



We are looking for an individual with excellent time management skills, who loves working with the details and enjoys conducting data quality audits.

The NWPD is a mid-sized police department with over 200 employees. We are committed to having a professional and supportive workplace promoting employee equity, wellness, and fulfillment. We are a hard-working and welcoming team focused on doing great work and serving our community.

### What your key role will be

As the CPIC Operator, you will contribute to our continued success by being responsible for CPIC record transactions and entries as well as ensuring the completeness, currency, and validity of CPIC records. In addition to this, your role includes, but is not limited to:

**Data Management:** You'll review police occurrence files, release documents, and JUSTIN sentencing documents in order to ensure the required information is entered on CPIC accurately. You'll also perform internal audits that comply with policies and procedures.

**Attention to Detail:** You'll be happiest when working with the details that support the bigger picture while also taking great pride in rolling up your sleeves to get even the smallest of tasks done.

**Communication:** You'll have excellent communication and active listening skills as well as the ability to convey information clearly and simply while ensuring you understand directions and information.

**Confidentiality:** You'll navigate your role while exercising considerable confidentiality, tact, and diplomacy. You'll have a keen sense and awareness of the rules and procedures with respect to the handling of confidential information.

**Decision Making:** You'll have strong decision-making skills that allow you to make confident assessments of policies and procedures and apply them accordingly to police files.

**Team Player:** You'll genuinely enjoy engaging with your teammates to get the work done. You believe in the importance of building and maintaining strong working relationships. You'll have a willingness to partner with and work alongside the police.

**Time Management:** You'll manage your time and resources to ensure work is completed efficiently and with minimal supervision.

### What you bring to this role

You will have experience and success *in many* of the following areas:

- You have completed Grade 12
- You have top-notch data management and organizational skills
- You are motivated, compassionate, and empathetic with a genuine desire to help others



# New Westminister Police Department

## JOB POSTING CPIC Operator Full-Time

- You support and promote a diverse, inclusive, and healthy workplace
- You have experience with Police Records Information Management Environment (PRIME), the Canadian Police Information Centre (CPIC), and Justice Information System (JUSTIN)
- You have knowledge of the law, including the Criminal Code of Canada and Provincial Statutes
- You pass and maintain a security clearance, including a background check and polygraph

### What we can offer you

- An exciting and challenging career
- Competitive salary and municipal pension plan
- Option to select one of the following work week schedules: Standard work week (5 days), or Standard work week plus Compressed Day Off bank
- Opportunity to work a hybrid work schedule
- Vacation time to foster a flexible work-life balance
- Learning and development reimbursement
- Comprehensive extended health and dental benefits, group life insurance, employee and family assistance program, sick leave plan, and maternity leave top up to 6 weeks at 95%
- Access to an onsite fitness facility, free staff parking, and transit subsidy
- Supportive leaders and co-workers who care about you and your family's health and wellness
- Centrally located in the lower mainland of British Columbia
- One block away from Columbia Skytrain Station
- A work environment giving you the ability to connect one-on-one with our staff, including police officers, civilian members, and senior leadership team

### What we'll accomplish together

As a civilian member, working within a police department is a career like no other. It brings excitement, variety, and a challenge. The person you are, the work you will do, and the role you will play in this organization matters. You will become part of the NWPDP family and join our group of diverse and talented people who truly want to make a difference.

If you are excited and curious to learn more about this opportunity, please apply – we would love to hear from you!

**Job Title:** CPIC Operator

**Employment Status:** Full-Time

**Application Deadline:** October 30, 2024, at 8:00 a.m. - Please note that review of applications will begin on October 21, 2024

**Number of Positions:** One

**Union:** CUPE Local 387

**Department:** Court Services Section, NWPDP

**Salary:** \$58,348 to \$68,557 per year plus benefits

**Hours of Work:** This position's work week is from Monday to Friday between the hours of 8:00 a.m. – 4:00 p.m.; shifts are 8 hours in length, including a one-hour unpaid meal break. There may be the opportunity to participate in a



# New Westminster Police Department

## JOB POSTING CPIC Operator Full-Time

compressed day off (CDO) program. Consideration may be given for hybrid shifts, once training and the probation period are successfully completed.

Career Centre: <https://nwpd.bamboohr.com/careers>

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to the diversity of our workforce, are encouraged to express their interest. New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those with Canadian Citizenship or Permanent Residency in Canada.*