

Position Description

Position Title: Court Liaison Officer and Exhibits Clerk

Department: Police Services

Last Updated: July 2025

where it all happens.

Summary

The Court Liaison Officer and Exhibits Clerk processes all Court and Exhibits related matters and acts as the liaison between members of the Detachment, Crown Counsel and Court personnel.

Key Duties & Accountabilities

Court Liaison Officer

- Process court documents including, but not limited to, Appearance Notices, Undertakings, Warrants, Summons, Subpoenas and Crown Communications
- Receives, reviews and processes Reports to Crown Counsel
- Prepares and swears Informations with formal charges before the Justice of the Peace
- Forwards fingerprints to Ottawa through IntelliBook once Information has been sworn
- Manages court dispositions in RMS (Records Management System) and submits results to Ottawa through CJIM (Criminal Justice Information Management)
- Maintains JUSTIN data base for the purposes of Member's schedule, leave and court commitments
- Monitors upcoming court dates through diary dates and a "Court Update Page" to ensure the accuracy of court files
- Acts as the liaison between members, various detachments, Crown Counsel and Court Registry personnel
- May be requested to work outside office hours, including in support of events and local emergencies
- Performs other related duties as required

Exhibits Clerk

- Assess exhibits placed by members in the Temporary exhibit locker to determine that fundamental reporting details are completed and if any special handling instructions are given
- Transfers exhibits from the temporary exhibit locker to the main exhibit locker ensuring quality control requirements are met
- Submits relevant paperwork to comply with current reporting conditions, including Health Canada
- Proves safe and verifies all firearm exhibits before entering into P.A.I.N (Public Agent Identification Number) registry
- Packages and facilitates the delivery of exhibits to various labs for analysis, ensuring all health and transport regulations are adhered to
- Arranges for destruction of exhibits as per policy
- Monitors exhibit retention periods through diary dates and an "Exhibit Update Page" to ensure the accuracy of all exhibit files

- Acts as the liaison between members, the public, Crown Counsel, Court Registry, Health Canada and the Canadian Firearms Program
- May be requested to work outside office hours, including in support of events and local emergencies
- Performs other related duties as required

Qualifications

- Grade 12 Diploma and a minimum of five (5) years experience in a police administrative environment
- Experience in court matters and exhibit handling is considered an asset
- Training and/or experience in the use of recognized police computer software including RMS, JUSTIN, CPIC, CJIM, IntelliBook and PAIN
- Valid Class 5 BC Driver's License
- The ability to obtain and maintain a security clearance is mandatory
- Qualify under the British Columbia Police Act to receive appointment to Special Provincial Constable status
- Successful completion of a Firearms Safety Training Course and/or be the holder of a valid Canadian Possession and Acquisition Firearms License
- Ability to carry small loads of supplies and capable of standing or sitting for long periods of time as required
- Proficiency in using a personal computer and a variety of software programs
- A commitment to continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself