



# Saanich Police Department

## SPA JOB DESCRIPTION

**Position Title:** Crime Stoppers Program Coordinator

**Division:** Detectives

**Reports to:** Sergeant of the Intelligence Section

**Date Created:** 10/8/2024

**Date Revised:** 12/3/2025

### Position Summary

The Crime Stoppers Program Coordinator works under the direction of the Sergeant of the Intelligence Section. The Program Coordinator is responsible for ensuring the mandate of the Crime Stoppers program is fulfilled. The mandate of the Crime Stoppers program is to receive and process anonymous tips from the public that helps in the detection, apprehension and conviction of criminals and the recovery of property obtained through the commission of crimes and the seizure of stolen property and illicit drugs. Members of the public who provide information to Crime Stoppers receive rewards of money for their information.

The Program Coordinator will administer all aspects of the Crime Stoppers program including the receiving and processing of tip information and providing that information to the appropriate police agency. They will also monitor the police investigation and make recommendations to the Crime Stoppers Board on financial rewards to be paid out.

The Program Coordinator will also engage the community in order to raise the awareness of the Crime Stoppers program and ensure the program's sustainability.

### Key Duties and Responsibilities

- Liaise with all Greater Victoria police services participating in the Crime Stoppers program.
- Manage the Crime Stoppers tip taking service by processing and distributing the anonymous tips.
- Manage all queries and correspondence from the public, government agencies or other Crime Stoppers organizations received by any means, maintaining appropriate confidentiality and, where necessary, referring information to appropriate points of contact.
- Support the Crime Stoppers Board as required.
- Maintain current and proficiency with legislation pertaining to privacy and use of Crime Stoppers information.
- Create media releases, public service announcements, advertisements, crime bulletins, newsletters, etc., as required.
- Prepare statistical reports on a weekly, monthly and yearly basis and maintain various electronic and paper files.
- Represent Crime Stoppers at public events in the community.
- Deliver Community Presentations informing the public about the Crime Stoppers program.
- Attend Crime Stoppers Board meetings.
- Make recommendations on rewards to the Board.
- Review national, regional and local news media, including maintaining files as appropriate, to maintain situational awareness of criminal activity.
- Create and manage databases.
- Manage Crime Stoppers social media activity.

- Assist in marketing and communication activities.
- Travel in order to participate in Crime Stoppers activities such as training and conferences.
- Facilitate orientation and background screening for new members of the Crime Stoppers Board.
- Performs other related duties as required.

### Knowledge, Skills & Abilities

- Five years' experience as a police officer or working within a criminal justice environment, with appropriate knowledge of legislation and regulations pertaining to the conduct of Crime Stoppers operations, including the Criminal Code of Canada, provincial legislation, privacy legislation, records management.
- Proficiency in interview techniques, effective note-taking and compilation of accurate and concise reports.
- Proficiency with Microsoft Office Suite and using social media platforms.
- Ability to collect and analyze data and create reports for the Crime Stoppers Board.
- Understand the principals of managing human sources.
- Knowledge of standard office procedures and practices, such as document and file management, and business communication protocols.
- Demonstrated ability to work cooperatively in an efficient business environment.
- Highly proficient oral and written communications skills.
- Demonstrated ability to work with minimal supervision.
- Practical experience in public speaking and presentation skills.
- Ability to adhere to and demonstrate the organizational values of the Saanich Police Department.
- Ability to be flexible, promote and support a team environment.
- Ability to effectively engage in problem solving activities.
- Ability to work within a database environment.
- Must be flexible on the hours of work to accommodate evening and weekend work when required.

### Required Standards

- Able to meet all background checks, security clearances and vulnerable sector screening.
- Adherence to policies, standard operating procedures, and departmental rules and regulations of the Saanich Police Department.
- Completion of grade 12 or equivalent.
- Must possess a valid B.C. Class 5 driver's licence.
- Completion of all in-service training as required.
- Maintain the performance level set by the Department in the execution of all duties and responsibilities.
- Must be able to maintain a high level of confidentiality with any information.