

# Position Description

**Position Title:** Police Services Disclosure Clerk  
**Department:** Police Services  
**Last Updated:** July 2021

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## Summary

The Police Services Disclosure Clerk reviews requests for access to police and administrative records and disseminates information in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA), E Division and National Disclosure Policy, Acts and Memorandums of Understandings between municipal, provincial and federal agencies along with private and public corporations and institutions. This position reviews and assists in the completion of all complex Police Information Checks and completes all local checks for Records Suspension applications.

## Key Accountabilities

- Coordinates all Detachment file information requested formally through the Access to Information and Privacy Branch (ATIP) and non-disclosure of Young Offender records and Adult Absolute and Conditional Discharge records, including drafting of formal correspondence on behalf of the Officer in Charge (OIC)
- Coordinates and processes release of information from internal/external police agencies, government agencies and the public relating to Police Information Checks
- Receives and responds to inquiries related to Freedom of Information/ATIP requests
- Complies with "Release Tracking" requirements on Prime for all information requested and the subsequent information that was released
- Conducts a variety of reviews to ensure quality assurance of operational files in accordance with guidelines, regulations, and legislation using national vetting codes in relation to ATIP and other Freedom of Information requests
- Develops and provides ongoing training to detachment staff related to ATIP requests and Police Information Checks, as required
- Receives, reviews and provides guidance to regular members and other employees regarding dissemination of information and ensuring they are compliant with the Freedom of Information Act, the Privacy Act and other related RCMP and non-RCMP policies
- Documents and tracks all ATIP and other Freedom of Information/ATIP requests on PRIME or other related records management systems
- Completes all Records Suspension Local Police Record Check requests and Police Information Checks that require an enhanced review
- Reproduces operational and administrative files to comply with court orders
- Detects through Prime and PIRS all files pertinent to a variety of requests from external agencies
- Prepares and forwards invoices to recover costs relating to information requests from various firms and/or agencies, as required
- Ensures payment for disclosure has been received and sends follow-up requests for payment as necessary
- Conducts regular reviews of appropriate disclosure policy to ensure compliance
- Assists with researching and drafting policies and procedures related to Freedom of Information/ATIP requests to ensure efficient operations and support departmental initiatives

- Ensures the Detachment is compliant with Parole Board of Canada notifications, Records of Suspensions, and privatizing files pursuant to the Youth Criminal Justice Act and Criminal Records Act
- Ensures accurate filing and record maintenance by copying photos, statements and various electronic data to discs, as required
- Maintains up-to-date knowledge of Access to Information, Freedom of Information, Privacy Act and other related E Division and National policies
- Performs other related duties as required

## Qualifications

- Completion of Grade 12 and three (3) years' related experience ideally within a policing environment (or an equivalent combination)
- The ability to obtain and maintain a security clearance is mandatory
- Typing/keyboard Certificate of Proficiency for typing speed minimum of 50 words per minute
- Knowledge of, and proven ability to apply, the Access to Information Privacy Branch, BC Freedom of Information and Protection of Privacy Act and relevant RCMP policies and procedures
- Working knowledge of Police Records Information Management Environment (PRIME) System and Canadian Police Information Centre (CPIC) System is considered an asset
- Proficient in various computerised Information/Data Systems, office equipment, word processing systems, and various transcription software programs
- Ability to communicate effectively, both verbally and in writing
- Ability to establish and maintain cooperative working relationships with a variety of individuals and teams to complete assignments and meet program objectives
- Highly organised, accurate and attentive to detail
- Proficient in document-driven research with an ability to identify and implement best practices to create an efficient on-going approach towards the release of information
- Ability to maintain confidentiality with regard to the information being processed, stored or accessed by the network
- 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 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