

Job Information

Job title	Traffic Reader and Retention Clerk	Job Code: PTRRC	Pay Grade: H
Title of immediate supervisor	Manager of Administrative Services		
Department/Division	Police / Administration		
Prepared by	Sarah Erb		
Date Created	Mar 5, 2015	Revised date	May 11, 2023

Job Purpose

Review and validate traffic related files for accuracy and completeness. Review file retention and conditions to ensure PRIME and related hardcopy records are retained or purged appropriately. Complete basic CPIC maintenance including supporting audit and purge reviews. Manage offsite records including historical files and officers' notebooks. Complete Master Indices maintenance for the Department.

Duties and Responsibilities

- Conduct Quality Control on traffic related files, including the hardcopy review. Verify completeness of investigation information, appropriate documentation is attached, and the entities and related files are linked appropriately.
- Determine and apply the appropriate Uniform Crime Reporting (UCR) codes as per Statistics Canada Incident Based Survey.
- Run reports for traffic related statistics.
- Process online reports into calls and/or files.
- Manage the Department's Purge/Retention program for PRIME events. Run reports and data quality reviews to ensure all components of the various PRIME modules of police events are validated prior to purging (CAD, RMS, Property, Court, CPIC, digital/electronic media, and related files).
- Liaise with Court, Exhibit Control, Quality Control and CPIC clerks to ensure data quality is maintained before a PRIME event is purged.
- Consult with the Manager of Administrative Services or Administrative Staff Sergeant for files that may require review of their purge date for decisions around extension or conclusion.
- Enter and maintain traffic related documents and lost/stolen property onto CPIC.
- Support the CPIC Key User on monthly CPIC Validation and Purge reports.
- Maintain the PRIME Master Indices (MI) for the Department. This includes maintaining the PRIME Master Name Index Vmail, PRIME Data Quality Reports, and local proxy email to identify issues in the MI.
- Liaise with other Vancouver Island police MI Administrators to address MI issues that cross over police jurisdictions.
- Maintain historical file morgue and manage the transfer of historical files and officer notebooks to the off-site storage facility.
- Apply relevant sections of required Federal, Provincial and Municipal statutes, regulations, bylaws, and Departmental policies and procedures.
- Maintain a high level of confidentiality and security of information in all aspects of their work.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent, plus an additional program up to one year full-time post-secondary in office and clerical work.

- Two years related experience working in a police records/court environment and working in an office including six months experience and proficiency working in various police systems, CPIC, RMS and JUSTIN.
- Proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications.
- An equivalent combination of education and experience may be considered.
- Must pass/maintain the required enhanced reliability security clearance and polygraph.

Physical Requirements

Required to lift and move boxes for purging and relocation of historical records and officer notebooks for off site storage.

Working Conditions

Works in an office environment. Work involves exposure to disturbing materials, images and sometimes gruesome information.