

Job Information

Job title	Disclosure Administrator	Job Code DISCL	Pay Grade H
Title of immediate supervisor	Staff Sergeant / Sergeant		
Department/Division	Police		
Prepared by	Sarah Erb		
Date Created	2018.04.16	Revised date	2024.09.18

Job Purpose

Provides specialized, dedicated support to investigative teams, File Coordinators, and Primary Investigators, and any other investigators that require disclosure by facilitating the disclosure of sensitive major crime and professional standards investigations. Creates and carries out business processes enabling the electronic file management and disclosure of police documents and digital material, complying with current case law and agreements between police and Crown Counsel. Recommends and develops departmental workflow processes, business rules and policies to support approved disclosure requirements. Ensures that all major crime files are managed and disclosed consistently, timely, and following best practices.

Duties and Responsibilities

- Oversees, reviews and processes all relevant investigational reports, documents, and digital material, ensuring all is converted, named, categorized and organized in accordance with approved electronic disclosure formats and that it meets a high degree of quality control, accuracy, and completeness.
- Scans and/or attaches documents to the Major Case Management (MCM) case management system.
- Prepares disclosure packages for Crown Counsel; this includes auditing the file for outstanding material, identifying material as available for inspection, and meeting established and emergent timelines, including imposed Supreme Court of Canada timeframes.
- Assists with consistently vetting, marking and redacting documents and digital material including personal, sensitive, subject to privilege, holdback and irrelevant information in accordance with standardized National Vetting Codes.
- Produces supplemental disclosure packages; answers disclosure concerns/questions and supports file continuity for the duration of the court process.
- Attends and participates in all unit briefings to maintain comprehensive file knowledge of current major crime investigations as it pertains to disclosure.
- Identifies and forecasts necessary changes to workflow and business practices in order to ensure a successful prosecution and implements changes.
- Participates in departmental committees. Develops, recommends, and revises departmental procedures, workflow, and business rules, to adhere to constantly evolving provincially mandated requirements.
- Establishes and maintains effective working relationships with internal and external clients, other Police agencies, Provincial and Federal agencies.
- Provides support needed to the Professional Standards Division, for investigations that require disclosure to either the Office of the Police Complaint Commissionaire (OPCC) or Crown Counsel.
- Mentors other members working with major crime files to facilitate understanding of electronic disclosure processes and assists with training/workshops.

- Coordinates and reviews the disclosure related work completed by other staff members.
- Maintains expert knowledge of the evolving technical aspects for MCM and related case management systems.
- Maintains currency in the definition and interpretation of relevancy and its practical application.
- Undertakes training, specific to the task area, general skills enhancement and computer upgrading.
- Provides administrative support to the Detective Division, including ordering office supplies and answering incoming calls from Switchboard.
- Applies relevant sections of required Federal, Provincial, Municipal statutes, regulations, bylaws and Departmental policies and procedures accurately.
- Organizes and prioritizes workload in evolving and often time sensitive investigations, meets deadlines and works under pressure.
- Maintains a high level of confidentiality and security of information in all aspects of their work.
- Undergoes and is required to pass yearly psychological debrief sessions.
- Performs other related duties as required.

Qualifications

- Grade 12 plus an additional post-secondary program up to one year full-time in a related field.
- Two years of experience working in a police environment including two years of experience working in a police Major Case Management investigative unit, facilitating electronic disclosure.
- Two years of experience and proficiency with the inquiry and maintenance functions of the police systems, C.P.I.C. PRIME RMS, Court, and JUSTIN systems.
- An equivalent combination of education and experience may be considered.
- Must successfully complete disclosure and file management courses as directed by the employer within a prescribed timeframe.
- Proficient in Adobe Acrobat Pro and current technology to support disclosure. Proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications.
- Comprehensive knowledge of the MOU on Disclosure between BC Police Agencies and Provincial and Federal Crown, including expert knowledge of the Disclosure Workflow Guidelines (DWG) Methodology.
- Knowledge and understanding of relevant case law.
- Knowledge and experience with the practical application of the National Vetting Codes.
- Accurate keyboarding speed (45wpm).
- Must pass/maintain the required enhanced reliability security clearance including polygraph.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment and may be required to work outside of scheduled hours to meet deadlines and investigational needs. Work involves exposure to disturbing materials and images, interview recordings and detailed graphic, sometimes gruesome information.