



CPIC MANAGEMENT CLERK

COMPETITION: #2621-50010207

SECTION: CPIC Management Unit, Information Management Section
STATUS: Temporary full-time
DURATION: Until approximately July 31, 2026 (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)
HOURS OF WORK: Four-day compressed workweek (between Monday and Friday)
Variable shifts between 7 a.m. and 10 p.m.
SALARY: Pay Grade 17 - \$31.66 to \$37.20 per hour
COMPETITION END DATE: Thursday, March 12, 2026

Responsible for adding, removing, maintaining, and validating court documents and mental health forms on the CPIC system in compliance with CPIC, PRIME BC, and Departmental policies.

ESSENTIAL DUTIES

- Processes and validates bail orders including undertaking and release orders; warrants including criminal, federal, youth, traffic bylaw, and *Mental Health Act*; probations including criminal, youth, review board, federal, and Supreme; prohibitions including driving and firearms; and other court documents within the CPIC database
- Ensure Departmental, CPIC user manual, and CPIC advisory policies are followed by performing monthly validations and processing purge lists obtained using CPIC Web
- Processes documents that come through JUSTIN, mail, fax, or email
- Monitors various workflow queues and handles
- Creates CAD calls and General Occurrence (GO) reports
- Create follow-ups for first instant warrants
- Liaises with internal VPD sections and units, other police agencies, the courts, the Review Board, Mental Health Emergency Services, probation offices, and CPIC Field Operations
- Performs other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Working knowledge of PRIME/Versadex, CPIC, JUSTIN, and WMS
- Thorough knowledge of Outlook, Word, and Excel
- General understanding of Crown and court processes
- Knowledge of the Department's information sharing policy
- Ability to multitask effectively and work independently
- Strong organizational and decision-making skills
- Ability to communicate effectively, both verbally and in writing, with all levels of VPD personnel and outside police agencies
- Ability to maintain effective working relationships in a team environment
- Excellent customer service skills
- Ability to work accurately in a fast-paced work environment with frequent interruptions

Preferred:

- Knowledge of CPIC policy and the criminal justice process
- Working knowledge of Intellibook and CPIC Web

EXPERIENCE

Required:

- Minimum six months' experience in an office or team environment



Preferred:

- Minimum two years' experience in a policing environment

EDUCATION

Required:

- Completion of Grade 12 supplemented by additional related courses and/or equivalent of education and experience

Preferred:

- Accredited CPIC course or equivalent experience

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.

SELECTION PROCESS

Short-listed candidates will be required to participate and successfully pass clerical testing in keyboarding skills, data entry, and Microsoft Word and Excel to move forward to the interview stage.

This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **Indicate the competition number in the subject line of the email.**