CIVILIAN JOB DESCRIPTION		
POSITION INFORMATION		
Position Title: IPV/Abuse Issues Administrator	**Number of Positions:** 1	
Location: General Headquarters	**Reports To: SASP Detective**	

JOB DESCRIPTION INFORMATION

PURPOSE:

Monitor the response to and provide investigative expertise on all detachment abuse-related issues investigations, in accordance with current policy and procedures, while promoting a victim centered and trauma informed approach.

KEY RESPONSIBILITIES:

1. Monitor and evaluate the effectiveness of abuse issues investigations; including but not limited to sexual assaults, intimate partner violence, child abuse, elder abuse and human trafficking by reviewing reports for quality, thoroughness, and appropriateness of charges.
2. Provide timely and constructive feedback to investigators and detachment/regional supervisors regarding abuse issues investigations; including but not limited to sexual assaults, intimate partner violence, child abuse, elder abuse and human trafficking investigations within their jurisdictions.
3. Collaborate with Detachment Supervisors and Regional Detectives to ensure adherence to provincial protocols and standards.
4. Assist with completion of ViCLAS submissions for annual reporting purposes.
5. Maintain and update a comprehensive database tracking abuse issues related calls for service and investigative outcomes.
6. Support detachment supervisors, crime units, and frontline officers in the investigation and management abuse-related cases.
7. Conduct reviews of all abuse issues occurrences, including general reports not initially classified as abuse issues, to ensure proper classification and assignment.
8. Assist in the assessment of abuse-related occurrences—including assaults, mischief, bail violations, criminal harassment, child abuse, sexual offences, and other related incidents—for compliance with legislation, SOPs, policy, and best practices.
9. Refer complex or concerning incidents to the Detective Constable overseeing IPV/Abuse Issues for further review and collaborative resolution with detachment leadership.
10. Submit benchmark abuse-related occurrences to the Detective Constable overseeing IPV/Abuse Issues for comprehensive evaluation and outcome determination.
11. Identify and flag patterns, high-risk individuals, or investigations of concern; escalate to the Detective Constable overseeing IPV/Abuse Issues and, if applicable, to the SASP Detective for further action.
12. Compile and analyze data on abuse issues investigations using standardized spreadsheets; produce current snapshots and quarterly reports by detachment and region.
13. Track key investigation data, such as charges laid, clearance status, benchmark classification, release methods, substance involvement, mental health factors, offender risk level, gender, and firearm involvement.
14. Conduct abuse-related research and provide consultative support to the Detective Constable overseeing IPV/Abuse Issues and other stakeholders.
15. Complete all other duties as assigned.

Staffing and Licensing Requirements:

- Must be able to pass a background security investigation.

COMPENSABLE FACTORS

KNOWLEDGE:

- Relevant post-secondary degree/diploma in a related field.
- 3-5 years' work experience in a related field.
- Knowledge of applicable legislation and case law as it relates to personal violence victims, including Provincial and Federal Victim Bill of Rights and ability to demonstrate sensitive communication skills with all victims.
- Knowledge of current services and agencies as well as various victim assistance programs in support of victims related to criminal abuse cases within detachment area.
- Knowledge of and/or ability to successfully complete training courses in the areas of General Investigation Techniques, Interviewing, Sexual Assault Investigations, Intimate Partner Violence, Abuse Issues Investigations, Powercase, ViCLAS and the Ontario Sex Offender Registry.
- Knowledge and application of investigative techniques and case management strategies in Benchmark criteria occurrences.
- Oral and written communication skills to facilitate discussions and deliver key messages and training.
- Relationship-building and team-building skills to be sensitive to the needs and concerns of others, demonstrate diplomacy, integrity, tact, and professionalism.
- Skill in building relationships that demonstrate understanding and respect for the perspectives of diverse communicates and in supporting and valuing diversity.
- Interpersonal skills and sensitivity relating to gender-based violence, intimate partner violence, spousal, child abuse, sexual assault, and victims' issues and rights. and ability to provide support to all investigating members of personal violence offences.
- Ability to participate in continuous learning to remain current on evidence-based practices relating to personal violence investigations.
- Ability to maintain records and information in accordance with NAPS policies and procedures.

QUALITY ASSURANCE AND REPORTING:

- Utilize provided checklists to ensure completion of key elements such as FIP/SIP checks, UCR clearance, referrals, template usage, DVSR/DVRM documentation, ViCLAS, safety planning, flagging/cautions, and appropriate charges or closures.
- Prepare formal reports summarizing systemic issues, recurring errors, training needs, and trends observed across detachments or personnel.
- Highlight incidents failing to meet abuse issue standards or compliance with policy/procedural expectations for further review and potential corrective action.

JUDGEMENT AND DISCRETION:

- Position works under the supervision of the SASP Detective, with guidance and support from the Detective Constable overseeing IPV/Abuse Issues;
- Judgement is exercised in performing duties in a professional and ethical manner, and in assessing situations and making decisions on best responses/approach.

PHYSICAL AND SENSORY DEMANDS:

Physical Demands:

- This position requires sitting at a computer terminal for long periods of time while operating a keyboard and mouse to type and proofread documents or to enter data.
- Occasionally required to lift and move file boxes.

Sensory Demands:

- Visual strain associated with viewing a computer screen for long periods of time while preparing documents and keying information as well as proofreading documents for accuracy.
- Auditory attentiveness is required while responding to telephone and walk-in inquiries and making meeting and travel arrangements.
- Confidential case documents are time sensitive requiring strict adherence to prescribed deadlines. Work interruptions are occasional while switching between typing and data entry to photocopying and handling telephone and/or walk-in inquiries.

WORKING CONDITIONS:

- This position operates in a standard office environment.