



**DISTRICT OF SAANICH
SAANICH POLICE DEPARTMENT**

**CRIME STOPPERS PROGRAM COORDINATOR
Permanent Part Time Position**

The Saanich Police Department is recruiting one permanent, part-time Crime Stoppers Program Coordinator. Under the direction of the Intelligence Section Sergeant, the Program Coordinator is responsible for ensuring that the mandate of the Crime Stoppers program is fulfilled. The mandate of the Crime Stoppers program is to receive and process anonymous tips from the public that helps in the detection, apprehension and conviction of criminals and the recovery of property obtained through the commission of crimes and the seizure of illicit drugs. The Program Coordinator is responsible for administering all aspects of the Crime Stoppers program including the receiving and processing of tips, liaising with media outlets, and representing Crime Stoppers via social media and through community engagement events. Program Coordinators also prepare various statistical reports for presentation to Board of Directors and Stakeholders.

REQUIRED STANDARDS • Five years' experience as a police officer or working within a criminal justice environment, with appropriate knowledge of legislation and regulations pertaining to the conduct of Crime Stoppers operations, including the Criminal Code of Canada, provincial legislation, privacy legislation, records management.

- Completion of grade 12 or equivalent.
- Able to meet all background checks, security clearances and vulnerable sector screening.
- Adherence to policies, standard operating procedures, and departmental rules and regulations of the Saanich Police Department.
- Must possess a valid B.C. Class 5 driver's licence.
- Must be able to maintain a high level of confidentiality with any information.

The successful candidate will work a schedule of either Monday – Thursday or Tuesday – Friday, from 8:00 am to 4:00 pm. In addition to the interview process, testing will be conducted. While we thank all applicants for applying, only those under consideration will be contacted.

This is a Saanich Police Association position with a wage of \$40.95 per hour. Job description and competition information can be found at www.saanich.ca. Please apply by THURSDAY, March 27, 2025 quoting competition 25073 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7.