

Posting Date:	November 17, 2026
Closing Date:	November 30, 2026
Requisition ID:	1985
Title:	IM Processor
Branch:	Support
Service:	Information Services
Bureau:	Information Management
Salary:	$89,579 – $95,602 (Band 4)
Status:	Regular, Full-Time
Openings:	Up to Ten (10) permanent positions
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	Headquarters

Position Purpose

The purpose of the IM Processor is to transcribe and review events such as General Occurrence reports, Tickets, Property reports, and Flag reports submitted in Versadex MRE and RMS as well as online reports submitted by the public. The position is also responsible for monitoring the CPIC desk, tracking all incoming and outgoing messages as well as sending and disseminating incoming messages. Other duties of an IM processor can include Preparing Crown Folders for Criminal, Federal and Provincial Offences for Court Purposes, following the Ontario's Justice on Target Strategy.

Major Duties & Responsibilities

- Process all General Occurrences (GO), supplemental, follow-ups, tickets and property entries submitted for all of York Regional Police from the transcription queue.
- Maintain the Master Name Index (MNI) queue while transcribing reports, ensuring that all information fields are captured accurately.
- Ensure that all supplemental reports are entered in the appropriate GO and troubleshoot when required.
- Ensure that required action is taken according to information provided within supplemental reports such as making any CPIC updates or modifications.
- Create flag record for contagious diseases following CPIC and Versadex procedures and guidelines.
- Ensure GO's are flagged accordingly based on the Canadian Centre for Justice and Community Safety (CCJCSS) and YRP procedures.
- Generate and validate Ministry of Transportation (MTO) forms, issue follow-ups when required.
- Compose, send, receive and post zone alert messages to the CPIC message board.
- Send, receive, and post all incoming and outgoing messages via CPIC message terminal.
- Prepare, process and assemble Crown Folders, submit disclosure and additional disclosure as necessary.
- Manage the HTRANS and HCOURT handle to ensure all information is completed by officers accordingly.
- Create Court Informations and ensure correct charges have been entered.
- Process all Crown Folders and ensure Justice On Target Timelines are met for Court Purposes.
- Ensure initial Disclosure of Information is received by courts adhering to the Disclosure Protocol Timelines.

- Complete Additional Disclosure.

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

- Two (2) Year College Diploma in Business Administration, Office Administration or Legal Administration or a related field; or the equivalent training and experience.

Experience

- One (1) year of experience working in a Records Management System (RMS) environment performing data entry/verification.

Skills

Experience with the following:

- ✓ Canadian Police Information Centre (CPIC)
- ✓ Criminal Name Index (CNI)
- ✓ Police Automated Registration Information System (PARIS)
- ✓ Versadex or other RMS systems
- ✓ eJust
- ✓ eDisclosure/Scope
- ✓ Youth Criminal Justice Act (YCJA)
- ✓ Statistics Canada

- Knowledge of judicial system, court documents, Criminal Code, Highway Traffic Act (HTA), etc. for managing the contents of a crown folder.
- Knowledge of police procedures, rules and regulations, organization structure and hierarchy an asset.
- Problem solving abilities and strong judgement skills.
- Communication and interpersonal skills to interact with York Regional Police (YRP) members at all levels, and other police agencies.
- Excellent customer service skills and the ability to maintain tact and diplomacy.
- Ability to adapt, integrate and retain requirements of continual change in procedure.
- Proven ability to maintain high level of confidentiality.
- Able to complete a multitude of tasks simultaneously and work in a fast-paced, demanding environment.

Additional Comments

- Shift work position two days from 6:00AM to 6:00PM; then two nights from 6:00PM to 6:00AM.
- Platoon assignment is subject to change at the discretion of Information Services Command due to staffing and/or business needs.

How To Apply

Please submit your cover letter and resume as one PDF document, by clicking on the ‘Apply Now’ button below.

Only those selected to move forward in the recruitment process will be contacted.

All correspondence will be via the e-mail provided on your resume.
Please contact talent@yrp.ca if you have any questions regarding this recruitment process.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this posting has been posted internally as well as externally at this time. In accordance with Article 35 of the Civilian Working Agreement, all internal candidates shall be considered prior to moving to the external pool. All resumes must be received by the closing date.

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.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

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