



KINGSTON POLICE

705 Division Street, Kingston ON K7K 4C2

Position Title: Records and Systems Manager
Pay Range: \$107,576 - \$134,468/annual
Posting Date: January 29, 2026
Closing Date: February 20, 2026

Please note that this position is part of the Kingston Police Senior Officers Association, which is currently engaged in negotiations to update their collective agreement. As a result, salary is subject to change. Salary is based on a 40-hour work week, typically Monday to Friday.

Please also note that this job posting is intended to fill a vacancy. Kingston Police does not use artificial intelligence to screen, assess, or select applicants.

POSITION SUMMARY

Reporting to the Inspector, Operational Support, the Records and Systems Manager is responsible for advisory, analytical and supervisory work focusing on the implementation of the Kingston Police management and information systems. The position has overall responsibility for ensuring the collection, integrity, quality and appropriate release of the Kingston Police's information, including accountability for the Freedom of Information (FOI) function. The position also ensures that all information and records are gathered and maintained efficiently, effectively, consistently and in compliance with applicable federal and Provincial Acts, Adequacy Standards, Police Records and/or Service policies and procedures.

The Records and Systems Manager develops, leads, implements and supports a culture of high quality assurance, including the development and implementation of business improvements, best-practices, cost-effective processes and systems to ensure continuous improvements and management of ongoing associated risks.



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KEY RESPONSIBILITIES

- Acts in the role *Municipal Freedom of Information and Protection of Privacy* (MFIPPA) Coordinator for the Kingston Police. Responsible for overseeing formal access requests for information under MFIPPA. Ensures that access requests are handled in a timely manner consistent with legislation. Issue decision letters and disclose information respecting access requests. Engages in mediation and arbitration processes with the Information and Privacy Commission (IPC) where an applicant has appealed an access request. Prepares representations for the IPC for arbitration. Handles requests for the correction of personal information as well as Privacy complaints/breaches. Conducts Privacy Impact Assessments for the implementation of new technologies to manage privacy risks associated with the implementation of such technologies. Acts as resource to senior management and members on privacy issues and information sharing.
- Manages and administers the routine disclosure of information (non-FOI) held in Kingston Police information systems to client groups that regularly access Kingston Police records and where appropriate, ensures that fees are collected under the Kingston Police fee schedule. These client groups include victims, citizens, insurance companies, law firms, other police agencies, other regulatory agencies (CAS, Ministry of Labour) and other governmental agencies (Parole Board of Canada). Ensures adequate information management and release controls are in place to reduce the risks to the Kingston Police and its Board associated with the improper disclosure, destruction and retention of information.
- Receives, reviews, responds to Court Orders/Notice of Motions (Family Court Orders, Civil Court Orders, WAGG motions, O'Conner Applications) served upon the Kingston Police. Prepares position letters to advise litigants of position taken by the Kingston Police respecting noted orders/motions and if appropriate, provide consent to Motions. Where necessary, engages and provides instruction in conjunction with Senior Management to legal counsel where representation may be required. Ensures that responsive materials have been prepared in accordance with term of Court Orders and that the responsive materials are provided in a timely manner.



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- Administers and manages information systems used by the Kingston Police including: the Records Management System (RMS), the Kingston Police Digital Evidence Management System (DEMS), the Kingston Police digital fingerprint/mugshot system, and the Kingston Police eJust system for electronic disclosure of Crown Briefs.
- Leverages knowledge of Kingston Police information systems to recommend/implement business process changes in support of Agency objectives.
- Manages and administers Kingston Police participation the Uniform Crime Reporting (UCR) program to the Canadian Centre for Justice Statistics (CCJS) and ensures that information submitted to CCJS conforms to UCR data standards. Conducts periodic reviews/audits of CCJS submissions and signs off on the accuracy those submissions. Acts as Subject Matter Expert and resource to Senior Management as well as Agency personnel on UCR reporting systems.
- Manages and administers the Kingston Police Record Check program to ensure compliance with the Police Records Check Reform Act, the Criminal Records Act, the Youth Criminal Justice Act and the Criminal Code of Canada. Conduct exceptional disclosure assessments in consultation with other Senior Management personnel respecting high risk applications. Manage and administer online application process for police record checks (K-PIC).
- Manages the operations of the Front Desk and Records Unit through direct supervision of full and part-time staff employed in these Units.
- Manage and administer Kingston Police submissions to external information systems (Canadian Police Information Centre, Canadian Justice Information Management, Police Safety Portal, Firearms Interest Police).



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REQUIRED QUALIFICATIONS

Candidates must have:

- University Degree in Management, Public Administration, Business or related field; or an equivalent combination of education and experience in Information Technology especially in the management and administration of information systems.
- Minimum ten (10) years of progressive management-related experience in a records-related environment.
- Strong understanding of the Policing Adequacy Standards particularly in relation to record retention and CPIC.
- Knowledge of Municipal Freedom of Information and Protection of Privacy Act, Criminal Records Act, and the Criminal Code of Canada.
- Proven ability to manage staff and drive team performance.

ASSETS

- Knowledge of Uniform Crime Reporting (UCR) system, Privacy Impact Assessment (PIA), Geographic Information Systems, Business Intelligence & Reporting Tools, Versaterm, RMS, CAD
- Member of Institute of Certified Records Managers (ICRM), Association of Records Managers and Assistants (ARMA), or Certified Information Privacy Professional/Canada (CIPP/C)
- Experience with other law enforcement information systems
- Experience collaborating with Information Technology (IT) teams



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- Experience leading budget development and financial oversight for a business unit
- Experience safeguarding information and maintaining strict confidentiality

Note: The above duties represent a typical position and are not to be construed as all-inclusive. This position may be modified after regular evaluation periods.

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process.