



## **CENTRAL PROCESSING OFFICER**

Winnipeg Police Service  
Posting No. 120358

***The City of Winnipeg is a vibrant and dynamic organization with many opportunities!***

***We offer a diverse and welcoming work environment that delivers quality services to our citizens.***

***This position is designated for the following equity group: Women***

**Closing Date: Tuesday, November 9, 2021**

### **Job Profile**

Under the direction of the CPU Desk Supervisor, the Central Processing Officer (CPO) plays a key role in the arrest processing process through the admission, monitoring, arrest and bail hearings of prisoners in the Central Processing Unit. The main responsibilities of the CPO include providing for the custody, care and control of prisoners in a police facility or when conducting external escorts. As a designated peace officer, the incumbent of this position is responsible for ensuring the security and good order of the facility is maintained as well as providing direction to and supervision of offenders. These functions are provided in a twenty-four-hour operation with rotating shifts in a challenging and potentially volatile environment. The CPO also prepares required documentation for conducting accurate and thorough bail hearings and processing warrant arrests within WPS facilities as well as correctional institutions within the City of Winnipeg.

### **As a Central Processing Officer, you will:**

- Ensure the care and custody of the prisoners while ensuring safety of staff and security of the facility.
- Receive new prisoners, control and monitor their movement.
- Process warrants at police headquarters and correctional facilities minding the Charter of Rights and Freedoms implications and other responsibilities under the Criminal Code and other Statutes.
- Facilitate and participate in the bail process including the compilation, organization, review and approval of the bail hearing package, as per the Bail Reform Act and duties related to victim rights in accordance with The Victims' Bill of Rights.
- Other Duties

### **Your education and qualifications include:**

- Grade 12 Diploma; G.E.D. Certificate; or equivalent
- 12 months experience working with persons in custody, or other law enforcement/regulatory experience, 24 months highly preferred 12 months experience working with persons in custody, or other law enforcement/regulatory experience an asset
- Demonstrated basic standard level proficiency in Microsoft Word, Outlook
- Good working knowledge of RMS Niche
- Good working knowledge of the Closed-Circuit TV system, and Niche whiteboard electronic prisoner management tracking system

- Knowledge of WPS policies and procedures
- Awareness of cultural diversity
- Demonstrated working knowledge of general office procedures and equipment
- Ability to communicate effectively both verbally and in writing
- Possess excellent decision making and problem-solving skills
- Ability to observe and assess behaviors
- Strong interpersonal skill and ability to work with tact and diplomacy with a wide variety of individuals under varying circumstances
- The ability to establish and maintain a positive, respectful, healthy work environment that supports the physical, psychological and social working relationships with members at all levels in a team environment

**\*IMPORTANT:** Applicants who have been **educated outside of Canada** must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an **official academic assessment report** issued by a [recognized Canadian assessment service](#) **\*\* at application.**

#### **CONDITIONS OF EMPLOYMENT:**

- Ability to pass a level 3 Winnipeg Police Service security check and maintain clearance
- Possess and maintain valid First Aid/CPR certificates
- Possess and maintain a valid Class 4.0 Driver's License, no more than 4 demerits as assessed by the Winnipeg Police Service
- Ability to pass the Winnipeg Police Service Written Test
- Ability to pass the Physical Abilities Test (CPO - PAT)
- Ability to work 12-hour shifts/weekends/2 rotating shifts (Days/Nights)
- Ability to successfully complete additional training as defined by the Service
- Ability to pass and maintain certification in the following training:
  - Use of Force
  - Police Vehicle Operations
  - Mental Health
  - Ethics
- Must meet vision and hearing standards
- Meet pre-employment medical examination and psychological assessment
- As per the City of Winnipeg Administrative Standard, employees who have contact with vulnerable persons or who work in high-risk settings will be required to be fully vaccinated against COVID-19 by November 15, 2021.

#### **WINNIPEG POLICE SERVICE COMPETENCIES:**

- Composure
- Respecting Diversity
- Learning on the Fly
- Dealing with Ambiguity
- Peer Relationships

## How to Apply

**APPLY ONLINE**, including all documentation listed below:

1. Current Resume (**Required**)
2. Grade 12 Diploma, GED Certificate, or equivalent - Diploma or FINAL transcripts (must indicate graduated) (**Required**)
3. Foreign Credential Academic Assessment (**Required if applicable**)
4. Valid Full Manitoba Class 5F Driver's License (**Required**)
5. Driver's Abstract (Dated within 30 days of submission, outlining driving history for the last 5 years) (**Required**)
6. Proof of Canadian Citizenship or Permanent Residency - i.e. Birth Certificate, Canadian Passport, Landed Immigrant Papers, Canadian Citizenship Card, Permanent Resident Card (**Required**)

**\*Your application documents must clearly indicate how you meet the qualifications of the position. \***

**\*Applications submitted without REQUIRED documentation will not be considered\***

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is **\$2,133.65 - \$2,595.91** bi-weekly, as per the Central Processing Officer classification within the Winnipeg Police Association Collective Agreement.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

1. Applicants may be required to undergo testing to determine their knowledge, abilities, and skills as they relate to the qualifications of the position.

**We value diversity in our workplace. Indigenous peoples, women, racialized peoples, persons with disabilities, 2SLGBTQ+ peoples and Newcomers are encouraged to self-declare.**

**Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**