

# Police Protection Service Enhancements Court Liaison Officer

## Description:

The Prince George Detachment is requesting 1 full-time Court Liaison Officer (CLO) position.

The CLO utilizes seven (7) different systems to complete their administrative tasks to meet the requirements of the RCMP and the BC Prosecution Service. CLOs are required to communicate efficiently with police and court officials. Communications include forwarding requests to Police from Crown, liaising back to Crown from Police, processing court documents for accused people, and disseminating Law Enforcement Notification System (LENS) notifications which require police to be in Court on a given day. In addition, CLOs maintain and track fingerprints of people convicted through the Criminal Justice System. These communications are time sensitive.

The following illustrates the timeline of how tasks have evolved and increased the responsibilities for CLOs:

In November 2018, in-custody weekend and statutory holidays After Hours Bail was introduced. As a result, Police in-custody files now require upload from the police system to the court system seven (7) days per week.

In April 2020, Courts Electronic Maintenance and Delivery Systems were created. This has resulted in increased administrative tasks that take additional time to complete as they require zipping and encrypting files electronically. Crown sends time sensitive email requests so emails must be continuously monitored.

In April 2021, the weekday in custody secure file transfer system and electronic bail slates were absorbed by CLOs to review for accuracy and disseminate.

In March 2022, CLOs are now required to complete all day bail and evening bail in custody matters under required submission deadlines. This has resulted in increased time consumption due to the uploading of file contents. After hours, this submission has been completed by other support staff, however CLOs must review the contents for accuracy the next day.

In July 2022, the RCMP moved to Intellibook electronic fingerprinting and charge(s) uploading to Ottawa. CLOs are required to maintain and track all fingerprints that have been taken and upload the prints to Ottawa. This is a multi-step process that uses multiple different electronic systems.

In Nov 2022, The RCMP created an electronic drive as files have moved to a paperless system. All file documents are inputted into the drive and CLO's review the file to ensure it meets proper naming conventions as per the MOU between the Police and the BC Prosecution Service.

In December 2024, Body Worn Cameras (BWC) were implemented to police. BWCs are included in disclosure packages to Crown and CLOs are required to process the files through the Secure File Transfer System (SFTS). BWCs are downloaded from the DEMS Cloud and then uploaded by CLO's to SFTS. Any modifications require a new download and upload and can take a significant amount of time. Further, the disclosure packages must meet Crown deadlines.

As of January 2025, there was a significant increase in CLO time consumption to complete daily tasks. This appears to be linked with the addition of BWCs as Crown has increased their requests of which CLOs are required to pass on to RCMP Members.

From March 2025 to present time, CLOs continue to work through the challenges experienced, however due to the increased administrative tasks outlined, CLOs are assessed as being unable to optimally manage workload at current staffing levels.

To effectively meet the Crown deadlines for court matters along with other administrative tasks including fingerprints and communication between Crown and the police throughout the criminal justice process, PSS is requesting an additional CLO to supplement the unit so that administrative deadlines can be better met.

### **Financial Cost of Enhancement:**

The annual cost for wages and benefits for a Court Liaison Officer position is \$111,060.

<b>Description</b>	<b>Cost</b>
Court Liaison Officer	\$111,060
<b>Total</b>	<b>\$111,060</b>

### **Measurement of Service Level Increase:**

The service level increase is meant to relieve the administrative burden on the RCMP, to get them back on patrol, and assist with successfully supporting the submissions of files to Crown Counsel.