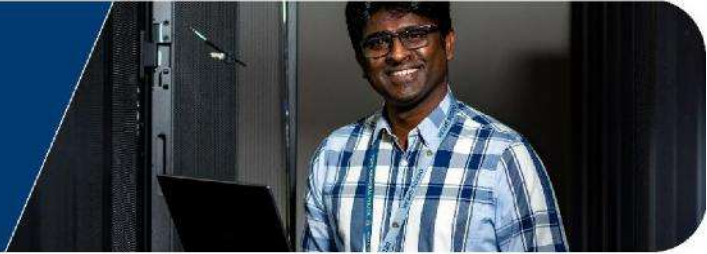




Internal JOB POSTING



REFERENCE:	2025
POSITION TITLE:	Information Request Processor
DEPARTMENT:	Access & Privacy, Information Management
SALARY:	\$89,579 - \$95,602 (Band #4)
STATUS:	Two (2) permanent positions
LOCATION:	York Regional Police Headquarters
OPENING DATE:	October 1, 2026
CLOSING DATE:	October 14, 2026

Position Purpose

The purpose of the position is to process requests from outside agencies and policing partners for information and reports. This position is also responsible for the destruction of criminal fingerprints and mugshots.

Major Duties & Responsibilities

Review each request from policing partners and outside agencies to ensure that information can be distributed and that the appropriate disclaimers are added and waiver/consents are provided when required.

Analyze local and CPIC checks to establish the scope of information available to distribute to outside agencies.

Receive and analyze requests for mugshot and fingerprint destruction; query an individual's personnel information to determine if fingerprints and mugshots can be destroyed.

Approve or deny requests for fingerprints and mugshots to be destroyed, and follow proper procedures based on the result of the search.

Liaise with external agencies to ensure that all necessary information is obtained and confirmed.

Analyze daily report from Versadex and release General Occurrence Reports to Victim Witness Assistant Program (VWAP).

Receive and analyze requests from Office of the Children's Lawyer (OCL), determine what report(s) are relevant and eligible for release and generate report(s) in accordance with Court Order and YRP policy and procedure.

Receive and analyze requests from the Probation and Parole Office, Ministry of Community Safety and Correctional Service and release copies of the General Occurrence in accordance with YRP Policies and Procedures.

Provide General Occurrence Reports to other police services (Federal and Provincial) and to the Crown for other police services Provide General Occurrence Reports to Ministry of Children, Community and Social Services (MCCSS); confirming non-disclosure dates.

Receive and analyze requests to release General Occurrence Reports to external agencies, such as Canada Border Services Agency (CBSA)/Immigration, Refugees and Citizenship Canada, Ontario Society for the Prevention of Cruelty to Animals (OSPCA), Chief's Firearms office, Municipal By-Law Office, National Parole Board of Canada, and Ministry of Labour (MOL).

Release Motor Vehicle Accident and Proof of loss reports to Insurance Companies and Law Firms.

This position description is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

Education, Licensing & Certifications

Successful completion of a two (2) year college diploma in a related field such as Business Administration, Office Administration or Legal Administration, or the equivalent combination of experience.

Experience

Minimum of one (1) year experience in a similar role, preferably in a records environment.

Skills

Comprehensive knowledge of CPIC including querying, adding, removing, messaging and interpreting responses/data.

Comprehensive knowledge of ICON, RMS, DEMS, Cogent, Historical Database, Laserfiche, Adobe Reader/Writer and Microsoft Office suite.

Strong analytical skills in order to interpret RMS and CPIC data.

Working knowledge of relevant legislation (YCJA, MFIPPA, Criminal Code, YRP policies and procedures).

Strong office management skills and ability to multi-task and produce accurate work in a fast paced environment with competing priorities.

Excellent communication skills, written and verbal.

Strong customer service and interpersonal skills.

Ability to speak another language is an asset.

Knowledge of Information Management retention schedule.

Ability to work under pressure and set priorities in a constantly changing environment.

Problem solving abilities in order to determine what documents can be released to an agency/requestor and the decision to approve or deny destruction of fingerprints.

Excellent communication skills in order to interact with members at all ranks, government agencies, policing partners, and members of the public

How to Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant. Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process. Questions regarding this position should be directed to Kristine Ockwell, Supervisor – Civilian Recruiting Unit.

Please note this is an internal job posting, no external applications will be considered at this time. In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates. York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve.

All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided throughout the recruitment and selection process to applicants with differing abilities upon request.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN