

- (g) rework back to the Reporting Officer with a copy to the appropriate area and the Staff/Detective Sergeant, any Occurrence reviewed and found deficient in its content or not conforming with related statutes, P.R.P. Directives, C.P.I.C. Policies and Procedures, and C.C.J.S. Uniform Crime Reporting requirements, giving clear and concise justification for their rejection.
8. C.P.I.C./Records Systems Operators shall view the Occurrences to ascertain what action is required under the following categories:
- (a) persons;
  - (b) vehicles;
  - (c) boats;
  - (d) motors;
  - (e) guns;
  - (f) securities; and,
  - (g) articles.
9. C.P.I.C. Operators shall rework any reports containing incorrect information or inconsistencies, together with an explanation, to the Review Task List for rework to the reporting officer.
10. The Records Services, Auditing Unit shall:
- (a) analyze and audit the Records Management System;
  - (b) rework/assign back to the Reporting Officer with a copy to the appropriate area and the Staff/Detective Sergeant, any Occurrence reviewed and found deficient in its content or not conforming with related statutes, P.R.P. Directives, C.P.I.C. Policies and Procedures, and C.C.J.S. Uniform Crime Reporting requirements, giving clear and concise justification for their rejection;
  - (c) process complex problem Occurrences; and,
  - (d) prepare information in compliance with Statistics Canada for input to C.C.J.S. Information Systems.
11. The Records Supervisor, Audit and Training Unit, shall be responsible for all administrative duties related to:
- (a) the addition and deletion of user profiles; and,
  - (b) the assignment of privileges related to user profiles on the D.D.S.
12. The Officer-in-Charge, Records Services shall ensure that:
- (a) accurate Occurrences are entered onto the system and submitted to Statistics Canada in a timely manner;
  - (b) concerns relative to classification of Occurrences are addressed; and,
  - (c) information on system use is forwarded to members.