

# Careers

## Casual Police Services Quality Assurance

### Join our dynamic team!

Help create Kelowna as a *City of the Future*. We are looking for a Casual Police Services Quality Assurance team member who will provide support, stability, and consistency to the Quality Assurance teams. You will be accountable for: the security, safekeeping, and disposition of property seized by or surrendered to the RCMP; the quality assurance of all investigational files as required by the Canadian Centre for Justice Statistics (CCJS) and; the quality assurance of all Reports to Crown Counsel ensuring paperwork is processed in a timely manner for in-custody prisoners and to capture the disposition in the court file and on the accused person's fingerprints and; Records Managements System oversight and maintenance.

You have a law enforcement background and/or extensive experience in a policing environment. You have sound knowledge of Operational Statistical Reporting (OSR) and Uniform Crime Reporting (UCR) as well as the Criminal Code, Federal and Provincial Statutes, Youth Criminal Justice Act and RCMP policy and directives. You also have operational experience in Police Records Information Management Environment (PRIME), Canadian Police Information Centre (CPIC), Evidence Manager and JUSTIN (Provincial records management system shared by BC Prosecution Office and Police). You have solid experience researching and interpreting RCMP, PRIME BC and Statistics Canada policies. You have completed the Canada Firearms Safety Course (non-restricted and restricted) and can be appointed as a Canada Firearms Centre Public Agent. You must be able to obtain and maintain a RCMP security clearance and a BC Provincial Special Constable Appointment.

Help create Kelowna as a City of the Future. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via Kelowna International Airport.

Grow your career in an organization that supports employee work life balance and professional development. We offer an exempt salary of \$41.90 to \$48.00 per hour plus 14% in lieu of vacation, statutory holidays and benefits.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

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For further information or to apply, please check our website at [www.kelowna.ca/careers](http://www.kelowna.ca/careers)

Applications must be received by end of day **January 23, 2026**.

*Applicants not contacted within three weeks of the closing date are thanked for their interest*