

## **Police Report Classifiers**

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### **DEFINITION**

These are specialized and complex clerical support work positions that function within a Police record-keeping and processing environment.

Positions in this class are involved in a variety of duties concerning the timely and accurate processing of police reports for computer and statistical data entry, the dissemination of relevant information to areas within the Edmonton Police Service and outside agencies. The work includes the preparation of correspondence for the release of information on behalf of EPS. Police reports encompass all types of crimes and vary from relatively simple to highly complex in nature.

Employees in this class function independently and apply a high degree of decision making and initiative when processing report files for statistical purposes and responding to incoming requests for information. Incumbents work under the general direction of a Unit Supervisor and often assist others with unusual or complex cases. In general, the functional experience and technical knowledge are acquired within the Unit over a period of time, and incumbents are required to assist with the orientation and training of lesser-experienced employees as required. As experience is gained, the diversity and complexity of work increases.

Some positions may specialize in specific aspects of the work such as dealing with extremely confidential case files and responding to individual requests made to the Chief for information on specific cases.

### **TYPICAL DUTIES\***

Proofreads Edmonton Police Service reports and prepares applicable coding for entry into information data systems. Data elements extracted include violations, status of violations, subjects involved, property data, investigator(s), etc.

Collects relevant Statistics Canada crime data by recording elements onto forms for subsequent data entry. Interpretation and analysis of report content is applied in this process. Consults with others in the Unit to ensure consistency in application and thoroughness of information recorded. Forwards completed coding sheets to data entry and resolves any problems associated with computer system codes.

Determines both other areas within EPS and outside agencies to be copied with police reports and prepares and forwards reports as required. Reports and information is disseminated in accordance with EPS policies and procedures.

May be required to initiate follow-ups on reports, monitors same to ensure members complete files and directs sub-standard reports to supervisors when required.

Identifies and initiates follow up to Insurance fraud investigators when appropriate.

Processes incoming follow-up reports and warrants to determine appropriate actions to be taken including adding, amending or changing existing codes on data systems, the distribution of reports to service units or outside agencies, cross-referencing reports, etc.

Responds to incoming requests from Insurance Companies, Law firms, Correctional Services Canada, Alberta Justice, other law enforcement jurisdictions, etc. with respect to the release of individual case information, reads files and initiates further research to determine appropriate responses, drafts response correspondence for signature and/or review.

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Receives and reviews incoming correspondence addressed to the Chief for information pertaining to specific cases, conducts research into inquiries and opens files and diary dates issues forwarded to other parties, prepares appropriate responses in accordance with policies and procedures, follows up on outstanding requests as required, and may seek advice from the Legal Advisor as to the most appropriate way of dealing with specific issues, when required.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of a record keeping environment within a Police setting, including statistical and written reports and the ability to determine the most appropriate method of gathering and disseminating information both manually and from computerized record keeping systems.

Knowledge of the policies, regulations, procedures, etc. as they pertain to the handling and processing of police reports.

Knowledge of the *Criminal Code*, *Highway Traffic Act* and other relevant laws pertinent to the working environment.

Ability to read and analyze complex Police reports for the purposes of statistical summarization, distribution and follow-up of information, and entry of relevant data onto computer systems.

Ability to compose effective written correspondence in response to incoming requests for information.

Ability to accurately and efficiently process high volumes of reports, assist others in the Unit to deal with difficult cases and to train new staff on policies and procedures within the Unit.

Skilled in dealing effectively with Police members, outside sources requesting information, and other units within EPS.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of high school supplemented by a minimum of 3 years of progressively responsible experience within a law enforcement environment. Experience in handling police reports and records including the interpretation and statistical coding of police reports is preferred. Experience in composing written correspondence is an asset. Skills testing may be performed.

*\* 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	1374		1375	

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