



Chatham–Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #006-2026

Position:	Records Manager
Rank/Level:	Civilian, Grade 5
Department:	Administrative Support Branch, Records Management Section
Reports to:	Inspector, Administrative Support Branch
Work Location:	Headquarters, Chatham
Hours of Work:	35-hour work week
Revised On:	2026/02/06

Purpose:

The Records Manager is responsible for ensuring that all records maintained by the service are retained in accordance with policy and legislative requirements, overall management of the Records Management Section for the Service, ensuring the Section is sufficiently planned, staffed, trained, documented and reviewed. The Records Manager provides both direct and indirect supervision of the administrative records support staff working out of police headquarters and service centers.

Core Responsibilities:

Team Management:

- Supervise civilian records staff.
- Responsible for providing and promoting a positive and cohesive team environment that meets the goals and objectives of the organization through hiring; training; scheduling; assigning and monitoring workload; evaluating and counseling performance; auditing; and policy adherence and development.
- Responsible for ensuring that staff are adequately trained in operation of our Records Management System (RMS).
- Accountable for revenue generated from Records Section, including insurance requests, criminal record checks and FOI requests.

Records Management:

- Ensure that all records maintained by the Service are retained in accordance with the Police Service's Retention Schedule, CPIC Manual and other legislation as may be deemed applicable. Oversee deposit of Service Records to archives, as well as access to, and removal and destruction of service records and archives.
- Oversee the verification, approval of correspondence and documentation for criminal and police record checks required by agencies for employment, student and volunteer placements.
- Supervise CPIC operation and related security of the equipment, documentation and information database.
- Supervise the receipt, handling, preparation and disclosure of crown brief documentation and Digital Evidence Management System (DEMS) ensuring timelines are met with Municipal, Provincial and Federal offices.
- Oversee day to day use of records management software, Records Management System (RMS) including data

“Committed to Service, Dedicated to You”



Chatham-Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #006-2026

entry, occurrence checking / approving, classifying, property and related functions. Audit and approve Section member tasks and full organization non-reportable tasks, clearance status and status dates ensuring accuracy of data and reassigning as necessary.

- Liaise with Court Services to ensure proper flow of information.
- Reviewing and recommending changes to policy annually and when required changes are noted.
- Identifies opportunities and makes recommendations on improved processes, procedures and practices to maximize operational cost- effectiveness and service quality; suggest changes to protocols and processes to streamline operations and to comply with judicial decisions, legislative changes and the introduction of automated/technological systems.

Freedom of Information Requests:

- Supervise the administration of the Freedom of Information (FOI) responsibilities of the Police Service.
- Ensure Service conforms to the Freedom of Information Act and Protection of Personal Privacy Act with respect to the collection, release and retention of all records maintained by the Department.

Memberships/Appointments:

- Law Enforcement and Records Manager Network (L.E.A.R.N.); Freedom of Information Police Network (F.O.I.P.N.); and Commissioner of Oaths.

Other duties as assigned by the Administrative Support Inspector.

Essential Qualifications:

- Must possess either a university degree, or a college diploma in the related fields of records management, public administration or business, or have significant relevant work experience related to the position.
- Proven supervisory or management experience, preferably more than 5 years and in the public or law enforcement sector.
- Proven experience in a leadership role, demonstrating team building skills, and the ability to manage a team, handle stressful situations, and make critical decisions. Along with the proven ability to provide a flexible team environment with changing priorities.
- Proven experience in a business environment with research, analysis, report writing, interpreting and applying legislative changes, human resource management, presentation, and media relations skills.
- Knowledge and understanding of data management, hardware and equipment presently in use within the Section.
- Knowledge and understanding of Municipal Freedom of Information and Protection of Personal Privacy Act.
- Experience with computer software, including Records Management Systems (RMS), Canadian Police Information Centre (CPIC), and Microsoft based software.

Competencies:

Complexity of Decision Making:

- The Records Manager must analyze the needs of the team, align resources and adapt plans to meet both internal guidelines and external legislative requirements.

“Committed to Service, Dedicated to You”



Chatham-Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #006-2026

Problem Solving:

- The Records Manager develops solutions using specialized knowledge and foundational principles of records management and information coordination.

Impact of Action:

- The Records Manager's responsibilities include overseeing the verification and approval of documentation for criminal and police record checks, which are required by agencies for employment, student, and volunteer placements. Mistakes in this process could lead to individuals being unfairly denied opportunities or granted clearances erroneously, damaging public trust in the organization and negatively affecting community relations.

Working Relationships:

- The role is responsible for overseeing the processing of Freedom of Information requests completed by the FOI Coordinator. The role could involve emotionally charged interactions, as there may be cases where requests are denied, requiring the Records Manager to explain legislative justifications clearly and sensitively to ensure understanding and compliance among stakeholders.

Leadership:

- The Records Manager is expected to create a positive and cohesive team environment by fostering alignment with organizational goals through effective staff engagement which includes evaluating staff performance and ensuring adequate training while balancing organizational and legislative mandates.

Accountability for Resources:

- The role is directly responsible for managing the resources within the Records Management Section effectively which includes assisting in the hiring of staff as well as scheduling, which are essential for meeting performance and operational objectives.

Physical Demands:

- Work requires the incumbent to engage in light physical efforts (those required of a typical office job) on a regular basis.

Sensory Demands:

- The role requires the regular performance of data accuracy checks which require prolonged focus, precision and attention to detail.

Working Conditions:

Physical Hazards:

- Work is primarily done in an indoor office environment where access is restricted to authorized personnel only and physical hazards are limited.

Psychological Hazards:

- The job may be exposed to profanity/rudeness when dealing with the public (<25% of the time).
- The job may be exposed to verbal abuse when dealing with the public (<25% of the time).

“Committed to Service, Dedicated to You”



Chatham–Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #006-2026

Travel and Hours:

- This job works standard daytime shifts, that remain static from week to week (ex. Mon-Fri, every week).
- 35 hours per week.

Start Date: To be determined.

Closing Date: Monday, March 02, 2026, at 09:00 hours.

Compensation: \$93,156.06 - \$105,338.37 annually

Forward resumes by e-mail to the attention:

Matt Stezycki, Inspector

ckpscareers@chatham-kent.ca

NOTE: *The above job description outlines the principal functions of the job identified and shall not be considered a complete description of all the work requirements that may be inherent in this job.*

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 required.

As members of the Chatham-Kent Police Service (CKPS), all employees are expected to embody the values of CKPS every single day. Each member is required to demonstrate integrity in their work, ensuring that ethical standards are consistently upheld while conducting themselves with honesty and fairness, which serve as the guiding principles for all actions and decisions. Furthermore, every member is responsible for delivering the highest quality of service to the community. This commitment requires maintaining honesty and professionalism in all interactions, fostering trust through accountability, and approaching each engagement with understanding and empathy.

“Committed to Service, Dedicated to You”