RCMP - Court Liaison & Exhibit Custodian (Relief)

Job Requisition	JR-2026-294 RCMP - Court Liaison & Exhibit Custodian (Relief) (Open)
Job Family	CUPE
Start Date	2026-10-28
End Date	2026-12-10
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/RCMP---Court-Liaison---Exhibit-Custodian--Relief-_JR-2026-294

Description

Internal Closing Date:

Nov 5, 2026

External Closing Date:

Dec 10, 2026

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

41.17

Minimum Weekly Hours:

0

(Relief - Casual)

COURT LIAISON

Reporting to the Manager, Records & PRIME - RCMP, this position assists police by acting as a two-way information conduit between the police and the other court agencies while exercising some independence of judgement and action within departmental regulations, policies and procedures and within applicable laws and legal practices.

Duties Include:

- Receives and reviews Report to Crown Counsel (RTCC) packages in PRIME and corresponding hardcopy and submits to Crown Counsel via British Columbia's Justice Information System (JUSTIN) interface.
- Liaises with Crown Counsel, Court Registry, and the investigating police officer(s) to arrange for the processing of prisoners in custody at Vernon/North Okanagan Detachment.
- Liaises with Crown Counsel, the Watch Commander and appropriate authorities in dealing with Vernon/North Okanagan Detachment prisoners being held in custody at other locations on Vernon Detachment warrants.
- Ensures that fingerprints and photographs are obtained, retained, and submitted to Canadian Criminal Real Time Identification Service (CCRTIS) as required, follows through to disposition and notifies the investigating police officer(s) of any oversight or non-compliance.
- Delivers all court related documents to designated Vernon/North Okanagan Detachment personnel and outside agencies as appropriate.

- Receives, sorts, and forwards incoming court related documents, warrants, prohibitions, probations and release orders to the CPIC Operator for addition, modification or deletion.
- Returns completed documentation regarding service of summons and subpoenas to the Court Clerk and Crown Counsel for processing.
- Updates PRIME files with on-going court dates (diary dates) from JUSTIN.
- Updates PRIME files, Court Folders and Known Offender Records with charge disposition, and submits the disposition into the Criminal Justice Information Management System (CJIM) for processing in accordance with the Federal Canadian Identification of Criminals Act.
- Assigns the court nondisclosure information diary date on PRIME files.
- Ensures the destruction of fingerprints and photographs as appropriate.
- Monitors and receives Crown Counsel communications via JUSTIN and disseminates to the investigating RCMP officer(s) for the appropriate action.
- Swears Informations prepared by Crown Counsel and applies for court processes, i.e. summonses and warrants, as requested by RCMP officer(s) or Crown Counsel using the information provided.
- Responsible for responding to telephone inquiries regarding Vernon/North Okanagan RCMP investigational court files.
- Prepares ED6084 disclosure form from the police officer's ED5884 submission on all RTCC in accordance with McNEIL Disclosure requirements.
- Maintains and monitors JUSTIN participant data by updating shift schedules, courses, and vacation/sick absences of police officer(s).
- Performs other related duties as assigned.
- Assists the City of Vernon in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion Legal Secretary or Office Administration Certificate or other equivalent education.
- Valid BC Driver's Licence, Class 5.
- Minimum three years recent experience, within the last five years, in a police, legal, or judicial office.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- A thorough knowledge of PRIME and JUSTIN computer applications.
- A thorough knowledge of departmental rules, regulations, policies, and procedures that apply to the duties noted.
- Knowledge of the functions performed by each of the agencies that collectively constitutes the justice system.
- Knowledge of the court system operations as influenced by Police, Crown Counsel, Court Registry and Probation.
- Knowledge of the Criminal Code, Youth Criminal Justice Act and Identification of Criminals Act as they relate to the taking and processing of fingerprints and photographs and release of records.
- Knowledge of the forms and formats used to pass information between the various agencies that compose the justice system and an awareness of the use and significance of each form used.
- Knowledge of the operational records keeping system including relevant computer applications.
- Ability to obtain and maintain an acceptable Police Information Check to fulfil the mandatory

requirement for a Provincial Special Constable Appointment for the purpose of swearing Informations.
- Ability to maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively, orally and in writing.
- Ability to obtain and maintain a RCMP Enhanced Reliability Status security clearance.

EXHIBIT CUSTODIAN

Reporting to the General Manager, Municipal Support Services - RCMP, this position processes and controls all Detachment exhibits and performs a variety of other related functions as directed.

Duties Include:

- Accountable for handling, safe keeping and storage of seized property to preserve continuity of evidence to achieve successful prosecutions in Court. Controls and monitors all exhibit documentation for accuracy and adherence to criminal law and to the policies and guidelines provided, and brings oversights to the attention of the appropriate supervisor or investigator.
- Controls the movement, storage, and disposition/destruction of all Detachment exhibits, soliciting input from investigating members as necessary to protect the integrity of the exhibit system.
- Responds to exhibit-related inquiries from the general public and takes appropriate action by way of dealing with the matter directly or referring the inquiry to the appropriate person.
- Maintains an exhibit diary date system that includes court considerations and appeal periods.
- Conducts ongoing review of exhibits to ensure accuracy and completeness for quality assurance.
- Manages and leads ongoing reviews to improve best business practices and make recommendations for training and education.
- Coordinates and conducts required training and education related to exhibits.
- Provides other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Post-secondary certificate in Office Administration, Legal Secretary, or equivalent education.
- Minimum two years recent experience in a policing environment in an operational support role such as records review, court liaison, or police exhibit safeguarding.
- Valid B.C. Driver’s license.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Sound knowledge of RCMP policy, directives and procedures concerning exhibit handling.
- Sound knowledge of PRIME (Police Records Information Management Environment).
- Knowledge of CPIC (Canadian Police Information Centre) system.
- Proficient working with a variety of computer and related software applications and general office equipment.
- Ability to review exhibit files for clarity, completeness, accuracy and adherence to RCMP

policy and procedure.
- Must obtain within three months, Canadian Firearms Safety Course for non-restricted and restricted weapons.
- Ability to obtain WHMIS upon commencement of the position.
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to communicate effectively orally and in writing.
- Ability to work with minimal supervision and effectively prioritize, multi-task and co-ordinate a demanding workload.
- Ability to obtain and maintain an acceptable Police Information Check.
- Ability to obtain and maintain a RCMP Enhanced Reliability Status security clearance.

To Apply:
Please submit your resume, quoting the appropriate competition online at vernon.ca/careers by selecting “apply” and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Casual
Location	Detachment Building
Time Type	Part time
Locations	
Supervisory Organization	Municipal Support Services - RCMP