



Chatham-Kent Police Service

INTERNAL-EXTERNAL JOB POSTING #014-2026

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| Position: | Administrative Clerk, Information Management |
| Rank/Level: | Civilian, Grade 3 (\$74,786.61 - \$84,533.80) |
| Department: | Administrative Support Branch |
| Reports to: | Records Manager |
| Work Location: | Headquarters, Chatham |
| Hours of Work: | 35-hour work week |

Purpose:

Canadian Police Information Centre (CPIC) data is the primary source of information for authorities which can be paramount to the safety of the officers and public nationwide. The Administrative Clerk, Information Management position is responsible for ensuring policy adherence with respect to the data entry of CPIC data and related information.

Ensure accurate Uniform Crime Reporting (UCR) which provides comprehensive data for more complete crime analysis, resource planning, program development for the policing community and for media and research purposes.

Processes freedom of information requests and manages compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This includes liaising with internal and external stakeholders including the office of the Information and Privacy Commissioner of Ontario.

Core Responsibilities:

CPIC Duties:

- Modify court dates from daily court dockets & remove matters completed in courts. Request accompanying documents if necessary.
- Enter new charged/accused persons from police reports & tasks as well as e-orders via email. Adding core date if needed and accompanying charges with various forms of release.
- Modify address changes on CPIC cores and RMS. End dating past addresses.
- Add, Masterfile, modify and remove to/from CPIC, all Bench, 1st Instance, surety relief, DNA warrants, Warrants for DNA (similar yet different) Superior Court Warrants, Security Commission Warrants, SIU warrants, domestic RPG warrants as well as witness and Mental Health Act apprehension warrants. Ensure any records entered on CPIC are verified in a timely manner using RCMP policy and making any necessary corrections.
- Conduct a monthly audit for records in accordance with the purge report from RCMP.
- Validate records on a monthly basis from a supplied validation report to ensure they are current.
- Conduct off-line searches when requested.
- Provide lists of categories such as missing people, stolen vehicles, number of warrants etc. from CPIC Field Ops.
- Liaison with Dispatch, Officers, Special Constables, Court staff, Probation and Parole, Corrections, CBSA, Superior Court, Securities Commission, other policing agencies – provincial and federal, CN police and other agencies.

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- Enter persons on CPIC with corresponding probation orders, court orders, peace bonds, weapons prohibition orders, 161 orders (sex offender), restraining orders, bail variations received from Court or probation office. Manage e-orders folder with these documents and achieve them when complete.
- Specialty projects like Project Lifesaver, Bail Dashboard, Stolen Vehicle project & others as assigned.
- Manage flags on CPIC and RMS. Ensure necessary documents accompany contagious flags. Make judgement calls for the length and severity of certain flags.
- Tasking officers & staff for relevant information related to necessary information for CPIC. Manage the task list for CPIC requests.
- Filing warrants in the Records office and communications centre. Managing those files accordingly as far as rescinds, quashed or deceased files.
- Use of ICON and Sex Offender Registry
- Add, modify and remove property to/from CPIC.
- Maintenance of SIP & SOR entries.
- Upload documents to incidents such as releases, changes of address forms etc.
- Other duties as assigned by the Manager of Corporate Services.

UCR Duties:

- Responsible for analysis of non-reportable and reportable incidents and compilation of UCR codes. This involves audit of data as provided by communications personnel and officer's reports.
- Audit the clearance status and status date as provided by the Non-Commissioned Officer (NCO). If unclear or incomplete, a task is assigned to the NCO requesting follow-up.
- Manually apply code for non-standard charges, Liquor License Act (LLA), Highway Traffic Act (HTA) and other Acts, as well as for other missing and incorrect mandatory data. Make corrections as necessary or force the code if required.
- Upon receipt of all correct data the UCR code is assembled and validated.
- General statistical reports as requested internally, or by other agencies and/or persons outside the service.
- Other duties assigned by the Records Manager.

FOI Duties:

- In assisting the FOI Coordinator, process incoming requests for all records, prioritizing urgent or time sensitive requests internally as well as externally; collecting fees paid and issues receipts of payment.
- Determine if requests fall under the provision of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Conduct comprehensive searches or research to determine the existence of responsive records.
- Compile and review documents to determine eligibility of release to informal requests and formal Freedom of Information requests. Review all occurrences associated with FOI access requests and provide appropriate information based on Legislation (MFIPPA).
- For formal FOI and Notice of Motion requests, prepare decision letter.
- Maintains knowledge of privacy legislation, IPC decision

Other Duties

- Commissioner of Oath (if appointed) – administer Oaths, taking affidavits and swearing KGB statements.
- Any other duties as assigned by the Records Manager.

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Essential Qualifications:

- Completion of a 2-year formal post-Secondary program or Community College Diploma/Certificate, or equivalent.
- One (1) year job-related experience
- Experience with computer software, including NICHE Records Management System (RMS), extensive CPIC knowledge, Microsoft (MS) based software including Microsoft Outlook.

Competencies:

Complexity of Decision Making:

- Makes decisions on the accuracy and completeness of data and documents; may need to identify non-standard conditions and recommend proposed actions regarding data corrections in the application of UCR codes.

Problem Solving:

- Problems encountered generally relate to ensuring accurate data entry and compliance with CPIC and UCR policies and are solved by conducting thorough audits and validations of data based on understanding of policy and systems, as well as following up with relevant personnel for clarification and corrections.
- Reviews and interprets legislation against requests for information to determine what information may be provided.
- Research past practice to support access decisions in IPC appeals.

Impact of Action:

- Proficiency in analyzing non-reportable and reportable incidents, as well as auditing data for accuracy. This includes the ability to identify discrepancies and take corrective actions; this data feeds analysis that is used to determine appropriate resource planning and inaccurate data could lead to inadequate planning for key assignments.
- Uses prioritization and time management to ensure all Freedom of Information requests are processed in a timely manner; failure to do so could result in delays.

Working Relationships:

- Uses courtesy to interact with a variety of contacts (sworn officers, court personnel etc.) to present factual information/data to ensure accurate data recording in CPIC.

Leadership:

- Primarily responsible for own time and work but may orient others to established processes and procedures.
- Works independently to complete tasks, though tasks may require the incumbent to coordinate with others (ex. sworn officers, court personnel).

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Accountability for Resources:

- Ensures that data submitted by sworn officers is accurate and complete and follows up in instances where data is incomplete, ensures the UCR codes for all sworn officers are assembled and validated.
- Uses the resources provided to ensure that Freedom of Information documents released are accurate and contain the necessary information.

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:

- Attention to detail is required to ensure data entry is accurate, incumbent may be required to filter out distractions to maintain the focus needed to ensure accuracy and precision, and balance multiple demands.

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.

Travel and Hours:

- This job works standard daytime shifts, that remain static from week to week (ex Mon-Fri, every week), however may be scheduled to work rotating shifts, which may include transitions between day, afternoon and night shifts.
- 35-hours per week.

Start Date: To be determined.

Closing Date: Friday, June 12, 2026, at 09:00 hours.

Forward resumes by e-mail to:

Inspector Matt Stezycki

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

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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.

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