

THE CITY OF RED DEER - JOB DESCRIPTION

Municipal Policing Services – Reviewer Analyst

Job Code
RAPO

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Division	Development & Protective Services	Approved by (Dept Head)
Department	Municipal Policing Services	Prepared by
Section	Records	Employee(s)

Created/Updated	2021-01-07	Evaluation Date
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Job Reports To	Municipal Policing Services Supervisor
Directly Reporting to this Job	Receiving daily direction from the applicable Supervisor

Function/Purpose: The primary duties of a Reviewer Analyst is to perform daily checks, reviews, corrections, audits and to monitor and control a large volume of operational files for the RCMP municipal detachment; ensuring accurate records are maintained in compliance with RCMP policies through the daily use of all relevant police databases, computer related software and communication devices. As a subject matter expert, reviewers oversee and analyse files to ensure quality of investigation, statistical accuracy, providing feedback and returns all incomplete files to internal stakeholders for correction and completion; then performs final file review. In addition this role acts as a resource, coach and mentor to the detachment in regards to PROS and any other databases.

Duties, Responsibilities, and Authorities

1. Databases and Computer Systems

a. PROS (Police Reporting and Occurrence System)

- Monitors, retrieves, reviews, links, audits and updates all operational occurrences entered into PROS ensuring it is accurate and meets RCMP audit standards
- Investigate duplicate entities for the purposes of merging in compliance with PROS policy
- Reviews, scores and enters data to ensure UCR Statistical information is accurate
- Responsible to identify and correct any and all errors in relation to electronic files within PROS
- Follow up to ensure file corrections are completed in PROS
- Assign tasks within PROS to the appropriate stakeholders in compliance with legislation
- Conducts operational queries as required
- Updates, reviews, scores and conclude all files as designated by detachment directive, unit supplement or policy
- Peer to peer initial on site PROS orientations, through coaching, mentoring and one on one education
- Provides advice and direction to various stakeholders and acts as a subject matter expert on the use of the PROS system
- Responsible to override purge dates in the PROS system when required
- Audits data quality and ensures corrections are complete on internal (DQOR) and external Error Reports

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- Maintain integrity of PROS system

b. CPIC (Canadian Police Information Centre)

- Query the system as required and requested to collect necessary data from operational files, and other database systems to determine the accuracy and validity of information in deciding what function is performed

c. Other Databases

- Utilize and work in all other applicable databases as required and requested.

2. Administrative and Operational Duties

- Collaborate within the unit on policy and procedure, Criminal Code and legislation changes to ensure standard of interpretation, reporting procedures, policy and directives are consistently maintained
- Review files for content ensuring accuracy, quality, consistency and that written content complies with current policy and are acceptable to standard
- Returns all incorrect and incomplete files to stakeholder, and provides suggestion, feedback and recommendations
- Advise and provide explanation to officer enquiries regarding investigational files
- Score criminal data on Uniform Crime Reporting (UCR) to capture the quality/quantity of work completed
- Accountable for the accuracy, consistency, and completeness of all PROS investigational files
- Performs detailed analysis and topical audits in PROS and on UCR scoring
- Process all Access to Information and Privacy (ATIP) requests ensuring timeline compliance
- Review Orphan entities and delete as required by policy
- Complete detailed research and file review for complex criminal record checks
- Respond to queries from Criminal Intelligence Analysts on various issues to provide advice and support
- Ensures all investigation reports, forms and requirements are complete on concluded files for the purposes of crime reporting stats and file quality
- Ascertains and correlates similar or related incidents and determines the correct course of action to be taken
- Contact members of the public in relation to on-going file investigation to obtain critical information
- Contact outside agencies and other City departments to obtain further information or clarification on operational files
- Consult with NCO's and Municipal Policing Services Supervisor on Unit Supplements and Standard Operating Procedures
- Reviews NPIRS and PROS file for archival value
- Respond to Moratoriums on the destruction of all documents and information, and the adjustment of purge dates when necessary
- Add court dispositions, add CPIC entries, update information, consult with Major Crimes Unit to conclude and score restricted files

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3. Other Duties

- Performs all other duties as assigned

Minimum Requirements

Education Requirements

- Grade 12 plus a 2 years' post-secondary education in a related law enforcement field

Required Experience

- Seven years of direct Police Officer experience with an accredited Law Enforcement Agency including current statistical reporting procedures and methodology
- Three years operational supervisory experience an asset

Conditions of Employment

- Ability to pass RCMP security clearance prior to receiving an offer of employment
- Must maintain RCMP security clearance throughout employment
- Ability to type 40 wpm accurately
- Must be able to satisfactorily complete tested courses in: PROS, CPIC, NPIRS, and E-Collision
- Must be able to work shift work in a 24/7 operation

Specific Demands of the Job

- Must possess the ability to work independently with strong decision making capabilities and critical problem solving skills with the ability to remain calm in emergency and stressful situations
- Discretely handle sensitive information while maintaining confidentiality
- Demonstrated ability to work as part of the team; contributing to a respectful workplace at all times
- Living up to The City of Red Deer Cornerstone Values; embracing our RISE Principles (Respect, Integrity, Service, and Excellence).
- Conduct yourself appropriately in the workplace, demonstrating ethical behaviour and proper values as expressed through our Ethics Toolkit.
- A keen interest in continued learning and development in all facets of your career at The City of Red Deer
- Work is performed in a fast-paced and stressful environment often with many interruptions; the ability to multitask and prioritize on demand is a critical competency for this role
- Must possess excellent organizational and time management skills with the ability to be self-motivated and work independently with little supervision
- Employees are expected to work in a cooperative and collaborative environment, applying precedent, policies and procedures to varying circumstances in the performance of their duties
- Must be well versed and highly knowledgeable in the statutes and laws of Canada, including but not limited to The Criminal Code of Canada, Provincial and Federal Statutes, and Municipal Bylaws
- Display strong written and oral communication skills.
- Subject to general office noise and sitting for prolonged periods of time
- Eye Strain