PRIME TRAINER

COMPETITION: #25195-50175803

SECTION:	Prime Management Unit, Information Management Section
STATUS:	Temporary full-time
DURATION:	Until approximately March 1, 2027
HOURS OF WORK:	Four-day compressed workweek
	7 a.m. to 4 p.m.
SALARY:	Pay Grade 22 - $38.75 to $45.62 per hour
COMPETITION END DATE:	Thursday, March 12, 2026

Responsible for providing assistance to the PRIME Systems Application Specialist by helping implement training of the retention and purge processes, the roll-out and training of Digital Evidence Management System (DEMS), and the training of Justice Information (JUSTIN) and management of user profiles.

ESSENTIAL DUTIES

- Conducts orientation training for new employees
- Schedules training and delivers course material to all VPD staff individually or in a classroom setting as appropriate
- Assists with the preparation of printed materials for courses and develops new handouts based upon new versions of software
- Audits, develops, modifies, and updates training programs and materials (i.e. lesson plans, instructional guides, handouts, exercises), and administers course testing
- Analyzes and identifies opportunities for enhanced use of PRIME/Versadex, DEMS, and JUSTIN
- Updates the PRIME, File Retention, and JUSTIN website to reflect changes to materials and procedures for file retention
- Provides consultation in the development and implementation of new processes for PRIME/Versadex, DEMS, and JUSTIN
- Participates in the testing of new versions of DEMS, JUSTIN, PRIME/Versadex Administrative Utility or new applications that will require training
- Ensures security settings, application changes, and testing are complete for each event type (e.g. General Occurrence, Street Checks, Tickets, CAD Complaints, Flag Records, Property)
- Prepares relevant presentations to VPD Section/SMT explaining process and policies
- Manages PRIME Systems Applications Team (PSAST) workflow and CPIC messages as required
- Creates lists of files for safeguarding
- Reviews current practice for file management for each section to understand where information is kept outside of PRIME
- Reviews and audits events that meet the purge requirements, updating file retention when necessary
- Applies VPD File Retention Extension recommendations to purge eligible dataset to safeguard files
- Assists ICT with providing purged tombstone data to populate a "dashboard" application
- Purges eligible records during scheduled purge days
- Attends meetings as required (i.e. Working Group, Steering Committee & Project Team meeting)
- Creates and maintains statistical and narrative reports as required
- Assists with Digital Evidence Management (DEMS) & JUSTIN administration as required
- Performs other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Sound knowledge of the methods, practices, policies and procedures as they relate to the work performed

- Sound knowledge of the methods and principles for training users in the use of applicable software applications (i.e. PRIME/Versadex Direct Report Entry (DRE), workflow and routing rules, and Uniform Crime Reporting (UCR))
- Advanced skills using MS Word, PowerPoint, MS Outlook, MS Excel (including data manipulation), WebEx, Adobe Acrobat, and SnagIt
- Effective written and verbal communication skills
- Demonstrated public speaking and presentation proficiency
- Ability to explain complex processes in straightforward, easily understood terms, suitable for an adult learning environment
- Ability to establish and maintain effective working relationships in a team environment across the Department and with other internal/external stakeholders
- Ability to develop and update in-house training documentation including lesson plans, course material, and instructional guides
- Ability to independently conduct designated training programs
- Ability to make decisions and take initiative independently

Preferred:

- Working knowledge of rules, regulations, and policies governing File Retention and Purging
- Willing to travel and instruct at various training locations within Vancouver

EXPERIENCE

- Minimum two years working in a police environment
- Minimum one year of experience working with PRIME/Versadex, JUSTIN, or DEMS

EDUCATION

Required:

- Secondary education supplemented by courses in adult education, training, and/or information technology plus sound related experience OR an equivalent combination of training and experience

Preferred:

- Experience or completed training courses such as City Learn – Training and Deliver Skills (Level 1 & 2), Designing Effective Training programs or VPD Effective Facilitation Course
- Adult education diploma
- BC Provincial instructor diploma

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.**