

Electronic Surveillance Monitor

DEFINITION

This is specialized clerical operational work involving the use of electronic recording equipment and electronic or computerized office equipment to monitor and interpret communications in accordance with Edmonton Police Service policies and procedures and the *Criminal Code of Canada*.

Employees of this class are under the general supervision of the ESM-Team Lead. Incumbents are expected to record, monitor, analyze and log intelligence received from private communications in accordance with provisions of the Criminal Code of Canada. Assignments are performed with relatively little supervision and incumbents make independent decisions based on knowledge and experience within established policies and regulations. Decisions necessitating change in policies or regulations are referred to a superior.

TYPICAL DUTIES *

Monitors intercept private communications and analyze the information, ensuring investigators receive pertinent information.

Compiles and maintains daily logs; records information on digital media; maintains the security of the master recordings to ensure continuity of court exhibits.

Liaises with telephone providers (Telcos) to set up and administer court authorized intercepts; obtain subscriber information for sworn members of EPS and RCMP (Edmonton).

Ensures electronic recording equipment is set up and functioning properly, excluding maintenance and repair.

Disposition of evidence no longer required by the Courts in accordance with policies and procedures.

Types verbatim transcripts of intercepted conversations for Court presentation.

Maintain database information and various software programs to access interception information and data. Maintain Dialed Number Requests (DNR) database.

Liaise with other Police Agencies when joint operations are required.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the legal terminology, principles and practices related to interception of private communication, including Part VI of the *Criminal Code of Canada*.

Knowledge of policies and procedures within a police environment and the execution of court authorized documents.

Extensive knowledge of various computer software programs including specialized programs.

Ability to clearly and effectively communicate to convey specific information regarding the interception of private communications to varying levels of EPS and court officials.

Ability to maintain and secure confidential records; prepare reports from same.

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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade, including business subjects with emphasis on general office practices, or completion of an appropriate certificate program from an approved business school/college, and a minimum of three (3) years' progressively responsible police operational experience, including general office procedures and word processing.

- * *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0341		0342	
Grade	0341		016	
Last Updated:	2012-01			
Previous Updates:				
Originated:	1988-12			