

**Position Title:** Court Liaison Officer/Exhibit Custodian

**Date:** May 2008

**Department:** R.C.M.P. – Hope Detachment

**Supervisor:** Office Administrator

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### **Position Summary**

This is a civilian support position working in the RCMP Detachment under the supervision of the Office Administrator. The incumbent will be responsible for the maintenance and accuracy of all files on matters relating to court procedures and/or exhibits in the custody of the Detachment. This position has a high degree of confidentiality and the incumbent will liaise with Court Services to maintain an effective and efficient process. The incumbent will organize and maintain an efficient exhibit control system in accordance with RCMP policies and procedures.

### **Responsibilities:**

Without restricting the general nature and scope of the work, the following are illustrative examples of work, which may be expected of the classification. The incumbent, in addition to performing other related tasks and duties as assigned by the Detachment commander or delegate, will as it relates to this position:

#### **Court Liaison and Administration:**

- Perform various clerical functions varying in degree of complexity and responsibility while performing all associated duties of a Court Liaison/Quality Control Reader.
- Coordinate, meet and liaise with Provincial and Federal Crown Counsels, Court Services, Probation, Parole, and Sheriff Departments, Detachment Employees, and the general public.
- Read, process, and maintain the quality standards of Reports to Crown Counsel and provide recommendations to RCMP Members on their submissions. Complete required computer database queries (PRIME, PIRS, CPIC, JUSTIN) and ensure that all additional file information is complete.
- Create and enter shift lists on JUSTIN for court date scheduling.
- Process all appearance notices, swear Information's before a Judge or Justice of the Peace, and deliver court documents to the Detachment.
- Ensure Reports to Crown Counsel for prisoners are properly prepared and forwarded to satisfy a first appearance; and that prisoners have the necessary documents and medical reports when being escorted by the Sheriff's Department.
- Review incoming correspondence for the court files, ensuring files are updated and information entered on existing systems and concluded when necessary.
- Consult with Crown Counsel and Members responsible to eliminate any witnesses that are not required for court.
- Compile statistics related to court cases, when required, and answer inquiries from RCMP Members, Employees and the general public, on matters relating to court procedures.

- Coordinate and distribute all legal documents, which are served by Members within the Detachment area. Submit quarterly reports to the NCO in charge outlining documents served by Hope Detachment Members the District.
- Collect and enter data for the KOP (Keep of Prisoners) Program.
- Orientate new members and provide them with an understanding of job requirements and court processes.
- Maintain a record of all funds received at the Detachment, which are ultimately forwarded to the Court.

#### **Exhibit Custodian:**

- Perform all the associated duties of an Exhibit Custodian.
- Perform data entry requirements on PRIME, including the Property Module with exhibit tracking system.
- Accept and record all exhibits held at Hope Detachment; ensure exhibits are marked, packaged and stored in compliance with existing policies; and maintain detention and retention forms and a diary date system for further retention requests.
- Document the movement of all exhibits in Detachment custody, until final disposition; ensure arrangements are made for the disposition (destruction/return) of all exhibits according to policy; and distribute and document reports on drug exhibits, as per RCMP policies.
- Ensure all exhibits required for court are available to Members requiring them.
- In conjunction with the Staff Sergeant participate in the annual/semi-annual audit of exhibits in accordance with Detachment Quality Assurance Self-Audit systems and policies.
- Maintain exhibit lockers/rooms in a clean and orderly fashion, at all times, and ensure supplies are ordered and available.
- Responsible for the storing and releasing of Detachment firearms and ammunition.

#### **REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

- Grade 12 education and must have experience in the court and judicial system, either from recent police experience, or have experience in the judicial system as a Court Clerk or similar position.
- Demonstrated knowledge of Law Enforcement Court procedures as it relates to the position.
- Working knowledge of modern office practices, procedures and equipment. Experience with Word Perfect 9, or equivalent word processing software, Excel and L.A.N. Systems.
- Ability to operate a variety of standard office equipment, including the CPIC, PIRS, JUSTIN, PRIME, and Court Services/Police computer programs.
- Establish and maintain an effective working relationship with Crown Prosecutors, Court

Personnel, R.C.M.P. Members and other members of staff.

- Have a level of understanding of the Criminal Code, Federal Statutes, Provincial Statutes and Municipal Bylaws as it would pertain to their position.
- Demonstrated level of competency in typing/keyboarding.
- Sound knowledge of methods, procedures, principles and practices used in records management and the storage of exhibits.
- Experience and knowledge in handling and making safe a variety of firearms and improvised explosive devices.

#### **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS:**

- Valid British Columbia Driver's Licence and must be insurable to operate a Government motor vehicle.
- Must be able to qualify for, and maintain, enhanced reliability security clearance from the RCMP.
- Must be able to qualify for, maintain and be designated through the Ministry of the Attorney General as a Special Constable.

#### **WORKING CONDITIONS:**

The incumbent will work the standard 7 hour day Monday to Friday, and due to the nature and scope of the work, the work day may fall between the hours of 6:00 a.m. to 5:00 p.m. daily, for a total of 35 hours per week, and on occasion work overtime as authorized. The incumbent will be a member of C.U.P.E. Local 458. The incumbent will be responsible for performing the tasks associated with Court Liaison and Exhibits Custodian "housekeeping" duties. Exhibit Clerk duties will entail lifting heavy objects. The incumbent shall have sufficient physical strength, stamina and coordination to effectively perform the work.