



THE THUNDER BAY POLICE SERVICE

POSITION DESCRIPTION

POSITION: Disclosure Specialist
BRANCH: Investigative Services
UNIT: Major Crime
REPORTS TO: Detective – Major Crime
PAY SCALE: Level 7 to Level 10

CORE COMPETENCIES

The **Disclosure Specialist** is responsible for the orderly operation of general duties within their assigned Unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

Competencies	Requirements
Accountability and Excellence	<ul style="list-style-type: none">• Align behaviours to organizational and ethical values of trust, integrity, leadership, inclusivity, and collaboration.• Address others whose behaviours are contrary to TBPS values.• Demonstrate required level of job-related skill.• Focus efforts on achieving standards of excellence through continuous improvement and ongoing development.• Comply with all relevant codes of conduct, policies, and procedures.• Exercise self control, adaptability, and flexibility in stressful or difficult situations.• Accept responsibility for own actions regardless of consequences.• Respect the dignity, human rights, equity, diversity, and inclusion of others.

Competencies	Requirements
Decision Making	<ul style="list-style-type: none"> • Apply established guidelines and procedures to make informed decisions. • Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process. • Consider consequences of decisions including the impact on others and the TBPS. • Reach decisions that are consistent with established procedures and TBPS values. • Assess the effectiveness of decisions and responds accordingly.
Interaction and Influence	<ul style="list-style-type: none"> • Promote team goals, share the workload, and assist others. • Give credit and acknowledge contributions and efforts of peers. • Treat others fairly, ethically, and with value — communicating openly and building trust. • Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding. • Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS. • Ability to accept and act on constructive criticism. • Effectively communicate using strategies to achieve common goals, influence, and gain support of others.
Social & Cultural Competency	<ul style="list-style-type: none"> • Demonstrate a professional, empathetic, and objective demeanour. • Able to effectively interact, work and develop meaningful relationships with people of various ethnical, cultural, and social backgrounds. • Recognize and respect diversity through communication and actions in all contexts. • Show respect and openness towards someone whose ethnical, cultural, and social background is different from one’s own. • Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS. • Able to use one’s own experiences to relate to and work with all ethnical, cultural, and social groups.

<p>Attention to Detail</p>	<ul style="list-style-type: none"> • Pay close attention to details that are important to make sure they are right. • Ensure accuracy and completeness of work. • Spot inconsistencies or discrepancies that indicate problems with quality of work. • Verify that work has been done according to applicable policies, procedures and standards.
<p>Information Management</p>	<ul style="list-style-type: none"> • Use appropriate procedures to collect, organize, retrieve, maintain, and disseminate information. • Demonstrate awareness of key types and sources of information needed to perform duties. • Effectively uses technology and/or systems to manage information pertinent to the position. • Ensure appropriate security protection, storage, and maintenance of information. • Respect confidentiality of information. • Knowledge of computer applications pertinent to position.
<p>Planning and Organizing</p>	<ul style="list-style-type: none"> • Effectively Plan and organize work. • Identify the importance of tasks and prioritize time accordingly to ensure completion of all tasks within time frame. • Make effective use of available resources to meet work objectives. • Monitor the attainment of objectives and/or quality of the work completed.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

The **Disclosure Specialist** is responsible and accountable to the **Detective – Major Crime** for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

- Develop comprehensive and enhanced bail briefs for all major case investigations, including relevant documentation such as reports, videos, interviews, and other media.
- Closely collaborate with the Crown Attorney’s office to ensure the timely production and submission of enhanced bail briefs.
- Assemble Major Case disclosure briefs using the provincially approved software PowerCase.
- Assist with the tracking of Criteria Major Case Investigations and ability to identify Threshold Major Case Investigations.

- Assemble initial Major Case Bail Briefs to be provided to the office of the Crown Attorney within 30 days of arrest.
- Capable of fulfilling the role of Information Coordinator in a Major Case investigation.
- All other duties as assigned within the core competencies.

QUALIFICATIONS

- Secondary school diploma or equivalent combination of education, training, and experience.
- Must have successfully completed the Ontario Major Case Management and Managing Investigations Using PowerCase courses.
- Excellent applied skills using PowerCase and Major Case Management methodologies is essential.
- Demonstrated ability to communicate in a clear and concise manner, including the ability to address issues in a professional and courteous manner.
- Excellent written and verbal communication skills with a knowledge of the English grammar, structure, and spelling.
- Proficiency in Microsoft Office and related software to an accomplished level, including Microsoft Word, Excel, and Adobe Acrobat.
- Ability to react with appropriate level of urgency to situations that require quick response and turnaround.
- Demonstrated accuracy, organization skills, analytical skills, and attention to detail.
- Ability to maintain a high level of integrity and discretion in handling confidential information.

WORKING CONDITIONS

- Required to work dayshift on a Monday to Friday schedule, 40 hours per week.
- Work is performed in a standard office environment with minimal adverse working conditions.
- Located in a comfortable indoor area. Conditions could produce mild discomfort such as moderate noise.
- Regular need to give close attention, either hearing or seeing, to what is happening.

TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Panel Interview

APPROVAL:

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