheets, email systems and database applications; have knowledge of the MOU on Disclosure between BC Police Agencies and Provincial and Federal Crown, including expert knowledge of the Disclosure Workflow Guidelines (DWG) Methodology; have knowledge and understanding of relevant case law and have knowledge and experience with the practical application of the National Vetting Codes.

Requirements include completion of Grade 12 plus an additional post-secondary program up to one year full-time in a related field; two years of experience working in a police environment including two years of experience working in a police Major Case Management investigative unit, facilitating electronic disclosure; two years of experience and proficiency with the inquiry and maintenance functions of the police systems, C.P.I.C. PRIME RMS, Court, and JUSTIN systems;

must successfully complete disclosure and file management courses as directed by the employer within a prescribed timeframe and accurate keyboarding speed of 45 wpm. The successful candidate must pass and maintain enhanced reliability security clearance including polygraph.

This is a C.U.P.E. Local 2011 position with a wage of \$37.95 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. Please apply via our website by 11:45 p.m. on October 11, 2024 quoting competition 24280. In addition to the interview process, testing will also be conducted. We thank all applicants for applying. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. We thank all applicants for applying.