



**HAMILTON POLICE SERVICE**  
Career Opportunity:  
**PROPERTY CASE ADVISOR – 6 Month Pilot**

<b>Posting #</b>	#2025-012	<b>JJR#</b>	TBD
<b>Job Title</b>	Property Case Advisor	<b>Civilian/Sworn</b>	Civilian
<b>Status</b>	6 Month Pilot	<b>Department/Unit</b>	Records, Property and FOI
<b>Salary Grade</b>	Schedule 10E	<b>Hiring Rate</b>	TBD
<b>Salary Range</b>	\$42.746 - \$50.292 (hourly)		
<b>Posting Date</b>	February 28, 2025	<b>Closing Date</b>	March 10, 2025
<b>Primary Job Location</b>	155 King William Street, Hamilton, ON		
<b>Hours of Work</b>	Up to 24 hours per week. This position has no guarantee of hours. Flexibility is required to attend, support clients and community partners after-hours. <b>Scheduled start date is TBD.</b>		

## SUMMARY

### About HPS

Hamilton Police Service is comprised of four divisions, plus a training facility, that provide frontline and investigative services to Hamilton's more than 620,063 residents.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

### Position Summary:

Under the direction of the Manager, Records, Property and FOI, the Property Case Advisor will be responsible for reviewing case files as they pertain to the evidentiary value and need to maintain exhibits beyond the conclusion of court proceedings. Organizing and facilitating the efficient storage and/or purging of property including any backlog in compliance with legislation, and HPS Property policy and procedure and Retention policy. The primary goal of these duties

is to evaluate the need to retain property beyond a reasonable period of time once all court proceedings have been concluded.

**Duties include, but not limited to;**

- Ensure that any destruction of property is authorized by the appropriate legal and/or administrative authorities, such as a court order, law enforcement agency policies, or legal statutes.
- Review historical cases to ensure that destruction is proper, justifiable, and in compliance with the chain of custody. Update the case file and prepare documents for submission, as necessary and requests and responses for destruction authorization to the Crown Attorney's Office.
- Maintain accurate records for all property received, stored, and disposed of, including any transactions involving the property, in strict adherence to Niche and IAPE guidelines.
- Stay updated on any changes to laws or regulations that may affect evidence management, storage, and disposal, and ensure that the Manager, Records, Property and FOI is informed of any relevant updates or guidelines to implement the necessary adjustments.
- As serious cases are reviewed and biological exhibits are identified, determine if they have previously been sent for DNA testing. If they have not, make the necessary arrangements with the most appropriate investigative branch to have samples submitted to the appropriate testing agency. If samples have been previously tested determine if technology has changed and if there would be benefit to resubmit.
- Evaluate and verify that the property is eligible for destruction (e.g., contraband, seized items that are no longer needed for evidence, or unclaimed property).
- Act as an advisor to the Property Unit and to Members regarding the storage and retention of evidence.
- Performs other duties, as assigned, which are related to the major responsibilities of the job.

**Supervisory Responsibilities:**

Not applicable.

**Working Conditions:**

Open concept office. Will need to travel to and from various work locations within Hamilton to support the audit. The duties of this position will involve physical and mental challenges, including the need to review sensitive and potentially disturbing materials as part of the audit, while maintaining a respectful and professional demeanor. Work may be performed in environments with exposure to disagreeable conditions.

**Physical & Sensory Demands/Dexterity:**

Assignments will involve activities such as reading, writing, keyboarding, listening, talking, sitting, standing, walking, bending/stooping, reaching, filing and driving. To support the moving, collection and removal of evidence some lifting up to 50lbs. may be required on occasion. The role involves a requirement for the incumbent to concentrate sometimes for short or frequent period with occasional extended periods.

**Education:**

Minimum successfully completed Grade 12 or the equivalent.

**Experience:**

Must be a former or retired police officer. A minimum of ten (10) years' experience working in an Investigative Services or Divisional Detectives Office. Must have extensive working knowledge or understanding of the judicial system.



### **Certifications & Licenses:**

Valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges. Must have successfully completed the Major Case Management (MCM) certification.

### **Skills & Competencies:**

- Ability to utilize a computer, including accurate keyboarding and proficient use of NICHE RMS, Microsoft Word, Excel, and PowerPoint, and Case Management Software. Prepare spreadsheets, presentations, etc.).
- Strong verbal and written communication skills, including the ability develop and present presentations to internal partners. Ability to prepare reports, articles, service plans and correspondence in a clear and concise manner.
- Ability to demonstrate empathy when engaging with victims of crime.
- Exceptional interpersonal skills, including the ability to interact effectively with clients, police personnel, community/government agencies and members of the public.
- Must be able to work with little supervision coupled with the ability to establish and maintain effective working relationships, and work collaboratively as part of a team.
- Demonstrated knowledge and sensitivity to the impact of social, economic, environmental and issues influencing victims of crime.
- Good problem solving skills with an ability to manage multiple tasks and changing priorities to ensure deadlines are met.
- Ability to maintain accurate records with attention to detail.
- Strong leadership, judgement and decision making skills. Self-motivated, enthusiastic and able to work with minimal supervision.
- Ability to learn and comply with HPS policies and procedures, and exercise good judgment within the framework of these policies and procedures.
- Good data collection, organizational, facilitation, follow-up and problem solving skills.


### **INTERESTED IN THE POSITION?**

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number in the subject line to [recruiting@hamiltonpolice.ca](mailto:recruiting@hamiltonpolice.ca) before 11:59 PM on **March 10, 2025**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

In accordance with the Ontario Human Rights Code (OHRC) should you require an accommodation at any time during the recruitment and selection process we encourage you to notify the Human Resources @ [recruiting@hamiltonpolice.ca](mailto:recruiting@hamiltonpolice.ca)

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.



At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.