Crime Reviewer - RCMP

📅 *Posted 24-Mar-2025 (PST)* | 💼 *RCMP* | $ *40.27-44.77 per hour* | ▦ *Hourly* | ⌂ *Full-time Permanent* | ▦ *CUPE* | 👍*Attractive benefits, vacation and pension package*

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the full-time permanent (35 hours a week) position of **Crime Reviewer** in our **RCMP** Detachment. The mission of the Penticton RCMP is to serve and protect the community, and work in partnership with the community to deliver a responsive and progressive police service. The RCMP promote respect for rights and freedoms, the law and democratic traditions, and treat all people equally and with respect in accordance with the RCMP's core values.

Reporting to the Municipal Operations Manager, the Crime Reviewer position provides a quality assurance audit of all police files, along with identifying the accurate and detailed classification of file scoring as required by Canadian Centre for Justice Statistics (CCJS). The Crime Reviewer will provide feedback and corrective guidance as required ensuring file integrity of all police files.

Key Responsibilities

- Reviews and audits all operational files to ensure compliance with legal obligations, police requirements, and accurately classify and capture the information required to satisfy Canadian Centre for Justice Statistics (CCJS) reporting requirements.
- As the subject matter expert in Uniform Crime Reporting (UCR), ensures staff is updated on legislative and policy changes.
- Ensuring the integrity of the RCMP and the Penticton Detachment, and maintains public confidence in the RCMP by identifying issues that pose potential imminent risk to public safety.
- Strong understanding of Penticton Detachment workflow processes providing compliance and guidance to supervisors and members.
- PRIME - Maintains Records Quality Assurance queue.
- Supports Watch Commanders with PRIME handle workflow management.
- Reviews weekend in-custody RTCC's ensuring a complete package prepared for upload to JUSTIN and SFTS.
- JUSTIN - Assists members in accessing court documents when required.
- Completes CCJS biannual reporting audit on behalf of the OIC.
- Performs other related work assigned by the Watch Commander and senior management as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of RCMP Records Management Systems including PRIME, JUSTIN, CPIC, Annual Performance Plan and ULQA process.
- Solid understanding of the application of Uniform Crime Reporting (UCR), CCJS in adherence to PRIME-BC and RCMP policy.
- Retain knowledge of and complies with all departmental functions, procedures, and workflow in compliance with Penticton Detachment and Divisional policy.
- Competent in accessing, referencing and utilizing National, Divisional and Detachment policy manuals.
- Thorough understanding of the Criminal Code of Canada, various Federal and Provincial statutes and its application as it relates to report writing and CCJS reporting.
- Strong comprehension of CPICPRIME policy and exhibit processing.
- Strong written and verbal communication skills, in addition to well-developed analytical and problem- solving skills.
- Strong interpersonal and communication skills to establish and maintain safe and respectful working relationships with all staff, outside agencies and the general public.
- Ability to complete duties with minimal supervision; exercise independent action and judgement in accordance with rules, regulations, policies and procedures.
- Excellent time management, demonstrating the ability to multi-task, prioritize workload and meet deadlines in an ever-changing environment.
- This position will involve working shifts on a rotating basis (four days on, four days off).

Education, Training & Experience

- Completion of Grade 12.
- Prime Records Management Course.
- Minimum 10 years' experience in RCMP file review and maintenance in PRIME.
- UCRCCJS training.
- Have and maintain RCMP Enhanced Security Clearance.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing world to apply.

If you are seeking a challenging opportunity and possess the above mentioned qualifications, we would love to hear from you! We welcome your cover letter and resume. This posting will be open until the role is filled.

If you require any accommodations during the recruitment process, please contact us at HR@penticton.ca, we'd be happy to hear from you!

Position type:	Full-time Permanent (35 hours per week)
Wage:	$40.27 - $44.77 per hour (Pay Grade 12, CUPE)
Benefits:	Attractive benefits package, including vacation, extended health and dental, statutory holidays and pension.