



## CPIC & INTELLIGENCE SPECIALIST

**Metrolinx** is an agency of the Government of Ontario and our goal is to create a transportation network that enhances the prosperity, sustainability and quality of life for the Greater Toronto and Hamilton Area. We lead planning in the region with a Regional Transportation Plan that guides the work and investments of the organization. This includes building light transit, bus rapid transit and Regional Express Rail, as well as operating GO Transit, UP Express and PRESTO.

Our Investigation & Intelligence Office is seeking two (2) CPIC & Intelligence Specialists to utilize criminal intelligence from within the CPIC and OPTIC Systems (as well as other sources) to develop strategies on proactive enforcement and to assist in the clearance of offences against the Corporation and customers. The incumbent will also be responsible for the development and maintenance of corporate, legal, and regulatory compliance pertaining to CPIC including training and maintenance of the system.

### **Key Responsibilities:**

- Builds, develops and maintains collaboration with police/security/intelligence agencies to establish communication links, gather and provide intelligence to minimize any threats to operations, critical infrastructure and security.
- Effectively coordinates and disseminates crucial criminal intelligence to the Operations and Investigative business units.
- Provides intelligence, threat and risk assessments to guide Transit Safety in their strategic planning and enforcement policies on immediate or long-term threats.
- Works with other Law Enforcement agencies to share and gather Intelligence information.
- Effectively coordinate and disseminate crucial criminal intelligence to the Operations and Investigative business units.
- Functions as the designated CPIC/OPTIC Liaison of the Safety and Security Division.
- Provides ongoing support, analysis and strategic advice for specific cases, investigations and intelligence approaches.
- Examining security at the terminal and/or interface site to ensure the minimum CPIC standards are being maintained.
- Rendering all necessary assistance to the RCMP auditors to enable a complete audit of the agency, including producing all applicable manuals/files/records and ensuring access to all CPIC terminals, and interface sites to check security standards.
- Ensures the successful implementation of a criminal intelligence and reporting system (NICHE) Records Management System (RMS) system including the establishment of process to ensure quality controls for the inputting of data.
- Developing reports, identifying crime trends and providing strategic and statistical data to support Transit Safety Investigations and Intelligence Unit.
- Develop various reports for tracking purposes, graphs, link charts and heat maps.
- Maintains a system of analyzing, correlating, and communicating Criminal Intelligence to Operations and Investigations concerning Counter terrorism trends, partnerships, crimes against persons and crimes against property.

**Location:** 277 Front Street West, Toronto

### **Qualifications:**

- Completion of a degree in a relevant field (Criminology, data analytics training, law enforcement), or a combination of education, training and experience deemed equivalent.
- Four (4) years related experience, working in a law enforcement organization, security / crime prevention, performing progressively responsible and specialized data, entry/retrieval and administrative functions. Working knowledge of NICHE RMS system an asset.
- Exceptional stakeholder relationship management skills.
- Strong organizational and time management skills required to plan, organize and prioritize work and deal effectively with multiple demands, conflicting priorities, pressures, and deadlines in a fast-paced, often stressful work environment.
- Sound knowledge of computers and software applications related to crime analysis.
- Ability to comprehend police/court related documentation and conceptualize and apply directions, policies and procedures.

- Ability to identify priority situations, and exercise judgment in both safeguarding confidential information, and in releasing information to others.
- Strong analytical skills required to review/analyze data (with accuracy and focus) and identify crime trends and develop suspect and geographic profiles.
- Must have sound knowledge of Law Enforcement principals and law enforcement terminology.
- Must be able to compile intelligence information for strategic dissemination to end users and front line law enforcement.
- Must possess data entry, keyboarding and retrieval skills.
- Must be able to use portable corporate communications technologies.
- Exceptional communication (verbal, written and presentation) skills required to ensure the accuracy of all information received and conveyed is done so in a professional manner.

**\*\*Note:** The successful incumbent must complete CPIC training course modules at/through the Ontario Police College as soon as the training is available. Incumbent must be able to successfully pass security background clearance to the Ontario Provincial Police and RCMP standards.

To apply for this position, please submit your resume online, no later than **June 7, 2019**.

**We thank all applicants for their interest, however, only those selected for further consideration will be contacted. Accommodation will be provided throughout the hiring process, as required.**

**AN EQUAL OPPORTUNITY EMPLOYER**  
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Issued: May 21, 2019