



Chatham-Kent Police Service

INTERNAL/EXTERNAL JOB POSTING #027-2024

Position: Quartermaster/Drug Exhibit Coordinator
Department: Administrative Support Branch
Pay Grade: Grade 7 (\$70,500.19 - \$ 79,688.72)
Reports to: Inspector, Administrative Support Branch
Work Location: Chatham-Kent Police HQ
Hours of Work: Monday through Friday, 35 hours per week

Essential Qualifications:

- Completion of a two (2) year formal post-Secondary program or Community College (Diploma or Certificate), or equivalent.
- Experience with computer software, including Microsoft Excel, Word, Outlook, MTO ISS and extensive knowledge of NICHE RMS.
- Physically able to lift and move articles weighing up to 40 pounds.
- Valid Driver's Licence.

Beneficial Qualifications:

- Specialized Property Management Training and asset.
- Good Communication and Interpersonal skills
- Able to make sound decision within confines of policy/procedural framework.
- Good working knowledge of excel and Microsoft word programs, computer skills.
- Good moral character
- Self-motivated
- Able to deal with stressful situations/environment.
- Exhibit self-control of emotions
- Reliable attendance
- Able to work as a team member.
- Able to work under minimum supervision.
- Well-developed keyboarding skills; minimum 50 wpm

General Responsibility:

Coordinate and purchasing all equipment & clothing for the Service including product research, purchasing, shipping, and receiving, managing inventory levels, forecasting requirements based on budget, personnel and changing policing trends.

“Service Above Self”



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Coordinate distribution of equipment and clothing to members, maintain employee records and organization of sizing dates.

Deal directly with all suppliers, cleaners and alteration stores for repairs, cleaning and maintenance of QM inventory.

Responsible for drug seizure processing and inventory including the security, continuity, storage and disposal of drug exhibits and drug related property; entry of exhibits on RMS property management; maintain all drug inventory and destruction records and assist with external audits.

Responsible for continuity of drug samples for analysis: collection, packaging, shipping records; recording of analyst result on RMS property management; issuing Health Canada Certificate of Analyst and Drug Offence and Disposition Forms and Exhibit Envelopes, packaging for drug exhibits (needle containers, paper bags).

Training of members regarding drug property submissions: paperwork, safety and packaging, Health Canada guidelines, policy and procedures.

Specific Responsibility:

Coordinate QM Store & Inventory.

Purchase clothing & equipment from suppliers including research, price negotiation, preparation of purchase order, ordering, delivery arrangements, shipping & receiving, unloading and storage of product.

Ship returns & defective products, arrange for replacement, credits, etc.

Maintaining employee records, sizing charts, issue, platoon assignments, scheduling of sizing dates for special orders.

Arrange for vendors to measure members for body armour and maintain records. Arrange sizing dates for special clothing needs.

Liaison with local tailors, dry cleaners in repairing, cleaning QM inventory & assignments for new members.

Product Research: directly involved with CKPS committees & Administration regarding current issue or future items. Research and make direct recommendations to these committees about clothing & equipment including costs, product info, comparisons, supplier info, safety considerations, feedback, comfort, etc. Key informant & decision maker regarding major equipment & clothing decisions. Clothing and equipment recommendations to Administration directly affecting written policy and procedures.

Member of Police Cooperative Purchasing Group: attend province wide meetings or virtually with multiple police agencies to discuss all aspects of equipment & clothing for police.



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Assigned and trained N95 face fitter for CKPS: face fitting of N95 masks for all members & volunteers of CKPS for pandemic planning. Assisting in planning of & ordering of special pandemic supplies: face fit kits, N95 masks, biohazard response supplies, cleaning stations, etc.

Ordering & research of specialized supplies: restraint chair, wall station for gun unloading, spit nets, or unit specific needs (CIRT, K9).

Ordering of office supplies including nitrile gloves, business cards, government forms including appearance notices, provincial offence notices and property tags.

Control and Coordinate of Drug Inventory including the security & continuity, storage, add exhibits to RMS, maintain drug inventory spread sheets, destruction application & process.

Move exhibits from temporary to restricted access storage area; control release of drugs for court; maintain continuity of exhibits.

Coordinate the destruction of drug cases, biological evidence, syringes, prescription medications, emergency destructions (marihuana plants), and paraphernalia. Includes application, sorting cases for disposal, loading, transportation, witness of destruction, and arrangements with destruction facility, arranging joint forces destructions. Inspect inventory for health hazards, proper packaging, dangerous material related to storage, transport, handling, and destruction process. Long distance transportation to drug destruction facility.

Responsible for control of drug samples for analysis: handling, packaging, record of shipping, receiving, continuity & security. Distribution of Certificates of Analyst, Notice of Intention, update RMS with analyst result, work directly with Health Canada on all records.

Property Management of general property associated to drug incidents: money, cell phones, grow apparatus, paraphernalia, and disposition of same.

Provide regular in-service training of officers regarding the handling, packaging, submission of drug property.

Responsible for ordering supplies of Health Canada Drug Offence & Disposition forms, drug exhibit envelopes, packaging for drug submissions (sharps containers, bags, etc).

Work with Drug/Intel on limited access cases or special projects.

Audits: work directly with outside agencies on audits of drug inventory.

Drug and property recommendations to Administration directly affecting written policy and procedures.

Assist Property Coordinator when assigned.



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Start Date: October 2024

Closing Date: Friday September 20, 2024 at 09:00 hours

**Resumes can be submitted directly
by e-mail to:**

Inspector Jason Chickowski
jasonc@chatham-kent.ca

NOTE: *The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve. We maintain the right to candidate selection and posting duration based on organizational objectives, goals, and long-term planning initiatives, contingent upon the needs of the service as require.*

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