

# Position Description

**Position Title:** Major Crimes Disclosure Clerk

**Department:** RCMP Detachment

**Last Updated:** February 2025

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## Summary

The Major Crimes Disclosure Clerk provides operational, research, and administrative support to members of the Westshore Detachment, with a focus on the disclosure of major crime investigations. This role ensures the vetting, preparation and final disclosure of complex investigative materials is conducted in compliance with legislated disclosure regulations, the Provincial Crown disclosure Memorandum of Understanding (MOU) and Provincial Major Case Management (MCM) requirements. During the course of this work, incumbents will be exposed to graphic and disturbing information and visual materials.

## Key Duties & Accountabilities

- Coordinates all operational, classified, and administrative files, including quality assurance, corrections, updates, triaging, routing, and concluding files in compliance with workflow processes, business rules, and policies
- Using the Police Records Information Management Environment (PRIME) system and in accordance with PRIME Policy, creates files, scans documents, reviews reports to Crown Counsel concludes files, and performs other related PRIME duties
- Provides specialized support for the disclosure of major investigations, including the preparation of prosecution reports and supporting documentation and their transmittal to Crown Counsel, ensuring accuracy and compliance with legal requirements and established procedures
- Ensures all directives, actions request, correspondence and documents directed to the Police from Crown Counsel and other services within the judicial system are forwarded and responded to promptly
- Performs file management quality control audits on MCM disclosure in Ledger 2.0 format
- Edits digital audio and video files in compliance with vetting guidelines pursuant to the MOU
- Reviews and vets full Report to Crown Council (RTCC) disclosure packages for private, unrelated, privileged information or delayed disclosure, prior to submission to Crown Counsel
- Manages all Investigative Services PRIME queues, ensuring timely conclusion, assignment, or extension of follow-ups as necessary
- Liaises with outside agencies, including Probation, BCPS and PPSC paralegals, Crown Counsel, and other police units and agencies
- Monitors, coordinates, and reviews ViCLAS submissions and assigns follow ups to members
- Creates various operational and administrative ledgers and report statistics for management
- Processes highly sensitive and/or graphic file conte
- Provides administrative support to various Units based on assigned files, including transcription, reception, drafting, editing and reviewing internal and external communications, scanning and uploading file documents, and maintaining the electronic scheduling system

- Attends meetings and briefings within Investigative Services, the detachment and outside agencies, taking and distributing minutes to all attendees
- Performs other related duties as required

### Qualifications

- Post-secondary program in related field and two (2) years' of relevant experience in a policing environment including one (1) year of working knowledge of Police Records Information Management Environment (PRIME) System and Canadian Police Information Centre (CPIC) System (or an equivalent combination)
- The ability to obtain and maintain an RCMP security clearance is mandatory
- Typing/keyboard Certificate of Proficiency for typing speed minimum of 50 words per minute
- Proficient in various computerized Information/Data Systems, office equipment, word processing systems, and various transcription software programs
- Knowledge and/or experience with Police or Crown MOU, Business Rules, DWG Guides and Police Databases
- Ability to interpret and apply policies, regulations and statutes
- Ability to maintain accurate records
- Ability to tactfully deal with concerns, questions or issues both verbally and in writing
- Ability to handle exposure to graphic and disturbing information
- Ability to address shifting work priorities with strong time-management skills and the ability to effectively multi-task under pressure of heavy workload
- Ability to work both independently and in a team environment
- Ability to carry small loads of supplies and capable of standing or sitting for long periods of time as required