



**The St. Thomas Police Service announces a Selection Process**

## **Freedom of Information Clerk – Business Office**

Full Time Permanent Position

### **This position of the Freedom of Information Clerk involves:**

Responsible for the processing of all Freedom of Information requests, related reports and administrative reports. The Freedom of Information Clerk is part of the Business Office and reports to the Business Office Manager in all matters.

### **Direct Responsibilities**

- Processing Freedom of Information requests
- Review and redact requests for information from the St. Thomas Police Service general occurrences and MVC's, personal statements, photos, calls for service; track & release to requestor
- Process and release redacted St. Thomas Police report requests to internal partners and external agencies
- Respond to telephone inquiries from internal and external agencies, lawyers, general public and other police services relating to request for reports
- Perform query/browse on RMS, PIP and CPIC
- Collect fees from the FOI application requests
- Review entered occurrences for errors and omissions and ensure compliance with St. Thomas Police practices and procedures as well as compliance with requirements by Canadian Centre for Justice Statistics (CCJS)
- Make recommendations to Business Office Manager regarding improvement to processes & procedures
- Determining accessibility of record(s) to requestor using the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Completing Freedom of Information (FOI) in PDF format
- Completion of annual statistic report to Information and Privacy Commissioner
- Insurance requests related to Motor Vehicle Collisions (MVC), Break and Enters (B&E), stolen and recovered vehicles etc.), Criminal Injuries Compensation Board requests, Children's Aid Society (CAS) requests as assigned or requested by CAS directly, Correctional Services requests, Family Court Clinic requests, Motions and Court Orders, Ministry of Attorney General (Crown – Elgin) requests, Ontario Works requests, City of St. Thomas requests, Public Health requests, Requests from other police agencies and/or organization for law enforcement information sharing purposes, Ministry of Labour requests
- Purge requests for the sealing and destruction of fingerprints and local records

Indirect Responsibilities:

Provide assistance at the Lobby/Reception Window, as assigned

Answering phone calls and any other requests for service from the Business Office

Train new staff as required, and any other duties as may be required.

**The above duties are representative of the position and are not to be construed as all inclusive.**

**Qualifications:**

- Must be at least 18 years of age
- Grade 12 education or equivalent
- Canadian citizen or permanent resident
- Meet vision, hearing and medical standards
- Accurate and efficient keyboarding skills – (40 - 50 WPM)
- Advanced computer skills
- Ability to work well under intense pressure
- Possess strong interpersonal, communication and organizational skills

**Special consideration will be given to candidates who possess the following additional skills:**

- Successful completion of post-secondary education
- Successful completion of an accredited training relating to Freedom of Information
- Prior experience in a police environment and/or disclosure processing
- Experience with CPIC, Niche, Microsoft Office Professional an asset

**Resumes can be submitted directly by email to [careers@stps.on.ca](mailto:careers@stps.on.ca) ONLY.**

**Deadline for submission is December 19, 2025 (3:00 p.m.)**