



AUG 08 2017

Mr. Dennis R. YOUNG  
1330 Ravenswood Drive South East  
Airdrie, Alberta  
T4A 0P8

*Received  
August 15, 2017  
[Signature]*

Dear Mr. Young:

This is in response to your request under the Access to Information Act which was received by this office on March 15, 2017. You have requested the following:

**"Reference is being made to the RCMP response to my previous ATIP request  
RCMP File A-2015- 09752 dated May 3, 3016:**

**<http://dennisryoung.ca/2016/05/2/rcmp-release-firearms-reference-table-frt-processing-procedures/>**

**Please provide copies of the most recent documents, records;-reports, directives, policies and procedures, correspondence, presentations, etcetera that show:**

**(1) the number and types of firearms that are awaiting FRT approval (i.e. backlog);  
(2) the average time it takes for new firearms to be approved and entered in the FRT:**

**(i) Firearms manufactured by Canadian companies,**

**(ii) Firearms imported into Canada and**

**(iii) Firearms privately manufactured by individual Canadians.**

**(3) The organization chart for the FRT section.**

**(4) The number of employees, including job titles, job descriptions and pay grades in the FRT section.**

**(5) The annual budget for the FRT Section."**

Based on the information provided, a search for records was conducted. The enclosed CD contains a copy of all the information relevant to your request. No exemptions have been applied. In addition, please find attached a copy of an email from the Canadian Firearms Program (CFP) in responding to our request for responsive documents.

Please be advised that you are entitled to lodge a complaint with the Information Commissioner concerning the processing of your request within 60 days after the day that you become aware that grounds for a complaint exist. In the event you decide to avail yourself of this right, your notice of complaint should be addressed to:

Office of the Information Commissioner of Canada  
30 Victoria Street, 7th Floor  
Gatineau, Quebec  
K1A 1H3

**Canada**

Should you wish to discuss this matter further, you may contact Mr. Al Hough at [Al.Hough@rcmp-grc.gc.ca](mailto:Al.Hough@rcmp-grc.gc.ca) quoting the file number appearing on this letter.

Yours truly,



Insp. Richard Haye  
Access to Information and Privacy Branch  
Mailstop #61  
73 Leikin Drive  
Ottawa, Ontario  
K1A 0R2

c.c. Office of the Information Commissioner of Canada

## **ATIPB - COMPLETE - Access to Information Act request A-2017-02887 / F146 Canadian Firearms Program**

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**From:** CFP-ATIP  
**To:** ATIPB@rcmp-grc.gc.ca  
**Date:** 2017-06-05 11:22 AM  
**Subject:** COMPLETE - Access to Information Act request A-2017-02887 / F146 Canadian Firearms Program  
**CC:** CFP-ATIP  
**Attachments:** List of firearms.pdf; Org Charts.pdf; Work Descriptions.pdf

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Good day,

Please see the requested information attached.

1) The FRT does not "approve" firearms. It establishes an accurate description of the firearm and determines the legal classification in accordance with the framework in Part III of the *Criminal Code*. The outcome identifies which kinds of licensees have access to which kinds of firearms but never results in "approval" or "disapproval" of a firearm.

The attached list is an existing document of Specialised Firearms Support Services (SFSS) work, however the conclusion of this work does not result in any "approval" or "disapproval".

2) NIL response

3) See attached

4) See attached

5) The FRT section and expenses do not have an individual budget, but are incorporated into the Specialized Firearms Support Services annual budget.

>>> ATIPB 2017/05/10 12:47 PM >>>

### **Canadian Firearms Program**

Access to Information Act REQUEST NOTIFICATION

Good day,

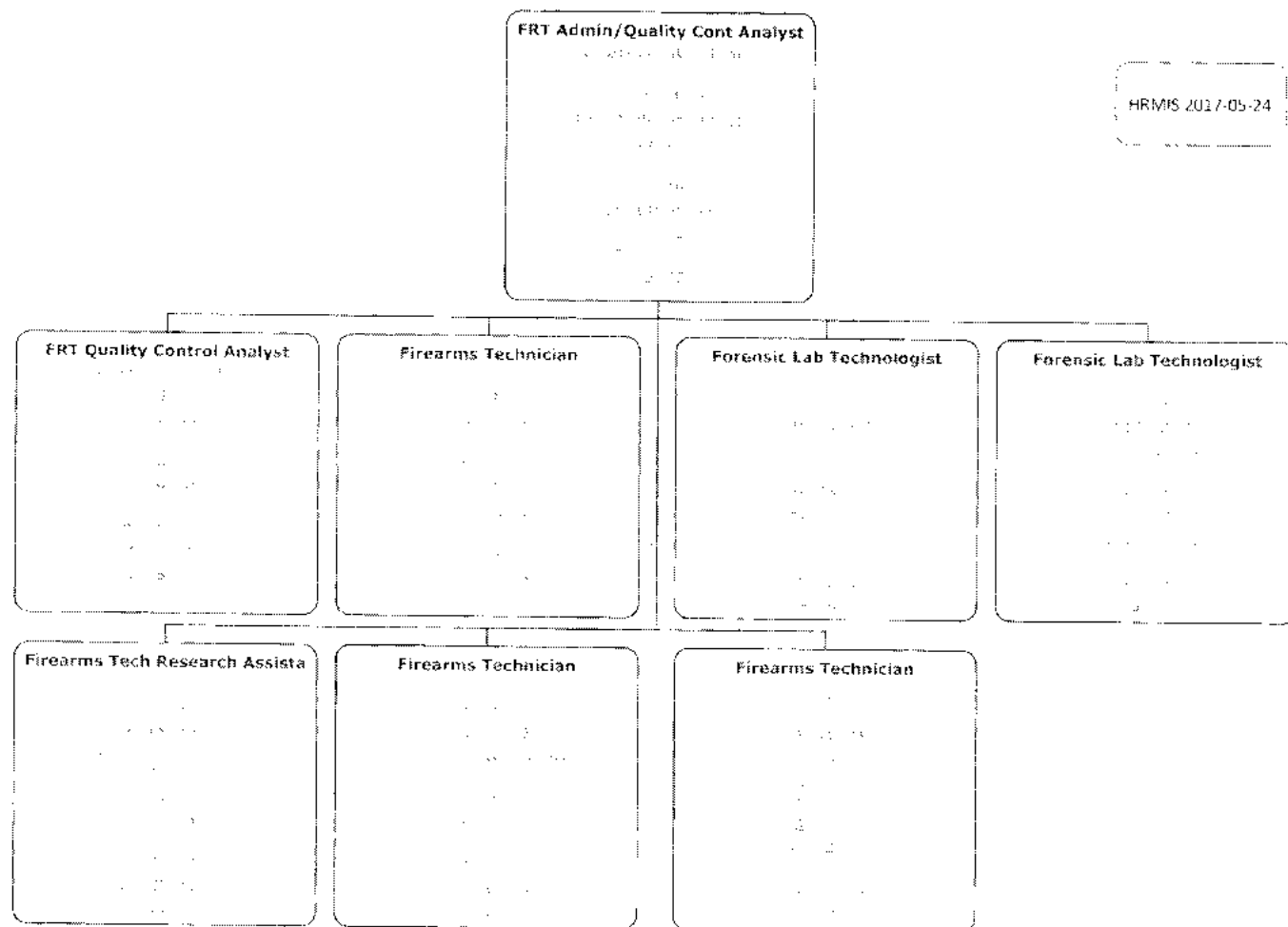
PLEASE ACTION IMMEDIATELY

ATIP Branch's Request #: A-2017-02887 / F146

**Your Due Date: May 16, 2017** A.M.III.11.G.3.b.2

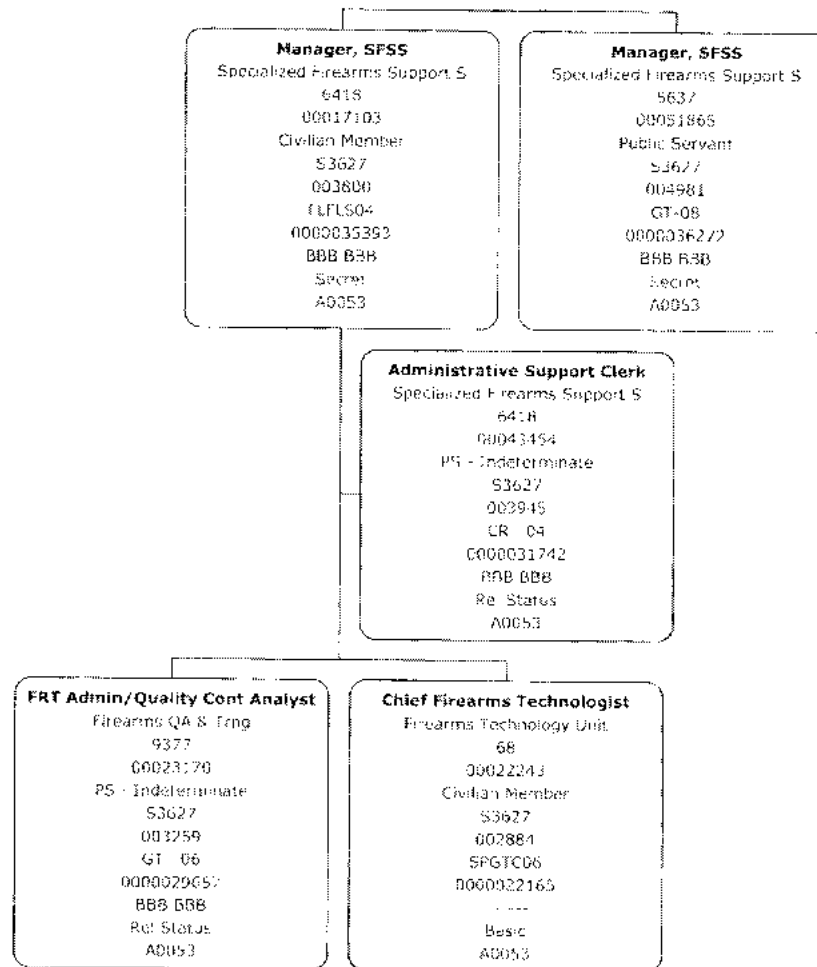
A-2017-02887 / F146 Number and types of firearms waiting for physical evaluation to determine legal classification May 19, 2017		
1	ICS	190 Multiple Airsoft Grenade Launcher
2	Sten - homemade	Mark 2
3	Brugger & Thomet	P26
4	MG3-S	
5	Thompson	M1A1
6	Rainier Arms	RB308
7	Brugger & Thomet	KH9-A1
8	Kel Tec	RDB
9	M10X	Sporting Rifle
10	Faxon	XRS-C
11	Motiuk	M1919 Semi Only
12	Alfa Proj	Model 060
13	FMK	AR1 eXtreme
14	NEA	AR102
15	Brugger & Thomet	APC9
16	Ranger	Bullpup
17	STT	STT-15 Receiver
18	Billet	BRS47
19	Typhoon Defence	F12
20	Uzkon	UNG-12
21	Walther H&K	G36
22	Fedarm	FR-15
23	MDI	SLR-MULTI

CANADIAN FIREARMS PROGRAM  
SPECIALIZED FIREARMS SUPPORT SERVICES (SFSS)  
FIREARMS QA & TRNG



**CANADIAN FIREARMS PROGRAM  
FIREARMS INVESTIGATIVE & ENFORCEMENT SERVICES DIRECTORATE (FIED)**

**SPECIALIZED FIREARMS SUPPORT SERVICES (SFSS)**



HRMIS 2017 05 24





## WORK DESCRIPTION - DESCRIPTION DE TRAVAIL

Position Number - Numéro du poste 17103	Position Title - Titre du poste Manager, Specialized Firearms Support Services	
Position Classification - Classification du poste	National Occupation Code - Code national des professions	
Département/Agency - Ministère/organisme Royal Canadian Mounted Police		Effective Date - Date d'entrée en vigueur Final February 22, 2016
Organizational Component - Composante organisationnelle		
Geographic Location - Lieu géographique	Job/Generic Number - Numéro d'emploi / de générique	
Supervisor Position Number - Numéro du poste du surveillant 31842	Supervisor Position Title - Titre du poste du surveillant Director, Firearms Support Services	
Supervisor Position Classification - Classification du poste du surveillant AM-06		
Language Requirements - Exigences linguistiques	Linguistic Profile - Profil linguistique	
Communication Requirements - Exigences en matière de communication		
Office Code - Code de bureau	Security Requirements - Exigences en matière de sécurité	

### **Client Service Results - Résultats axés sur le service à la clientèle**

Planning and management of the design, development and delivery of the Specialized Firearms Support Services Program, and development and implementation of associated policies, standards and tools<sup>1</sup>. Assignment and management/oversight of case files to support Canadian

<sup>1</sup> Such as the Firearms Reference Table (FRT) which is an internationally-recognized and accessed comprehensive database that describes the physical and technical characteristics, descriptions and aliases of approximately 162,000 firearms (as of January 2016) referenced by Canadian (federal, provincial and municipal) law enforcement organizations, and by 190 Interpol nations, to identify and trace firearms and to guide authorities in determining their classification, admissibility into Canada and associated permits/restrictions required.



and international legislative, regulatory and policy development and enforcement; representation of the Royal Canadian Mounted Police (RCMP) and the Government of Canada (GoC) at national and international consultations, meetings, conferences and other events; and management of assigned resources, special projects and contracts.

### **Key Activities - Activités principales**

Manages the planning and provision of case management support to program and operational units within the RCMP. This includes the forensic and technical research, physical examination, testing, analysis, evaluation and classification of non-restricted, restricted and prohibited firearms in relation to established regulations, guidelines, standards and directives.

Manages the analysis and interpretation of technical results, the formulation of expert conclusions, and the development of scientific and technical reports, with findings and recommendations, to guide/support regulatory changes, negotiations and/or decisions by government prosecutors to prosecute when there is a determination of criminal intent.

Develops and manages the implementation of the forensic science firearms classification and service delivery framework, including policies, procedures, standards, guidelines, protocols, systems and tools, such as the FRL.

Provides expert technical and forensic scientific advice and guidance to the law enforcement community, on the gathering of the most probative firearms specimens for examination or analysis, and to government prosecutors on the interpretation and evaluation of firearms evidence. Represents the RCMP, as the GoC firearms design and classification expert, in legal proceedings, to provide expert witness testimony and opinion evidence at Criminal Court proceedings, Canadian International Trade Tribunal (CITT) hearings, Firearms Act Reference Hearings etc., wherein judicial decisions impact on the legality of firearms to be imported, sold, used and/or modified in Canada.

Represents the RCMP and the GoC and chairs/participates, as a firearms classification subject matter expert, at national and international meetings, conferences and trade shows, and on committees and working groups comprised of multi-disciplinary experts and stakeholders tasked with such activities as the development and/or review of standards, regulations and legislation.

Initiates, plans and leads/oversees the conduct of research and development (R&D) and laboratory projects and activities, to study, test and evaluate a wide range of firearms and associated issues, to establish international standardized and "AKA" (also known as) descriptions and classifications, and to guide/support legislative, regulatory and policy reviews.

Manages the design, development and delivery of specialized firearms identification and classification training to Investigators, Canadian Border Security Agency (CBSA) agents,



police officers, members of the RCMP National Weapons Support Team, legal counsel, etc.; trainers (train the trainer); attendees at conferences (e.g. Firearms Trafficking School); and to internal staff.

Manages the research and development of ministerial briefings, Question Period (QP) Notes and Questions and Answers (Qs&As); provides expert opinion and counsel; participates, as a technical advisor to the Commissioner and/or the Minister, at Parliamentary and other ministerial briefings; and responds to media, access to information and to other inquiries on the classification of firearms in Canada.

Manages the planning and conduct of national program, laboratory and FRT database QA and QC assessments; the analysis of findings; the development and implementation of corrective action plans, strategies, best practices and lessons learned, to achieve RCMP performance goals and objectives and technical/scientific standards and benchmarks.

Forecasts resource requirements and contributes to budgetary submissions and business plans. Establishes the goals, objectives, performance targets and service delivery standards for the laboratory work unit. Plans and manages, through subordinate supervisors, assigned staff, budgetary and materiel assets required to deliver forensic firearms services in accordance with goals and objectives.

### **Skill - Habiletés**

The work requires knowledge of:

Theories and principles of firearms systems design, configuration, functionality and safety; methods and techniques for developing and interpreting firearms specifications, and for constructing, testing, classifying and forensically evaluating firearms and proposed prototypes. Principles of physics, chemistry, mathematics and statistical analysis; and concepts of mechanical engineering. The international and Canadian firearms industry and manufacturers of restricted and non-restricted firearms, and new/evolving firearms designs and issues arising in such areas as firearms safety; the interests, goals, objectives and contacts within national and international firearms-related organizations and stakeholder and lobby groups (e.g. National Firearms Association); and the availability of technical, scientific and other firearms publications, journals, catalogues, brochures, websites, blogs and other multi-media venues.

Principles, methods and techniques for planning, conducting/leading technical research, analysis and evaluation, and for interpreting, evaluating and reporting of results. The availability, applicability and findings from R&D and other technical firearms and associated research and studies carried out by firearms manufacturers and government.



The mandate, roles, responsibilities, authorities, organization and policies of the RCMP, of the Firearms Investigative and Enforcement Services Directorate, and of the Specialized Firearms Support Services Section; and the systems, tools (e.g. FRT) and methodologies used in the delivery of specialized firearms analysis, classification and testing. Canadian and international legislation and regulations (e.g. Part 3 of the Criminal Code; Firearms Act); the roles, responsibilities and initiatives of Canadian and international authorities (e.g. US Bureau of Alcohol, Tobacco and Firearms; Interpol (IARMS which facilitates the international tracing of firearms between 190 nations), ITC Import-Export Permits Office) responsible for developing and enforcing firearms legislation, trade tariffs, police practices; Import-export restrictions and customs tariffs governing all types of firearms; rules of evidence and the procedures for testifying as an expert and in presenting evidence in judicial proceedings.

The above knowledge is required to: develop and manage the implementation of the forensic science firearms classification and service delivery framework; plan and manage/lead the physical examination, testing, analysis, evaluation and classification of all types of firearms (non-restricted to prohibited); and the development of conclusions, international standardized and AKA descriptions and classifications. This knowledge is also required to manage, lead or oversee technical and scientific R&D and other studies; to monitor, collect, share and evaluate data from studies carried out in other jurisdictions; and to incorporate key findings into analyses, advice and decisions.

Knowledge is also required of:

Principles of performance management and quality assurance and quality control methods, techniques and practices are required to: establish performance targets; manage a national program, laboratory and FRT database QA/QC assessments; identify gaps, deficiencies and other issues; develop corrective action plans and strategies to achieve performance goals and objectives; and to ensure alignment with technical/scientific standards and the identification and incorporation of lessons learned and benchmarks.

Communication, representation, presentation and negotiation methods and techniques are required to: provide advice and briefings to senior management and elected officials; represent the RCMP and the GoC at formal meetings, conferences and other events; and to negotiate the resolution of diverse, contentious and complex issues. Writing and editing skills are required to develop or review/approve complex technical reports, discussion papers, briefings, QP Notes, Qs&As and responses to inquiries.

Principles of general management, program management and project management; methods and techniques for establishing goals, objectives and program operational infrastructure; as well as the acts, regulations, policies and procedures governing the management of staff, budgets, and contracts; and the protection/release of information. This knowledge is required to: forecast resource requirements; manage budgets; supervise, mentor and coach staff; and to manage diverse special projects and initiatives.

### Contacts

Contacts are with:

Senior management (up to the Commissioner) and the Minister of Public Safety, PMO and PCO representatives to provide expert opinion, counsel and briefings on issues that may be the subject of QP or discussions at parliamentary or other committees, ministerial briefings and at other high profile events; and to act a technical resource and advisor to the Commissioner and the Minister during their attendance at these and other events. Represent the RCMP with the media to respond to inquiries and to relay complex technical information

Technical experts in other governments, law enforcement agencies and private sector importers, manufacturers and stakeholder groups, within Canada and internationally to: represent the RCMP and the GoC; chair and participate in meetings, conferences and trade shows; discuss and remain current with innovations, trends and major issues of mutual concern; negotiate or leverage collaboration on joint R&D and other studies, and the sharing of results and expertise in resolving major and complex problems. Leads or participates on committees and working groups involved in such areas as reviewing and updating international standards and treaties. Delivers technical papers (that may include findings from R&D and other studies, overviews of unusual or complex case files, and of the FRT which is recognized internationally as the standard for firearms classification); promotes innovation within the RCMP (e.g. the FRT); and exercises authority to present positions and proposals and to make and/or influence decisions on behalf of the RCMP and the GoC.

RCMP officers and investigators from other jurisdictions (e.g. OPP, CBSA, Interpol) to: provide case management support (e.g. with Interpol for international firearms tracking); interpret and explain the use of tools such as the FRT; and to provide expert technical and forensic scientific advice/guidance, legislative, regulatory and policy interpretation and technical training to them in such areas as gathering probative firearms specimens for examination or analysis, and on the technical dimensions of firearms design, configuration, modification and use.

Policy subject matter experts within the RCMP and in other departments (CITT) to: provide and explain findings from technical and scientific reports that for example, address changes and trends identified in firearms manufacturing, examination and analysis; and to advise and recommend changes to legislation and regulations which close loop holes and address other major and recurring issues identified in firearms research, examination and analysis. Likewise in collaboration with the Department of Global Affairs (DGO) for United Nations (UN) and Organization of American States (OAS) treaties such as the UN Firearms Protocol and the OAS Firearms Convention.

Members of prosecution teams to provide expert guidance and advice to them on the interpretation, probity and evaluation of firearms evidence; and to appear, as a firearms design

and classification expert, in legal proceedings, to provide expert witness testimony and opinion evidence that must be stated in terms that can be understood by non-technical audiences (e.g. legal counsel, the judge and/or members of the jury), wherein the clarity, understanding, interpretation and weight of the evidence/opinion impact on decisions pertaining to the legality of firearms to be imported, sold, used and/or modified in Canada.

### **Effort - Efforts**

#### **Decision-making**

Effort is required when managing the design, development, publication and update of standards and tools [e.g. the FRT], which is known as and relied on as a key public international resource and reference tool for the legal classification of all types of firearms; is deemed to be the arbiter of classification matters, and is open to scrutiny and challenge by special interest groups (e.g. firearms rights and control advocates, mainstream media and other stakeholders)].

Effort is required to oversee the handling of case files that have been assigned to subordinate technical experts in their research, physical inspection, assessment, analysis and classification of all types of firearms that are often retrofitted and reconfigured (e.g. barrel, safety or other mechanisms may be modified); manage and oversee the determination and resolution of highly technically complex and unusual problems (e.g. determining the susceptibility of weapons to be converted), where extensive research, study, investigation and analysis are required to determine the origin and history (where records may not be available) as well as the legality and standardized description (or AKA) of a firearm, in accordance with relevant legislative and regulatory requirements for non-restricted to prohibited (e.g. semi-automatic to fully-automatic systems). Discretion is required in managing the determination of the "best fit" or if a new firearm classification is required, to ensure the consistency and integrity of highly complex technical information in the FRT that is accessed by law enforcement agencies (including Interpol) that is generated when national and international traces and other research are carried out on that particular firearm, and where decisions are often challenged in a court of law.

Effort is required to review and approve analyses and other findings from R&D, other studies and case files, and when providing expert opinion in a wide range of forums. Ensures that data/information is technically and scientifically sound, and will withstand public and legal scrutiny, as they form the basis of recommendations for changes to Canadian and international legislation and regulations; are used to support international trade negotiations of import-export and tariffs and other agreements; in carrying out domestic and international policing exercises and responsibilities; and in pursuing prosecution of offenders through the legal system, where decisions are often precedent-setting.

Effort is required when designing, adapting and delivering training to a wide range of national and international audiences, including police officers, investigators, regulatory bodies, and to other trainers (e.g. within the Firearms Trafficking School) on the identification and classification of firearms, to promote and ensure consistency in the interpretation of standards, legislation and regulations, and in the investigation of firearms, to ensure the probity, validity and trustworthiness of evidence collected.

### **Responsibility - Responsabilités**

This position is responsible for the development and delivery of the Specialized Firearms Support Services Program and functions as the RCMP expert and authority in the development of standards for the classification of firearms, to the extent that an Order in Council may be required to modify the classification of a firearm in Canada. Recommendations are made to the Director and to senior management, up to the Commissioner, in such areas as the need for, and development of, legislation and regulations governing firearms in Canada as well as positions and strategies for negotiating trade and other international agreements.

**Supervision** Plans and establishes the business and operational goals, objectives and priorities for the Forensic Science Firearms Classification Program; participates in the staffing and selection of staff; and plans, manages and evaluates the work of administrative and technical staff. Determines training and development requirements; approves training and recommends disciplinary action. Initiates and manages project teams; establishes terms of reference; determines milestone deliverables; assigns tasks; and ensures the reporting of results and the achievement of goals and objectives.

**Financial Resources**: Responsible for forecasting resource needs for the operation of the Unit and delivery of the program, including special studies and equipment, firearms or components of firearms, required to carry out tests. Manages the unit budget and approves expenditures in accordance with delegated authority.

### **Working Conditions - Conditions de travail**

Works in a forensic science laboratory environment for the majority of the time, and works at shooting ranges, to manage the testing and evaluation of firearms with direct and frequent exposure to chemicals, fumes and noise, and the requirement to handle live ammunition and test fire firearms of diverse kinds. The laboratory is also used by the Forensic Science & Identification Services (FSIS) and as such, there is exposure to bodily fluids and other high risk materials. There is a requirement to wear protective and safety equipment when carrying out activities, and when working in high risk areas. There is also a requirement for frequent national and international travel, to attend meetings, deliver training and formal presentations, and to meet competing deadlines and changing priorities.







Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

**WORK DESCRIPTION** **DESCRIPTION DE TRAVAIL** **Clerical and Regulatory (CR/CK)**  
**Commis aux écritures et aux règlements (CR/CK)**

Position No. - N° du poste	Position Title - Titre du poste	Position Classification - Classification du poste	Job Code - Code d'emploi	NOC - CNP	Effective Date - Date d'entrée en vigueur
National 00043454 Generic Description	Administrative Support Clerk (Rating: D-0-B2-2-B4-A=474; Decision # 31742)	CR-4	003945	1411	2008-01-01
Division	Branch - Service	Geographic Location - Emplacement géographique			
SPS	Canadian Firearms Program/FIERSD/SFSS	Ottawa			
Name of Supervisor Nom du superviseur	Supervisor's Position No. N° du poste du surveillant	Supervisor's Position Title Titre du poste du surveillant	Supervisor's Position Classification Classification du poste du surveillant		
M. Smith	00017103	Mgr. SFSS	FLFLS03		

**This is a National Generic Work Description. The Content of this description CANNOT be altered or modified.**

**CLIENT SERVICE RESULTS - RÉSULTATS AXÉS SUR LE SERVICE À LA CLIENTÈLE**

Provides multi-tasked clerical services to support office operations under minimal supervision.

**KEY ACTIVITIES - ACTIVITÉS PRINCIPALES**

Providing information and assistance to managers and employees to enable their compliance with requirements or an understanding of the organization's service/products.

Determining and processing operational/administrative requests, entering and validating information in Departmental on-line systems, developing and maintaining internal tracking/reporting tools for items such as expenses.

Utilizing automated tools to develop and maintain program/activity/tracking reports.

Researching automated/manual information systems, compiling and formatting information into narrative/report formats with limited instruction.

**WORK CHARACTERISTICS - CARACTÉRISTIQUES DU TRAVAIL**

**RESPONSIBILITIES - RESPONSABILITÉS**

**Supervision**

There is no requirement to supervise staff.

**SKILLS - HABILETÉS**

**Knowledge**

The work requires a sound knowledge of the organization's service/product mandate in a national setting to guide managers and employees understanding/compliance; Departmental administrative guidelines/practices/procedures; the role of other Departmental and external service providers, on-line procurement and information holdings management systems.

Computational skills are required to validate expense inputs and use electronic word processing reporting, spreadsheet applications to develop tailored reporting/tracking tools

Writing skills are required to develop information in narrative/report form with limited instruction

#### **Contacts**

Contacts are made with employees, managers and the general public to explain compliance requirements or product/service availability.

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#### ***EFFORT***

##### **Complexity**

Judgement is required when interpreting caller needs and to guide managers and employees conformance to or understanding of the organization's service delivery/products; developing tailored reporting/tracking tools or utilizing Departmental on-line systems; interpreting internal demands for administrative services or technical/administrative supplies/equipment; investigating, compiling and recommending on various internal/external sources for administrative/operational needs; and when selecting and extracting information from various sources for documentation purposes

The work requires processing operational/administrative requests, developing information tools and formatting information into narrative/report formats, within established rules and processes under minimal supervision. Contributions are made to the formulation of or improvements to internal operational efficiencies.

##### **Consequence of Errors**

The work impacts general operational efficiencies within an office through investigation, recommendations on administrative or technical service/product sources; public perception and employee/manager understanding/conformance to organization's service/product delivery requirements; the integrity of data input to on-line systems; and the development and production of tailored or routine narrative/reporting documentation.

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#### ***WORKING CONDITIONS - CONDITIONS DE TRAVAIL***

##### **Working Conditions**

Physical conditions are not injurious to health and the work allows brief pauses to alleviate physical and mental fatigue

**IMPORTANT FORM PRINTING INSTRUCTIONS - PLEASE READ BEFORE PRINTING DOCUMENT**



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

**WORK DESCRIPTION      DESCRIPTION DE TRAVAIL      General Technical (GT/GTEC)  
Techniciens Divers (GT/GTEC)**

Position No. - N° du poste	Position Title - Titre du poste	Position Classification - Classification du poste	Job Code - Code d'emploi	NOC - CNP	Effective date - Date d'entrée en vigueur
S3627-22243	Senior Firearms Technologist	G TEC-06 (update)	2884		2010-02-22
Division	Branch - Service	Geographical location - Emplacement géographique			
HQ	CFP - FIESD Specialized Firearm Support Services	Ottawa, Ontario, Canada			
Name of Supervisor Nom du superviseur	Supervisor's Position No. N° du poste du superviseur	Supervisor's Position Title Titre du poste du superviseur	Supervisor's Position Classification Classification du poste du superviseur		
Murray A. SMITH	S1021-17103	Manager - SFSS	FSLS 4		

**Important Note to Users - Group Definition**

**WRITING TOOLBOX**

Writing Guidelines   Organization of Work   CHRA (Definitions)

**CLIENT SERVICE RESULTS - RÉSULTATS AXÉS SUR LE SERVICE À LA CLIENTÈLE**

**Information Required** - Under the general supervision of the Specialized Firearms Support Services Section (SFSS) Manager, the Senior Firearms Technologist supervises the effective operation of SFSS Section activities, which includes, strategic planning, personnel classification activities, staffing activity, on-job training and Firearms Reference Table (FRT) record construction.

**Subject Position (SP)** supervises and provides leadership to the technical component of SFSS Section responsible for the authoritative analysis of reference material both textual and electronic, to enable successful FRT building activities to take place. These services are provided to a broad client base of national and international clients. The SFSS Section provides the training and technical expertise which ensures the accuracy of the work performed by individuals tasked to perform firearms identification services in the performance of their job related duties. These firearm identification tasks are frequently related to obscure, firearms being registered, transferred or taken into evidence by police agencies.

SP establishes the strategic planning and operational structure required of the sub-section's mandate within the SFSS and the Firearms Investigative and Enforcement Services Directorate (FIESD). Strategic planning is a consultative process involving the Section Manager, the Senior Firearms Technologist and the FRT Administrator / Senior Quality Control Analyst. SP develops the human resource planning and the roles, qualifications, services and recruit training to be acquired and provided to enable the SFSS Section to meet its obligations to provide services based on authoritative knowledge of the firearms identification process proposed and the broad performance standards.

The SP provides technical firearms expertise to Canadian Firearms Program (CFP), in order to facilitate the registration of firearms in Canada as dictated by the Firearms Act. As the FRT, senior firearms technical authority, the SP oversees the development, population, and maintenance of an automated firearms identification system known as the FRT. The FRT is delivered to various government partners which include: the CFP, the Department of Justice (DOJ), the Department of Public Safety, Canada Border Services Agency (CBSA), the Department of Foreign Affairs and International Trade (DFAIT), Chief Provincial/Territorial Firearms Officers and police agencies. The FRT is also used by firearm businesses, Internet museums / gun clubs, and a number of other national and international organizations engaged in law enforcement and investigation. The SFSS Section also identifies firearms which are not

included in the ERT and require to be entered onto the ERT, making these new entries as required.

SP oversees the technical inspection component of SFSS Section which consists of one FTE and/or as many other FTEs as the situation requires, to perform legal classification determination examinations in situ or in a workshop environment to specialized military and para-military style firearms for a variety of purposes, such as law enforcement support, border interdiction activities in support of CBSA and import/export controls. This activity includes the quality control of "work notes" and Inspection Reports, which requires a comprehensive knowledge of the Criminal Code of Canada PART III, Section 84, the Regulations appended thereto, a comprehensive knowledge of firearms and a high degree of literacy.

SP analyses existing policies and procedures and identifies gaps or shortcomings, taking corrective action and proposes drafts of proposed changes. Responsibilities associated to this position require thorough review and study of a multitude of firearms related legislation and regulations. The incumbent must be very knowledgeable in firearms law and firearms regulations in order to participate as a subject matter expert in the development of long range plans and mandate execution strategies.

The Senior Firearms Technologist attends Court to give "Expert Witness" testimony on firearms identification matters related to firearm legal classifications or to defend matters included in the ERT when required, raises with Crown Prosecutors and prepares court documents or testimony.

SP provides direction, guidance and technical input to training delivered to Firearms Partner Agencies, RCMP, CFP employees involved in communications with outside agencies and the general public with respect to the Criminal Code PART III, Section 84 and the Regulations appended thereto, the Firearms Act and the Regulations appended thereto and/or firearms identification matters in general. As the senior technical expert in SFSS Section, the SP is required to draft or compose a variety of written documents: (a) to enable communications strategies in support of the CFP Communications Branch in their dialog with the general public; (b) in support of border interdiction tasks to support CBSA; (c) in support of police and law enforcement activities within the purview of the National Weapons Enforcement Support Teams (NWEST); and (d) drafts briefing notes and ministerial correspondence for senior managers.

## KEY ACTIVITIES - ACTIVITÉS PRINCIPALES

### Information Required

To add rows to the table, place the cursor at the end of the first empty row and press the "Tab" key.

#### Key Activities

% of  
Time

1. The ERT System Editors and other ERT employees are the SFSS section technical experts in the accurate identification and classification of firearms. As such they assist all other sections of the RCMP and other law enforcement agencies with the identification and classification of firearms as requested, and by the Canadian general public. In providing this service, firearms are associated to appropriate legal class (e.g. restricted, non-restricted, prohibited, antique and/or CC, S84 (3) exempted firearms) thus determining legal possession eligibility of the firearm by those in possession thereof whether for personal use, business ventures or for import/export purposes.

The SP supervises the provision of technical and research expertise offered to numerous clients from the private and public sector who require firearm technical specifications, manufacturer's specifications and/or firearm identification information. More detailed research is required when reviewing firearm descriptions for exemptions such as those under Section 12(7) of the Firearms Act with respect to firearms manufactured before 1946 to determine whether the firearm falls within the prohibited category. This same intensive research is required to establish firearm status as a prohibited, fully automatic, converted automatic, restricted or non-restricted firearm and to establish grandfathered rights associated to firearms and their owners.

The SFSS Section is also responsible for determining whether claims of antique status are valid and authorizing the appropriate deactivation of firearms (attesting to deactivation permanence and irreversibility) ensuring conformity to guidelines.

Assistance is provided to Canadian law enforcement agencies requiring investigations relating to firearms identification by physically working with the investigators, handling firearms, prohibited devices, or prohibited ammunition, to interpret legal status.

functionality and to document findings

Researches and prepares court documents or testimony in preparation for court appearances as a firearms expert witness and advises Crown Prosecutors on case preparation when necessary. These cases play a significant role in the firearms registration process and set Canadian case law. SP researches design principles and firearm developmental history by tracing the evolution of the design technology of firearms.

SP composes, presents and disseminates a wide range of technical documents, reports, briefs and firearms identification policy documents intended for internal use or for the use of interdepartmental partners, or private/public organizations across Canada.

2. SP oversees the development, population, maintenance, delivery and usage of the FRT (presently containing over 150,000 firearms) which is provided in DVD format for use by interdepartmental partners, international bodies, provincial/territorial authorities, Chief Provincial/Territorial Firearms Officers, Firearms Officers, police agencies, Interpol, the firearm business community, museums/gun clubs, and a number of official agencies involved in firearms enforcement activities.

Oversees and supervises the performance of subordinate technicians in the subject areas of research, verification, and development of textual firearms descriptions for inclusion into the FRT. These functions require in-depth analysis in order to determine the legal classification of firearms (e.g. restricted, prohibited, antique, CC/S-84 exempt firearms and non-restricted firearms). There is a requirement to communicate with manufacturers, importers, and national/international distributors in order to obtain supporting documentation for classification activities.

Firearm classification is instrumental to the registration of firearms, having an impact on whether persons wishing to register their firearms are authorized to do so, and may lead to court action following client dissatisfaction. The determined classification is included on the FRT which is used by the Canadian Firearms Information System (CFIS) to determine the acceptance or rejection of a request for firearm registration. Given that the CHIS and FRT perform these functions electronically, no visual verification is possible, denoting the importance of accuracy in populating the FRT.

Oversees and develops an effective usage and implementation plan for the FRT through policies, procedures and standards intended for either internal RCMP clients or external clients, such as provincial/territorial authorities, private/public organizations, other government departments and international partners etc. Ensures that all standards conform to legislation and that any legislative amendments are quickly reflected and distributed to the user population through amended standards.

3. The SP drafts and develops policies, procedures and standards for firearms identification within the RCMP and among service users from the public sector. The SP ensures these comply to legislative direction, following in-depth study of firearm legislation including Firearms Act, Criminal Code, Orders in Council, and related Regulations.

SP studies the Criminal Code, Firearms Act, and the Regulations appended thereto in order to draft policies, procedures and standards intended for both internal and external firearms identification service users. These directional statements must conform to the Canadian Firearms Program mandate.

Analyses and interprets policies, regulations, and technical literature in order to ensure that firearm models have been correctly identified and classified. The SP ensures changes brought about by new developments or classifications are reflected in FRT and in policies and directives issued by SFSS.

80%

**Total % Time = 80% (1, 2, 3)**

4. The SP is required to lecture and/or deliver training to various interdepartmental partners and outside agencies (i.e. Justice, CND, etc.) on firearms historical use, functionality and identification practices including the use of FRT and FRT design and effective use. Provides training sessions on firearms functionality and identification including FRT functional features to both internal (Canadian Firearms Program) and external users (e.g. The Department of Public Safety, Ministry of Justice, Central Processing Site in Miramichi, provincial/territorial authorities, etc.)

The SP is required to deliver training on the subjects of the History and Development of Firearms and Ammunition, Firearms Theory and Principles of Operation and other related firearm subjects. The SP writes Training Specifications, Training Plans, Master Lesson Plans, Lesson Plans and student "hand outs" for dissemination.

The SP attends Court as firearms "expert witness" when required. Liaises with Crown Prosecutors and prepares court documents or testimonial information.

Develops and trains the SFSS firearms technologists to enable them to respond to the needs of clients, both internal and external to the CFP, to ensure that all aspects of firearms identification and/or FRT utilization are easily dealt with by SFSS staff.

**TOTAL % of Time = 10%**

**10%**

5. Performs other duties related to area of responsibility such as:

As a resident firearms identification expert, is called upon to research, compile, and prepare a multitude of responses intended for ministerial correspondence or the preparation of briefing notes, executive summaries and other correspondence intended for the Minister of Public Safety, Minister of Justice, RCMP Commissioner, D'Uomo's Director of HIESD and/or the Director General of the CFP.

Ensures effective deployment of human resources, conducts employee selection processes, delegates tasks, conducts performance appraisals, determines training requirements, and initiates employee disciplinary measures when required.

SP analyses existing policies and procedures and identifies gaps or shortcomings taking corrective action and proposes drafts of proposed changes. The SP also oversees the development of new policies and procedures.

SP provides direction and guidance to Firearms Program Partner Agencies, RCMP, CFP employees, involves in communications with outside agencies and the general public with respect to the Criminal Code PART III, Section 84 and the Regulations appended thereto, the Firearms Act and the Regulations appended thereto and/or firearms identification matters in general.

Evaluates, approves, coordinates and conducts tours of the SFSS firearms reference standards collection at RCMP headquarters for CFP personnel, interdepartmental partners or members of the general public in order to provide instruction related to firearms.

Provides information and guidance to assist the Firearms Technicians and Technologists in the performance of their duties, providing analysis of questionable firearms presented to assist police agencies with investigations. Refers to the FRT and performs textual research or internet research to determine the exact nature and/or legal class of the firearm in question.

Supervision, leadership and management of the FRT System Editor technical component of the Section, establishing goals, content and accreditation requirements.

**TOTAL % of Time = 10%**

**10%**

**100 %**

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## **RESPONSIBILITIES - RESPONSABILITES**

### **(Supervision)**

The SP supervises a section of 15 to 17 permanent employees (civilian members and public service employees) performing the functions of Sr. Firearms Technician, Firearms Technician and Firearms Research Technician and up to 8 term or contractual employees.

SP ensures the effective deployment of these resources, conducts selection processes, realigns or delegates tasks, conducts performance appraisals, determines training needs, initiates classification documents and disciplinary measures when required.

The SP is responsible for the selection and appointment of employees, the approval/denial of requests for transfer out of the FRT System Editor group, the Firearms Reference Standards Collection Custodian, the firearm technical analysis sub-section and for the initiation/termination of employee contractual agreements.

The SP is responsible for the coordination of all work performed by the firearm technical "System Editors", in the Specialized Firearms Support Services section by employees, for or with other sections, branches, directorates, public/private organizations or agencies and members of the general public. Duties associated with SFSS often require that Firearm Technicians or FRT personnel travel to off-site locations in order to gather required information.

The SP must coordinate specialized services with other areas of the RCMP to ensure that evidence for firearms classification related cases being presented in court does not conflict with forensic opinion evidence presented by the RCMP Forensic Laboratory staff.

When policy is being formulated all Canadian Government Policy Centres must be consulted (Canadian Firearms Program partners such as the Department of Public Safety, Department of Justice - Canadian Firearms Center Legal Policy Centre, CBSA, CFAIT). When preparing briefing notes with supporting evidence for submission of court documents, these same Policy Centres must be consulted to ensure that work performed meets established standards or discuss ways to accommodate other partners' internal working practices.

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## **SKILLS - HABILETÉS**

### **(Knowledge)**

#### **KNOWLEDGE**

The SP must have a comprehensive knowledge of the subject of firearms, their theory of operation, type, action, design, purpose, history, evolution, ammunition, operating principles, material, method of manufacture and the name and location of the manufacturers worldwide.

A corollary to such expertise is the ability to supervise and manage the SFSS Section, FRT Quality Control Analysts in regard to adherence to standards, procedures, conventions and editing the content of firearms records contained on the Firearms Reference Table (FRT).

Comprehensive knowledge of the meaning and significance of firearm proof marks, of world wide firearms proof practices and the name and the role of the firearm standards setting codes.

Comprehensive knowledge of firearm terminology and component names as they relate to firearm types and actions.

Knowledge of firearm safety and handling procedures to the standard achieved by the Canada Firearms Safety Course both for Non-Restricted and Restricted Firearms.

Must have a thorough knowledge of firearm legal classification procedures, the Criminal Code of Canada Part III, and the Regulations appended thereto, the Firearms Act and the Regulations appended thereto.

Must meet the required knowledge standard for "Firearms Reference Table System Editor".

Comprehensive knowledge of the Firearms Program partner agencies and the requirements of those Partner Agencies, as they apply to the FRT.

Good knowledge of the firearms industry world wide and the interrelationships between the major manufacturers.



Contextually, the work requires an understanding of the mandate of the Canadian Firearms Program (CFP) within the RCMP and also the close working relationship with other federal and provincial partner agencies. The Section provides expertise, training and guidance not just to the CFP staff but also to police nationally and internationally and other agencies involved in enforcement and firearms interdiction. These firearms partner agencies include: Chief Provincial Firearms Officers and their staffs, Canada Border Services Agency (CBSA), Department of Foreign Affairs & International Trade (DFAIT), provincial and municipal police forces and Interpol. In addition, training is provided to those in the firearms business or enthusiasts (related to clubs and associations) and law enforcement agencies whose members require a more detailed knowledge of firearms identification in the performance of their work related duties.

As a supervisor the SP must have the ability to organize and implement a program within the public service and RCMP context. This requires a broad understanding of the requirements and restrictions imposed by policies, and protocols related to organizational structures, so that human resource management requirements and classification matters may be identified and dealt with in a timely manner.

#### **SKILLS**

Must be skilled at the analysis of firearm design principles, firearm operating principles, and the cycles of operation of firearms, based on technological principles observed during inspections, coupled with a thorough knowledge of the history and development of firearms and the history and development of ammunition, for the purpose of assigning the correct legal classification to firearms.

Must be skilled at the analysis of firearm proof marks (meaning and significance of proof marks), of world wide firearms proof practices and the name and the role of the standard setting bodies, for the purpose of assigning the correct legal classification to firearms.

Must be highly skilled in the identification and assignment of the correct terminology to the various parts and components of firearms to supervise the correct assignment of firearm terminology, as it relates to firearm types and actions to firearms when subordinates are composing FRT records.

Must be able to safely handle/manipulate firearms safely to the standard set by the Canada Firearms Safety Course both for Non-Restricted and Restricted Firearms.

Must be skilled at the application of the standards for Firearms Reference Table System Editor, to enable supervision of subordinates based upon a thorough knowledge of these standards and procedures.

#### **(Contacts)**

The SP must coordinate specialized services with other areas of the RCMP to ensure that evidence for firearms registration/classification related cases being presented in court does not conflict with forensic opinion evidence presented by the RCMP Forensic Laboratory Firearm Sections.

When policy is being formulated all Canadian Government Policy Centres must be consulted (Canadian Firearms Program partners such as the Department of Public Safety, Department of Justice - Canadian Firearms Center Legal Policy Centre, CBSA, DFAIT). When preparing briefing notes with supporting evidence for submission of court documents, these same Policy Centres must be consulted to ensure that work performed meets established standards or discuss ways to accommodate other partners internal working practices.

The incumbent is responsible for the coordination of all work performed by Firearms Technicians of the SFSS by employees, for or with other Sections, Branches, Directorates, public/private organizations or agencies and members of the general public.

The SP supervises the provision of firearm technical research and imaging expertise to and on behalf of the RCMP to the Canada Firearms Program and interdepartmental partners. Partner Agencies include: The Department of Justice, the Department of Public Safety, CBSA, DFAIT, Chief Provincial/Territorial Firearms Officers and police agencies. The FRT is also used by firearm businesses, Interpol, museums/gun clubs, and a number of other accredited organizations engaged in law enforcement and investigation.

The SP serves as a primary point of contact for officers within and external to the RCMP requiring authoritative knowledge on the identification of firearms. Such inquiries would normally reflect the failure to achieve such identification at a junior level and therefore the issue would focus on exceptionally obscure or unique firearms requiring in-depth discussion to resolve the issue. The provision of training to external agencies requires the SP to establish working relationships, initiate discussion as to nature and content of training and resultant accreditation of their staff.

Duties associated with the SFSS often require that Firearm Technical personnel travel to off-site locations in order to gather information or to perform their job function of researching firearms and collecting information.

## **EFFORT**

Considerable intellectual effort is required analyzing and reconciling differences of opinion of the operating principles of firearms and the historical origins of design principles. The SP must ensure that the official FRT policies/views of design lineages and the resulting legal classification of firearm issues are not influenced by advocacy from outside agencies or individuals.

The SP must methodically and thoroughly study and research issues, analyze possible problems and evaluate legal classification issues, arriving at logical conclusions, founded on the manner in which the items being analyzed pertain to, are regarded pursuant to statute law.

The SP must be able to present these logical conclusions orally and in writing, synthesizing a defensible point of view. These views may be utilized to formulate policy, complete Laboratory files, official correspondence between government departments or as draft documents for ministerial review.

Considerable intellectual effort is required on the part of the SP who must also be able to articulate official policy and explain research methodology, reconciling many differing points of view when challenged (think on his feet - as it were) about the logic, consistency or equal application of evaluation criterion and be able to articulate his opinion on these matters in a persuasive and logical manner when challenged.

The skill and the ability to communicate confidently and intelligently with police agencies, the firearms business community, Chief Provincial/Territorial Firearms Officers, Crown Prosecutors and other national/international clients is essential and requires considerable intellectual effort.

Physical effort is required to manipulate, handle, lift, transport and discharge all types and descriptions of firearms indoors and outdoors in all seasons of the year.

Considerable concentration and hand/eye coordination is required to manipulate and handle or manipulate and discharge all classes and categories of firearms.

The SP must be both competent and comfortable in a shooting range environment.

## **EFFORT**

### **(Technical Responsibility)**

### **EXPERIENCE**

Experience in the identification, repairing and servicing all types of firearms (including pistols, revolvers, rifles, shotguns, submachine guns and machine guns) both military and commercial is essential along with technical support experience with firearms and ammunition.

Experience with ammunition reloading and ammunition research is essential.

Experience in the public safety or the law enforcement field to effectively deal with the complexities of the Canadian legal system is required.

Extensive experience is required in writing briefs, memoranda, executive summaries, briefing notes, letters and technical evaluations. Demonstrated oral & written communication skills are essential. With extensive experience writing technical evaluations, technical reports, business plans and business proposals, memoranda, employee performance evaluations. It is also essential to have extensive experience with the composition of other technical correspondence such as training specifications, training standards, training plans, master lesson plans and student handouts.

Demonstrated instructional ability with extensive experience in delivering training and/or lecturing to adult audiences on various firearm and ammunition related subjects and how those items relate to firearms law in Canada.

Extensive experience as a Firearms Reference Table System Editor

Extensive experience in the successful application of management and leadership/supervisory skills.

Experience in public speaking and court appearances in order to render technical evidence.

Familiarity with various computer programs (Microsoft Office) and usage of CFRS and FRT.

SP oversees the logistics of training and the development of expertise within the SFSS organization.

#### CONTINUING STUDY

The Canada Gazette must be perused and all new emissions of statutory regulations to ensure technical and legal accuracy is maintained in the FRT which is utilized as an enforcement tool by Canadian law enforcement agencies and the courts. It is incumbent on the Senior Firearm's Technologist to instruct and educate the members of the FRT Section so they maintain currency in their discipline.

It is essential that the SP maintain currency in the firearms business world, as the world wide firearm manufacturing industry emits 3 - 4200 new and variant models annually. It is also necessary to peruse approximately 20 monthly journals to ensure new research materials captured for the Firearm Reference Table use, and that new trends in firearms technology are captured for inclusion.

The SP's primary function is to provide a firearms identification and classification centre of expertise designed to service both Canadian and foreign clients. In order to secure the appropriate delivery of the noted services, the incumbent will also need to be fluent in firearms related legislation and its impact on firearms classification. This incumbent's expertise will have an impact on firearm regulations, policies and standards, and his/her "expert testimony" will help set legal precedents/case law. The incumbent is expected to work with minimal supervision because of his/her specialty field and to recognize the need for obtaining guidance in those areas which are not within his/her expertise.

#### DECISION MAKING

The incumbent is provided with goals and expectations and the general performance requirements. Goal accomplishment strategies and day-to-day operations are left to the individual's discretion. Guidance is provided when issues become politically sensitive or require management decision.

General monitoring takes place through periodic discussions, meetings and client satisfaction measurements, also when incumbent requests review or opinions relating to difficult or unc customary situations. A great deal of autonomy is accorded this individual. The incumbent is expected to make sound decisions based on expertise in the firearms field issues which may have an impact on other Sections / Branches within the RCMP which are politically sensitive or very complex are referred onwards for decision.

The incumbent is expected to exercise good judgement at all times based on his/her knowledge and experience when dealing with national/international organizations, intergovernmental partners, provincial/territorial authorities, police agencies, businesses and members of the public, given that a decision and opinions are being given by an RCMP Firearms "expert" and acted upon as such. The incumbent's primary function is to provide a firearms identification and classification centre of expertise designed to service both Canadian and foreign clients. For this reason, extensive experience in the field of firearms identification is essential. The ability to communicate confidently and intelligently with government or police agencies, the firearms business community and other national/international clients is essential.

In order to secure the appropriate delivery of the noted services, the incumbent will also need to be fluent in firearms related legislation and its impact on firearms classification. This incumbent's expertise will have an impact on firearm regulations, policies and standards, and his/her "Expert Testimony" will help set legal precedents/case law. The incumbent is expected to work with minimal supervision because of his/her specialty field and to recognize the need for obtaining guidance in those areas which are not within his/her expertise.

Decisions are made regarding all areas managed within the Canadian Firearms Program which include the population, maintenance and distribution of the FRT, research, analysis and identification of firearms for all clients of the SFSS section (public or private); techniques used to attach images to firearm records; decisions related to the commencement, execution, and termination of identification services rendered off-site in Canada and decisions related to the technical consultative role filled by the SFSS section and FRT, Quality Control Analysis function.

Decisions are made relating to, not only firearm identification and descriptions but also the development of firearm identification and classification standards used across Canada by the private or public sector in identifying firearms. These descriptors are utilized to describe firearms of transnational interest by the international policing organization Interpol. These standards are disseminated through the FRT. The legal classification indicates to users whether a firearm is considered Non-Restricted, Prohibited, Antique or CC S.54 (3) exempt firearm under Canadian law.

These decisions determine whether a Canadian citizen and/or visitors to Canada can register his/her firearm or whether it should be seized. Erroneous firearm identification/descriptive information on the FRT could result in the erroneous registration of an illegal firearm or the seizure of a firearm which is not prohibited.

#### **DECISION MAKING - CONSEQUENCES OF ERROR**

Errors will undermine the integrity of the Specialized Firearms Support Services Section and/or the Firearms Reference Table and reduce the degree of confidence achieved by the SFSS Section and the firearms identification data base known as the FRT. Errors could result in a citizen being arrested and/or charges being laid erroneously, thusly embarrassing the RCMP and will result in unfavorable publicity and possible civil action could be taken against the RCMP, CFP and / or other police agencies.

##### (Sustained Attention)

The SP must in providing authoritative guidance in the identification of firearms, closely scrutinize evidence and make detailed comparisons with multiple references which sometimes contradict each other. Distinctions can be fine and descriptions imprecise requiring a high degree of sustained focus on the subject. Attention to detail is essential in the provision of reports and analysis of firearm characteristics for legal determinations and in the preparation of training packages.

##### (Physical Effort)

###### **Physical effort.**

There is an occasional need to handle and disassemble firearms to conduct detailed examinations.

Considerable concentration and hand / eye coordination is required to manipulate and handle or manipulate and discharge all classes and categories of firearms.

###### **Intellectual effort**

The SP must ensure that the official SFSS/FRT policies/views of design lineages of firearms and the resulting legal classification of firearm issues are not influenced by advocacy from outside agencies or individuals.

The SP must be able to present logical conclusions orally and in writing, synthesizing a defensible point of view. These views may be utilized to formulate policy, complete training packages, official correspondence between government departments, draft documents or briefing notes submitted to those in supervisory positions over him/her for ministerial review.

The SP must have the ability to communicate conformity and integrity with government agencies, police agencies, the firearms business community, Chief Provincial/Territorial Firearms Officers, Crown Prosecutors and other national/international clients which requires considerable intellectual effort.

The SP must be both competent and comfortable in a shooting range environment and with firearms handling and safety.

Some degree of mental stress is considered normal due to the sensitivity of the subject matter and the time constraints associated with the work.

The SFSS Section provides a core service to the CFP in the authoritative identification and legal classification of firearms, providing the analysis and skills necessary to ensure all SFSS Section decisions as to firearm identification are correct.

The SP must ensure that the official SFSS policies and/or views of design lineages of firearms and the resulting legal classification of firearm issues are accurately portrayed in training and not be influenced by advocacy from outside agencies or individuals.

The SF must be able to present logical conclusions, orally and in writing.

The SF must be willing and able to travel to off-site locations in order to gather information or to perform their job function of delivering training.

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#### **WORKING CONDITIONS - CONDITIONS DE TRAVAIL**

##### **(Conditions of Work)**

##### **Hazards**

While firearms are inherently dangerous, safety training and careful practices mitigate danger. There is some exposure to lubricants when disassembling firearms. There is some possibility of cuts and scratches from disassembling firearms using hand tools. The work environment involves occasional contact with gunshot residues and heavy metal contamination. The safety issues attendant to the routine handling of firearms in the workplace as a job requirement, is in itself a continuing hazard.

Must be comfortable in a shooting range environment and with the handling manipulation and firing of all classes of firearms indoors and outdoors all types of seasonal conditions. Normal for an office environment and could involve such diverse medical problems as eye strain or carpal tunnel syndrome. Most work is done in a conventional office setting.

##### **WORKING CONDITIONS**

Normal for an office environment and could involve such diverse medical problems as eye strain or carpal tunnel syndrome. Some degree of mental stress is considered normal due to the sensitivity of the subject matter and the time constraints associated with the work.

The work environment involves contact with gunshot residues and heavy metal contamination on a daily basis.

**IMPORTANT FORM PRINTING INSTRUCTIONS - PLEASE READ BEFORE PRINTING DOCUMENT**



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

**WORK  
DESCRIPTION**

**DESCRIPTION  
DE TRAVAIL**

**General Technical (GT/GTEC)  
Techniciens Divers (GT/GTEC)**

Position No. - N° du poste <b>00023170</b>	Position Title - Titre du poste <b>FRT Administrator / Senior Quality Control Analyst</b>	Position Classification du poste <b>GT-5 (GT-05 P)</b>	Job Code Code d'emploi <b>2007</b>	ACC CNP	Effective date Date d'entrée en vigueur <b>2013-09-02</b>
Division <b>Specialized Potting Services</b>	Branch - Service <b>CFP, FIESD, Specialized Firearms Support Services Section</b>	Geographic Location - Emplacement géographique <b>Ottawa, Ontario, Canada</b>			
Name of Supervisor Nom du superviseur <b>Murray A. SMITH</b>	Supervisor's Position No. N° du poste du superviseur <b>00017103</b>	Supervisor's Position Title Titre du poste du superviseur <b>Manager - SFSS</b>	Supervisor's Position Classification Classification du poste du superviseur <b>FLFL5803</b>		

**CLIENT SERVICE RESULTS - RÉSULTATS AXÉS SUR LE SERVICE À LA CLIENTÈLE**

1. The FRT Administrator provides supervision, leadership and management to a unit within the Specialized Firearms Support Services (SFSS) Section responsible for the authoritative analysis and quality control (QC) of technical firearm information in the Firearms Reference Table (FRT). The FRT is utilized as a firearms identification and classification instrument by Canadian and international police agencies and forensic laboratories: the RCMP Canadian Firearms Program, Canada Border Services Agency (CBSA), Department of Foreign Affairs, Trade and Development (DFAIT), the Department of Justice (DOJ), the Department of National Defense (DND), Canadian firearm businesses/museums/gun clubs, INTERPOL, the United Nations and a number of other accredited organizations engaged in law enforcement and investigation. The FRT is also utilized by the Canadian law enforcement community to assist with firearms tracing, investigations and court expert witness preparation in support of firearms charges. It is also an essential tool used by the Canadian Firearms Program (CFP) to facilitate firearms licensing and registration as dictated by the Firearms Act. Additionally, the FRT is utilized by CBSA and DFAIT for import/export controls. This program has gained respect and credibility worldwide as being an authoritative encyclopedic source of firearm identification criterion.
2. The FRT Administrator represents the CFP as a program/project manager when it comes to on-going development and maintenance of the FRT and Firearms Standards Inventory (FSI) systems. The Subject Position (SP) provides the system programmer-technical lead with direction regarding system changes, prioritizes the order of execution of proposed changes and negotiates system release schedules.
3. As the FRT Subject Matter Expert, the FRT Administrator represents the FRT program on numerous committees and working groups within the RCMP as well as interdepartmental working groups with other federal departments. The SP is also a member of the INTERPOL IARMS (Illicit Arms Records and tracing Management System) Advisory group.
4. The SFSS Section provides the training and technical expertise to individuals in law enforcement tasked to perform firearms identification and classification services as a component of their job related duties. In connection with this responsibility the SP assists in setting these training standards and delivering training. The SP also oversees the development, implementation and update of four on-line firearm training programs through the Canadian Police Knowledge Network (CPKN).
5. As an FRT technical expert, the SP provides CFP managers with FRT status/statistical reports and operational / special activity FRT reports. The SP also oversees the production and review of standard quality control reports, assessed weekly to ensure data standards are consistently maintained.

- 6 The FRT Administrator analyzes existing policies and procedures and identifies gaps or shortcomings, taking corrective action by preparing drafts of proposed changes. The SP also oversees the development of new policies and procedures as well as manages the production of the SFSS Standard Operating Procedures and numerous FRT User Manuals.

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#### KEY ACTIVITIES - ACTIVITÉS PRINCIPALES

- 1 Provides supervision, leadership and management to a unit within the Specialized Firearms Support Services (SFSS). This unit is responsible for the authoritative analysis and Quality Control (QC) of technical firearm information in the Firearms Reference Table (FRT).
- 2 Represents the CFP as a program/project manager when it comes to on-going development and maintenance of the FRT and Firearms Standards Inventory (FSI) systems. The Subject Position (SP) provides the system programmer-technical lead with direction regarding system changes, prioritizes the order of execution of proposed changes and negotiates system release schedules. The SP oversees/performs user acceptance testing on numerous versions of the FRT (currently six) to ensure that system changes have been affected properly and perform as specified as well as requesting changes be made to rectify defects or errors before authorizing the production of large volume runs of FRT-DVD versions or the release of the FRT-Web through the RCMP Secure Access Portal (SAP) and Internet Presence Environment (IPE).
- 3 Establishes the strategic planning and operational structure required of the sub-section's mandate within SFSS and the Firearms Investigative and Enforcement Services Directorate. Strategic planning is a consultative process involving the Section Manager and the Chief Firearms Technologist.
- 4 Develops human resource planning and the roles, qualifications, performance standards, competencies and recruitment training necessary to enable the SFSS Section to meet its obligations to provide services based on authoritative knowledge of the firearms identification and classification processes. This involves coordinating requirements and paperwork with both Civilian Member and Public Service staffing sections.
- 5 As the FRT Subject Matter Expert, the FRT Administrator represents the FRT Program on numerous committees and working groups within the RCMP (i.e.: CFP-CIO committee, Firearms Standards Inventory (FSI) Working Group) as well as interdepartmental working groups with other federal departments (i.e.: Investments to Combat the Criminal Use of Firearms - ICCUF). The SP is also a member of the INTERPOL ARMS (Illicit Arms Records and tracing Management System) Advisory group.
- 6 Supervises, leads and manages the training component of the Section, establishing goals, content and accreditation requirements. Oversees the development, implementation and update of four on-line firearm training programs through the Canadian Police Knowledge Network (CPKN) which provides training in firearms identification/classification, the Criminal Code PART III, Section 84 and the Regulations appended thereto as well as training involving the Firearms Act and appended Regulations. The SP also assists in setting the training standards for advanced firearm identification training, in conjunction with the SFSS Manager and Chief Firearms Technologist, to be delivered to specialized firearm intelligence and investigative units (i.e.: gun and gang units, customs intelligence units).
- 7 As an FRT technical expert, the SP provides CFP managers with FRT status/statistical reports and operational / special activity FRT reports. The SP also oversees the production and review of standard quality control reports, assessed weekly to ensure data standards are consistently maintained.
- 8 Analyzes existing policies and procedures and identifies gaps or shortcomings, taking corrective action by preparing drafts of proposed changes for discussion with the SFSS manager and Chief Firearms Technologist. The SP also oversees the development of new SFSS policies and procedures as well as manages production of the SFSS Standard Operating Procedures in addition to the various FRT User Manuals required to inform and guide FRT clients on the functionality and utilization of this firearms identification system in an effective and efficient manner.



9. Provides direction, guidance and training to the Firearms Partner Agencies (i.e. Canada Border Services Agency, Public Safety Canada, Department of Foreign Affairs, Trade and Development, US Department of Alcohol, Tobacco and Firearms, INTERPOL Firearms Programme) as well as RCMP-CFP employees involved in communications with outside agencies and the general public with respect to the Criminal Code PART III, Section 84 and the Regulations appended thereto, the Firearms Act and the appended Regulations and/or firearms identification matters in general.
10. Provides firearm technical guidance and FRT system information to assist the Firearms Technicians and Senior Firearms Technicians in the performance of their duties, providing analysis of questionable firearms presented, to assist police agencies with investigations.
11. Develops and trains SFSS Firearms Technicians and Researchers to enable them to respond to the needs of clients, both internal and external to the CFP, to ensure all aspects of firearms identification and/or FRT utilization is accurately dealt with by SFSS staff.
12. Represents the SFSS Section at police training sessions at which the use of the FRT, firearms identification or technical issues relating to the legal classification of firearms are at issue or of interest.

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#### **RESPONSIBILITIES - RESPONSABILITES**

The FRT Administrator supervises a unit of five FTE's (currently) within Specialized Firearms Support Services (SFSS) section of the Canadian Firearms Program. This unit is responsible for the authoritative analysis and quality control (QC) of technical firearm information in the Firearms Reference Table (FRT).

As the FRT Subject Matter Expert, the FRT Administrator represents the FRT Program on numerous committees and working groups within the RCMP as well as interdepartmental and international working groups. This carries the responsibility of providing firearm technical knowledge and FRT program knowledge for use within these groups as well as representing the Canadian Firearms Program and RCMP as a whole.

The SP is responsible for the on-going development and maintenance of the FRT and Firearms Standards Inventory (FSI) systems. In doing so the FRT Administrator provides the system programmer-technical lead with direction regarding system changes, prioritizing system problems and enhancements while negotiating system release schedules with counterparts in the Informatics Sector. The SP is also responsible for approving FRT releases into production as well as authorizing the mass production of new FRT-DVD versions annually for use by domestic and international clients.

The SP leads the training component of the Section, establishing goals, content and accreditation requirements. This includes overseeing the development, implementation and updating of four on-line firearm training programs through the Canadian Police Knowledge Network (CPKN). The SP also assists in setting the training standards for advanced firearm identification training, in conjunction with the SFSS Manager and Chief Firearms Technologist, to be delivered to specialized firearm intelligence and investigative units. In relation to this responsibility, there are times the SP delivers FRT and firearms identification training sessions to employees within the CFP as well as members of firearm units within government departments and law enforcement.

The FRT Administrator is responsible for providing CFP managers with FRT status/statistical reports and operational / special activity FRT reports and Briefing Notes as well as addressing any FRT related Access To Information (ATI) requests. The SP also oversees the production and review of standard quality control reports, assessed weekly to ensure data standards are being consistently maintained.

As the FRT point person for numerous Firearms Partner Agencies (i.e. Canada Border Services Agency, Public Safety Canada, Department of Foreign Affairs, Trade and Development, US Department of Alcohol, Tobacco and Firearms, INTERPOL Firearms Programme), the SP provides guidance and direction on FRT-related matters in the area of system use, firearm identification or classification. In relation to this role, the SP is responsible for ensuring the necessary Memorandums of Understanding (MOUs) or Intellectual Property (IP) agreements are in place before FRT data and system design information is shared with partners external to the RCMP.

Analyses existing policies and procedures and identifies gaps or shortcomings, taking corrective action by preparing drafts of proposed changes for discussion with the SFSS manager and Chief Firearms Technologist. The SP also oversees the maintenance of SFSS policies and procedures as well as manages production of the SFSS Standard Operating Procedures in addition to the User Manuals which covers the various FRT versions used by domestic and international clients.

The FRT Administrator assists in developing human resource planning within SFSS. This involves discussing technical requirements with the Section Manager and Chief Firearms Technologist, establishing content for job bulletins, assisting with the development of the technical exam/interview questions and coordinating the necessary paperwork with both Civilian Member and Public Service staffing sections.

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#### **SKILLS - HABILETÉS**

##### **(Knowledge)**

The SP must have comprehensive knowledge and extensive experience with firearms and in the field of firearms identification, including the following areas: firearm operating principles, design principles and operating cycles, Part III of the Criminal Code and the Regulations appended thereto, the Firearms Act and appended Regulations, commercial and military firearms, shooting sports and ammunition reloading, the meaning and significance of firearm proof marks and proof practices, firearm terminology including component names as well as terminology related to types and actions, firearms safety and handling procedures, the international firearms industry with an understanding of the interrelationships between the major manufacturers, proof houses and the ammunition industry, including the historic interrelationships implicit in the technological advances in these industries.

As Administrator of the FRT program and supervisor of the unit responsible for the authoritative analysis and quality control (QC) of technical firearm information in the Firearms Reference Table (FRT), the SP requires extensive knowledge of quality control practices, standard operating procedures, program management, system testing practices, comprehending database structures and dictionaries, developing test scripts, identifying/deciphering systems errors, trouble-shooting practices, establishing on going FRT development plans in accordance to CFP priorities and business requirements, assessing the severity of any system errors and brainstorming possible solutions to system problems.

The SP requires a comprehensive understanding of developing both E-training and classroom training courses, including the knowledge required to establish training standards and procedures. Knowledge of effective presentation and delivery practices is also necessary for providing FRT and firearm identification training in a classroom setting.

Contextually, the work requires an understanding of the mandate of the Canadian Firearms Program (CFP) and the RCMP strategic priorities while working closely with other provincial, federal and international partner agencies including: Chief Provincial Firearms Officers and their staff, Canada Border Services Agency (CBSA), Department of Foreign Affairs, Trade and Development (DFATD), Public Safety Canada, provincial and municipal police forces, forensic laboratories and INTERPOL. As a supervisor, the SP must have the ability to organize and implement a program within the RCMP context. This requires a broad understanding of the requirements and restrictions imposed by policies, and protocols related to organizational structures.

A thorough understanding of the practices and requirements surrounding Memorandums of Understanding (MOUs) and Intellectual Property (IP) agreements are necessary to ensure FRT data and system design information is protected and properly covered by formal agreements while working with partners external to the RCMP.

The SP must have knowledge of human resource planning, particularly in the area of staffing processes and procedures governing both Civilian Members and Public Servants. This includes a solid understanding of human resource management requirements and classification matters so they may be identified and dealt with in a timely manner.

Thorough and accurate writing abilities and the knowledge of statistical reporting are necessary skills for producing reports to CFP management as well as developing documentation covering SFSS operating procedures, training manuals, FRT help files, FRT enhancement plans and briefing notes.

#### **(Contacts)**

The SP serves as a primary point of contact for officers within and external to the RCMP requiring authoritative knowledge on the identification of firearms and the FRT. Such inquiries would normally reflect the failure to achieve such identification at a junior level and therefore the issue would focus on exceptionally obscure or unique firearms requiring in-depth discussion to resolve the issue. Assistance is provided to numerous Canadian law enforcement units involving investigations related to firearms identification. Contacts include RCMP, Sûreté du Québec (SQ), Gun & Gang Units, Municipal Police Services, Canada Border Services Agency (CBSA), National Weapons Enforcement Support Team (NVEST), Provincial Weapons Enforcement Unit (PWEU), Canadian National Firearms Tracing Centre, and the Department of Foreign Affairs, Trade and Development (DFATD).

The provision of training to external agencies requires the SP to establish working relationships, initiate discussion as to nature and content of training and resultant accreditation of their staff. Training is delivered to various interdepartmental partners (i.e. Canadian Firearms Registry employees, provincial/territorial authorities in Chief Firearms Offices), outside Canadian agencies (i.e. provincial/municipal police agencies, Canada Border Services Agency, Department of Justice, National Defense, Public Safety Canada, etc.) and international agencies (i.e. United Nations, international police agencies) on the historical use of firearms, firearms functionality and identification practices, including the use of the Firearms Reference Table (FRT).

The SP must work closely with programmers and various other technical groups within the Informatics sector regarding FRT program development plans, system adjustments/enhancements and FRT releases. Given limited IT resources, the SP must also recognize competing IT priorities within the CFP, making it necessary to maintain on-going communication with the CFP Director of Firearm Business Improvement to negotiate FRT priorities in relation to other IT priorities for the CFP.

The FRT Administrator represents the FRT Program on numerous committees and working groups within the RCMP as well as interdepartmental and international working groups. As a result, on-going communication is required to ensure members of these groups remain current on FRT activity. There are also times when the FRT Administrator solicits assistance or information from group members.

The incumbent must coordinate specialized services and communication with his/her manager and the FS & IS Chief Scientist - Firearms to ensure there is no conflict with expert opinion between the two RCMP divisions.

There is a requirement to communicate with firearm manufacturers, importers, and national/international distributors in order to obtain supporting technical firearm documentation for classification.

Duties associated with SFSS occasionally result in travel to off-site locations in order to gather information or to perform the job function of researching firearms and collecting information.

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#### **EFFORT**

##### **(Technical Responsibility)**

The SP is responsible for the leadership, management and organization of the Quality Control/Training sub-section. This includes the definition of roles and the assignment of responsibilities, provision of information and ensuring that staff are trained and have the ability to provide authoritative guidance on all issues pertaining to the definitive identification of firearms.

The SP is responsible for ensuring the SFSS Section meets the specific requirements necessary to ensure the CFP mandate can be met and in-house personnel as well as partner agencies are provided the necessary service and training.

FRT clients depend on the availability and operational function of the software. The SP is responsible for ensuring the program (currently in six versions) is technically functional and dependable. Should problems in the software be detected, the SP is expected to provide workaround solutions to users while a permanent fix is prioritized with the Informatics group. The SP must also represent SFSS business interests within the CFP while competing with limited IT resources and funding.

Commercial retail and wholesale firearm dealers may have business concerns which have to be addressed related to firearms identification and the marketing of firearms "new" to the marketplace which may not be included on the FRT database. Each specific case demands intensive research to establish the accurate descriptors of such firearms. Innovative firearms following modernization trends are often more complicated to assess and classify. The SP must ensure the technical information collected is adequate to support the description and classification in the FRT. The SP must also constantly review quality control policies to identify any gaps or areas requiring further clarification as new firearm trends emerge.

Firearm classification can be a politically charged environment, where decisions may not resonate well within certain government departments or special interest groups. The SP must ensure classification decisions are reached from a technical analysis of the firearm and these decisions can be supported through references and defended, if necessary, in court.

SP oversees the logistics of training and the development of expertise within the SFSS organization. The SFSS Section provides a core service to the CFP in the authoritative identification and legal classification of firearms, providing the analysis and skills necessary to ensure all SFSS Section decisions as to firearm identification are correct.

The SP must ensure that the official SFSS policies and/or views of design lineages of firearms and the resulting legal classification of firearm issues are accurately portrayed in training and not be influenced by advocacy from outside agencies or individuals.

The SP must be able to present logical conclusions, orally and in writing, synthesizing a defensible point of view. These views may be utilized to formulate policy, complete training packages, contribute to official correspondence between government departments, or in the drafting of briefing notes submitted by senior CFP management.

The SP must have the ability to communicate confidently and intelligently with government agencies, police agencies, the firearms business community, Chief Provincial/Territorial Firearms Officers, Crown Prosecutors and other national/international clients which requires considerable intellectual effort.

#### **Continuing study**

The SP must maintain currency in the firearms discipline. Firearm design is a continuing evolutionary process totally dependent upon evolving developments. It is necessary to trace the evolution of firearms through changes in firearm technology to assist in the assessment of a firearm as a "variant or modified version" of other firearms in order to accurately determine the legal class of certain firearms.

The SP's knowledge, expertise and the training written by him/her will have an impact on SFSS policies, procedures and standards.

Given the SP's responsibility for on-going development and enhancement of the FRT program, maintaining currency on trends/innovations in program functionality and system delivery to clients is extremely important.

#### **Consequences of error**

Errors will undermine the integrity of the Specialized Firearms Support Services Section and/or the Firearms Reference Table and reduce the degree of confidence achieved by the SFSS Section and the firearms identification database known as the FRT.

Errors could result in a citizen being arrested and/or charges being laid erroneously, thusly embarrassing the RCMP and will result in unfavorable publicity for the RCMP and the possibility that civil action could be taken against the RCMP, other police agencies or Canadian Firearms Program.

A lack of consistency or a lack of consistent application of logic will undermine the value of the standards set by the FRT.

#### **(Sustained Attention)**

The SP must, in providing authoritative guidance to Firearm Technicians, review numerous reference documents, summarize the technical information and form logical conclusions regarding firearm identification and classification. In some cases, there is conflicting technical information within the reference materials, poor photos or unclear descriptions. Distinctions can be fine and descriptions imprecise requiring a high degree of sustained focus on the subject.

Some degree of mental stress is considered normal due to the sensitivity of the subject matter. Errors in identification and/or classification could have serious consequences to firearm importations, ownership or investigations.

Some degree of mental stress is considered normal due to the time constraints associated with the work. Work is performed daily with the knowledge that a client, be it an investigator, customs agent, government employee, business or individual, is unable to carry out their duties without a response on firearm classification.

Attention to detail is essential in the provision of reports to CFP management, the review and maintenance of FRT business requirements, FRT system testing, the analysis of FRT system performance and database reports, the maintenance of SFSS standards and procedures, the review of quality control procedures and in the preparation of training packages and technical documentation.

#### (Physical Effort)

There is an occasional need to handle and disassemble firearms to conduct detailed examinations.

The SP must be both competent and comfortable in a shooting range environment and with firearms handling and safety.

#### Hazards

While firearms are inherently dangerous, safety training and careful practices mitigate danger.

There is some possibility of cuts and scratches from disassembling firearms using hand tools as well as some exposure to lubricants.

The work environment involves occasional contact with gunshot residues and heavy metal contamination.

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### **WORKING CONDITIONS - CONDITIONS DE TRAVAIL**

#### (Conditions of Work)

Working within a conventional office environment with standard workstations such diverse medical problems as eye strain or carpal tunnel syndrome are possible.

**IMPORTANT FORM PRINTING INSTRUCTIONS PLEASE READ BEFORE PRINTING DOCUMENT**



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

**WORK DESCRIPTION      DESCRIPTION DE TRAVAIL      General Technical (GT/GTEC)  
Techniciens Divers (GT/GTEC)**

Position No. / N° du poste  <b>S3627 - C00</b>	Position Title / Titre du poste  <b>Senior Firearms Technician</b>	Position Classification / Classification du poste <b>G TEC-05 (P)</b>	Job Code Code <b>2418</b>	NOC CNP	Effective date Date d'entrée en vigueur <b>2009-11-27</b>
Division  <b>HQ</b>	Branch - Service <b>CFP - FIED - Specialized Firearms Support Services</b>	Geographic Location / Emplacement géographique <b>OTTAWA Ontario, Canada,</b>			
Name of Supervisor Nom du superviseur  <b>F.A. William ETTER</b>	Supervisor's Position No. N° de poste du superviseur  <b>S3627-22243</b>	Supervisor's Position Title Titre du poste du superviseur  <b>Sr Firearms Technologist SFSS</b>	Supervisor's Position Classification Classification du poste du superviseur  <b>G TEC-06</b>		

**Important Note to Users Group Definition**

**WRITING TOOLBOX**

Writing Guidelines   Organization of Work   CHRA (Definitions)

**CLIENT SERVICE RESULTS - RÉSULTATS AXÉS SUR LE SERVICE À LA CLIENTÈLE**

Information Required

Under the supervision of the Senior Firearms Technologist, Specialized Firearms Support Services Section (SFSS), the Senior Firearms Technician performs the following SFSS activities.

The Senior Firearms Technician provides technical firearms expertise to and on behalf of the RCMP for the purpose of building a Firearms Identification data base known as the Firearms Reference Table (FRT). This data base information system is a major tool utilized by the National Weapons Enforcement Support Team (NWEST) and the Canadian law enforcement community.

The FRT is used by the Canada Border Services Agency (CBSA), Department of Foreign Affairs & International Trade (DFAIT), the Canadian Firearms Program (CFP) and the Canadian Firearms Registry (CFR) in order to facilitate the identification and registration of firearms in Canada as dictated by the Firearms Act and for the purpose of import/export controls. The FRT is also utilized by firearm businesses, INTERPOL, museums / gun clubs, enforcement organizations engaged in law enforcement and investigation and a number of national and international police organizations.

In his/her capacity as a FRT System Editor, the Senior Firearms Technician supervises, develops, populates, and maintains an automated firearms identification system known as the FRT. The Senior Firearms Technician also identifies firearms which are not resident on the FRT and enters them onto the FRT as required.

The Senior Firearms Technician may be required to attend Court to give "Expert Witness" testimony on firearms identification matters related to Firearm Legal Classifications or to defend material included in the FRT and when so required prepares court documents or testimony.

The Senior Firearms Technician may be required to function as a member of the Firearm Standards Committee.

The Senior Firearms Technician may be required to deliver training on the subject of firearm identification or the effective and efficient use of the FRT to groups of adults numbering from one or two to groups of 50 or more in a classroom environment.

## KEY ACTIVITIES - ACTIVITÉS PRINCIPALES

### Information Required

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#### Key Activities

% of  
Time

The Senior Firearms Technician provides firearm technical research to and on behalf of the RCMP, not only to all other RCMP sections and provincial/municipal police agencies but also interdepartmental partners, such as CBSA, DFAIT, Chief Provincial/Territorial Firearms Officers, firearm businesses, museums/gun clubs, the Canadian law enforcement community and the National Weapons Enforcement Support Team (NWEST) and other organizations engaged in law enforcement and investigation.

1. The Senior Firearms Technician assists with and supervises the development, population, maintenance and delivery of an automated firearms identification instrument (Firearms Reference Table - presently containing over 130,000 firearms) which is interlinked to the Canadian Firearms Information System (CFIS) and provided in both electronic form and CD-ROM format for use by interdepartmental partners, international bodies, provincial/territorial authorities, Chief Provincial/Territorial Firearms Officers, the firearm business community, museums/gun clubs, police agencies, Interpol and a number of accredited organizations engaged in law enforcement or disarmament activities.

2. Performs and supervises research, verification, and development of textual firearms descriptions for inclusion into the Firearms Reference Table. These functions require in-depth analysis in order to determine the legal classification of firearms (e.g. "restricted, prohibited, antique, Criminal Code Section 84 (3) "exempt" firearms and non-restricted firearms"). There is a requirement to communicate with manufacturers, importers, and national/international distributors in order to obtain supporting documentation for classification activity. Firearm classification is instrumental to the Canadian firearms registration program, having an impact on whether persons wishing to register their firearms are authorized to do so, and may lead to court action following client dissatisfaction. The determined classification is included on the FRT which is used by the Canadian Firearms Information System to determine the acceptance or rejection of a request for firearm registration. Given that the CFIS and FRT perform these functions



electronically, no visual verification is possible, denoting the importance of accuracy in populating the RCMP, FRT. The Senior Firearms Technician, may be appointed to participate as a member of the "Standards Committee" responsible for establishing all FRT standards and conventions and procedures.

**Total % Time = 40%**

3. The Specialized Firearms Support Services Section employees are the technical experts in the accurate identification and classification of firearms. As such they assist all other branches of the RCMP and the other sections within the Canadian Firearms Program in the identification and classification of firearms as requested by Canadian law enforcement agencies and the Canadian public. In providing this service, firearms are associated to the appropriate legal class (e.g. restricted, non-restricted, prohibited or antique Criminal Code Part 3, Section 84 (3) exempt) thus determining legal possession eligibility of the firearm by firearm registration applicants whether for personal use, business ventures or for import/export purposes.
4. The Senior Firearms Technician provides technical and research expertise offered to numerous clients from the private/public sector who require firearm technical specifications, manufacturer's specifications and/or identification information. The Senior Firearms Technician's primary function is to assist with the provision of a firearms identification and classification expertise designed to service both Canadian and foreign clients. For this reason, experience with firearms and in the field of firearms identification is essential. More detailed research is required when reviewing firearm descriptions for exemptions such as those under Section 12(7) of the Firearms Act with respect to firearms manufactured before 1946 to determine whether the firearm falls within the prohibited or restricted category. This same intensive research is required to establish firearm status as a prohibited, fully automatic, converted automatic, grandfathered, restricted or non-restricted firearm.
5. The SFSS Section Firearms Technicians, under supervision of the Sr Firearms Technician, are also responsible for determining whether claims of Antique status are valid and authorizing the appropriate deactivation of firearms (attesting to deactivation permanence and irreversibility) ensuring conformity to guidelines.
6. Assistance is provided to Canadian law enforcement agencies requiring investigations relating to firearms identification by physically working with the investigators, handling firearms, prohibited devices or ammunition to interpret status, functionality, and to document findings.

7. When required, the Senior Firearms Technician researches and prepares court documents or testimony in preparation for court appearances as a firearms expert witness (non-forensic) and advises Crown Prosecutors on case preparation when necessary. These cases play a significant role in the firearms registration process and set Canadian case law.

8. The Senior Firearms Technician drafts, composes and forwards for approval a wide range of technical documents, reports, briefs, and Firearms Identification policy documents intended for internal use within the Firearms Program, by senior RCMP management, interdepartmental partners, or private/public organizations across Canada.

9. Researches design principles and firearm developmental history by tracing the evolution of the original status and technology of firearms.

**Total % Time = 30%**

10. The Senior Firearms Technician studies the Criminal Code, Firearms Act and the Regulations appended thereto including the Restricted Firearms Regulations, the Prohibited Firearms Regulations, Import/Export Regulations and National Carrier Regulations in order to analyze and interpret policies, regulations, and technical literature in order to ensure that firearm models have been correctly identified and classified.

**Total % Time = 10%**

11. The Senior Firearms Technologist is required to assist with delivering training to various interdepartmental partners and outside agencies (i.e. Justice, DND, etc.) on firearms historical use, functionality and identification practices including the use of the RCMP Firearms Reference Table (FRT) design and CFIS interlink functions. Delivers training sessions on firearm functionality and identification including FRT function and interlink features to both internal to the CFP (such as Canadian Firearms Registry employees) and external users (e.g. The Canadian Law Enforcement Agencies, Ministry of Justice and Ministry of Public Safety employees, the Central Processing Site in Miramichi, provincial/territorial authorities, etc.)

12. The Senior Firearms Technician may be required to deliver on-job training including the instruction of junior firearms technicians on the subjects of the History and Development of Firearms and Ammunition, Firearms Theory and Principles of Operation of firearms and other related firearms subjects.

13. The Senior Firearms Technician attends Court as Firearms "Expert Witness" when required. Liaises with Crown Prosecutors and prepares court documents or testimonial information.

**Total % Time = 10%**

14. Performs other duties related to area of responsibility such as:

- a) conduct tours of the reference standards firearm collection at RCMP headquarters for CFP personnel, interdepartmental officials, provincial/territorial authorities or members of the general public in order to provide instruction related to firearms
- b) travel to bullying locations to work in Police Firearms Collections or Museums for the purpose of identifying firearms for inclusion on the FRT or to capture digital images of firearms required to enhance FRT records.

Total % Time = 10%

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**RESPONSIBILITIES - RESPONSABILITES**

(Supervision)

Supervises up to six subordinates at varying levels of technical expertise. This supervisory function includes all activities associated with leadership and management and the technical development of subordinates through on-job training.

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**SKILLS - HABILITES**

(Knowledge)

The incumbent's primary function is to assist with the provision of a firearms identification and classification centre of expertise designed to service both domestic and foreign clients. For this reason, knowledge and experience with firearms and in the field of firearms identification is essential.

Knowledge of firearm operating principles, firearm design principles, firearm operating cycles is required.

Knowledge of the meaning and significance of firearm proof marks, of world wide firearms proof practices and the name and the role of the standard setting bodies.

Extensive knowledge of firearm terminology and component names is required.

Extensive knowledge of firearm terminology as it relates to firearm types and actions is required.

Comprehensive knowledge of the Firearm Editing Procedures for System Editors as written to govern the composition of FRT records and record information on the FRT is required.

Comprehensive knowledge of firearm safety and handling procedures to the standard achieved by the Canada Firearms Safety Course both for Non-Restricted and Restricted Firearms.

Must meet the required knowledge standard for "Firearms Reference Table, System Editor".

Some knowledge of the Firearms Program partner agencies and the requirements of these Partner Agencies, as they apply to the Firearms Reference Table.

Some knowledge of various computer programs (Microsoft/Corel) in a windows environment, including Word, WordPerfect and be proficient in file management and saving files.

A good knowledge of the firearms industry world wide and the interrelationships between the major manufacturers is necessary. The firearms industry is international in scope and it is necessary to understand the interrelationships between the major manufacturers, proof houses, the ammunition industry and the features of ammunition generally.

The Senior Firearms Technician must maintain currency in their discipline.

The Senior Firearms Technician's knowledge and expertise will have an impact on firearm regulations, policies, procedures and standards. The incumbent is expected to work with minimal supervision because of his/her speciality field and to recognize the need for obtaining guidance in those areas which are not within his/her expertise.

(Contexts)

1. The incumbent must coordinate specialized services with his/her supervisor to ensure that other areas, such as FS&IS Laboratory personnel, to ensure that expert opinion for firearms registration/classification related cases being presented in court does not conflict with forensic opinion presented by the Forensic Laboratories and other RCMP policy centers to ensure that work performed meets established standards.
2. Duties associated with the SFSS often require that Firearm Technical personnel travel to off-site locations in order to gather information or to perform their job function of researching firearms and collecting information.
3. Partner Agencies include: The Department of Justice, Canada Border Services Agency, Department of Foreign Affairs and International Trade, Chief Provincial/Territorial Firearms Officers, police agencies and The Department of National Defence. The FRT is also used by the United Nations for import/export controls, firearm businesses, Interpol, museums/gun clubs, and a number of other accredited organizations engaged in law enforcement and investigation.

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**EFFORT**

(Technical Responsibility)

**Intellectual effort & physical effort**

The Senior Firearms Technician must ensure that the official SFSS policies/views of design lineages of firearms and the resulting legal classification of firearm issues are not influenced by advocacy from outside agencies or individuals.

The Senior Firearms Technician must be able to present logical conclusions, orally and in writing. These views may be utilized to complete technical inspection files or populate the FRT.

Physical effort is required to manipulate, handle, lift, transport and discharge all types and descriptions of firearms indoors and outdoors in all seasons of the year.

Considerable concentration and hand/eye coordination are required to manipulate and handle or manipulate and discharge all classes and categories of firearms.

The Senior Firearms Technician must be willing and able to travel to off-site locations in order to gather information or to perform their job function of researching firearms and collecting information.

(Technical Responsibility)

**Decision making**

The Senior Firearms Technician reports to and works under the general supervision of the Specialized Firearms Support Services Section, Senior Firearms Technologist.

The Senior Firearms Technician is provided with goals, expectations and the general performance requirements. Goal accomplishment strategies and day-to-day work methodologies are left to the individual's discretion. Guidance is provided on policy or when issues become politically sensitive and require management decision.

A great deal of autonomy is accorded the Senior Firearms Technician. The incumbent is expected to make sound decisions based on expertise in the firearms field. Issues which may have an impact on other Sections / Branches within the RCMP and which may be politically sensitive or very complex, in a legal sense, are referred to management for decision.

The incumbent's primary function is to supervise and assist with the provision of a firearms identification and classification centre of expertise designed to service both Canadian and foreign clients. For this reason, experience with firearms and in the field of firearms identification is essential. The ability to communicate confidently and intelligently with police agencies, the firearms business community, Chief Provincial/Territorial Firearms Officers, Crown Prosecutors and other national / international clients is essential.

The incumbent is expected to work with minimal supervision because of his/her speciality field and to recognize the need for obtaining guidance in those areas which are not within his/her expertise. Decisions are made regarding all areas managed within the overview of SFSS, which include the population, maintenance of the FRT, research, analysis and identification of firearms for all clients of the SFSS Section (public or private) and decisions related to the technical consultative role filled by the SFSS Section, FRT Quality Control Analysis function.

Decisions are made relating to firearms identification and descriptions but also the development of firearm identification and classification standards used across Canada by the private or public sector in identifying firearms. These descriptors are utilized to describe firearms of multinational interest by the international policing organization, Interpol, to describe firearms of transnational interest. These standards are disseminated through the Firearms Reference Table (FRT), the legal classification indicates to users whether a firearm is considered "restricted, non-restricted prohibited, antique, Criminal Code Section 84 (3) "exempt" firearms under Canadian Law.

(Technical Responsibility)

**Continuing study**

The Senior Firearms Technician must maintain currency in their discipline.

The Senior Firearms Technician's knowledge and expertise will have an impact on firearm regulations, policies, procedures and standards. The incumbent is expected to work with minimal supervision because of his/her speciality field and to recognize the need for obtaining guidance in those areas which are not within his/her expertise.

**Consequences of error**

Errors will undermine the integrity of the Firearms Reference Table and reduce the user's confidence in the system. Errors could result in a citizen being arrested and/or charges being laid erroneously, thusly embarrassing the RCMP, the Registrar of Firearms and will result in unfavorable publicity for the RCMP and the possibility that civil action could be taken against the RCMP, other police agencies or the Canadian Firearms Registry.

Technical Responsibility:

Work performance

The incumbent's primary function is to supervise and contribute to the provision of a firearms identification and classification centre of expertise designed to service both Canadian and foreign clients.

The incumbent is expected to exercise good judgement at all times based on his/her knowledge and experience when dealing with national / international organizations, intergovernmental partners, provincial/territorial authorities, police agencies, businesses and members of the public, given that direction and opinions are being given by an RCMP Firearms "Expert" and acted upon as such.

Provides support and expertise in the identification of firearms and matching firearms to the FRT to classify them in accordance with the Criminal Code and the Firearms Act. Identifies characteristics to confirm or deny claims to antique status through date of manufacture, 'grandfathering' status or other questions specific to a firearm. Uses trade-specific specialized measuring and calibration devices and digital imaging equipment for recording and identification purposes.

Firearms identification is the prerequisite for determining a firearms legal classification which is the basis for the registration of the firearm and for a Chief Firearms Officer in each province to grant the privilege to possess that kind of firearm. Accurate identification and classification of firearms increases the probability of establishing a successful firearm trace.

The FRT information embedded in the Canadian Firearms Information System enables police to investigate firearms crimes and trafficking, respond to emergency situations and use appropriate precautions for officer and public safety. The information also enables the police to determine whether the licence privileges of the owner are compatible with the possession of a firearm according to the classification of the firearm.

Firearms classification is instrumental to the Canadian Firearms Program, determining whether individuals wishing to register their firearms may do so. Refusal may result in litigation. The determined classification of the firearm, once entered in the FRT, is used by CFIS to determine the acceptance or rejection for a firearm request and by law enforcement agencies to determine lawful possession of firearms by individuals. Since the CFIS and FRT function electronically, visual verification is sometimes not possible and the accuracy of the system is vital.

Many firearms are modified and it is necessary to learn the nature of such modifications as it related to classification. Modifications must be accurately described. Deactivation must meet prescribed standards and justifies recommendation for de-registration. Contributes to the course content of training courses, including the history and development of firearms and ammunition, Firearms theory and Principles of Operation and related subjects.

Accurate identification and classification of firearms for registration increase the probability of establishing a successful trace. The information also enables the police to determine whether the licence privileges of the owner are compatible with the possession of a firearm according to the classification of the firearm.

(Sustained Attention)

Care must be taken in examining and measuring firearms, identifying characteristics and matching to FRT or other descriptions.

(Physical Effort)

Intellectual effort & physical effort

The Senior Firearms Technician must ensure that the official SFSS / FRT policies/views of design linages of firearms and the resulting legal classification of firearm issues are not influenced by advocacy from outside agencies or individuals.

The Senior Firearms Technician must be able to present logical conclusions, orally and in writing synthesizing a defensible point of view. These views may be utilized to formulate policy, complete technical inspection files, official correspondence between government departments or as draft documents submitted to those in supervisory positions over him/her for ministerial review.

The skill and the ability to communicate confidently and intelligently with police agencies, the firearms business community, Chief Provincial/Territorial Firearms Officers, Crown Prosecutors and other national/international clients is essential and requires considerable intellectual effort.

Physical effort is required to manipulate, handle, lift, transport and discharge all types and descriptions of firearms indoors and outdoors in all seasons of the year.

Considerable concentration and hand / eye coordination are required to manipulate, handle or manipulate and discharge all classes and categories of firearms.

The incumbent must be both competent and comfortable in a shooting range environment.

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**WORKING CONDITIONS - CONDITIONS DE TRAVAIL**

(Conditions of Work)

Normal for an office environment and could involve such diverse medical problems as eye strain or carpal tunnel syndrome.

Some degree of mental stress is considered normal due to the sensitivity of the subject matter and the time constraints associated with the work.

The work environment involves occasional contact with gunshot residues and heavy metal contamination.

Normal for an office environment and could involve such diverse medical problems as eye strain or carpal tunnel syndrome.

#### Conditions of Work

##### Environment

Primarily office environment. There is some exposure to lubricants when disassembling firearms.

##### Hazards

While firearms are inherently dangerous, safety training and careful practices mitigate danger. There is some possibility of cuts and scratches from disassembling firearms using hand tools.

The work environment involves occasional contact with gunshot residues and heavy metal contamination.

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Royal Canadian  
Mounted Police

Gendarmes royales  
du Canada

**WORK  
DESCRIPTION**

**DESCRIPTION  
DE TRAVAIL**

**General Technical (GT/GTEC)  
Techniciens Divers (GT/GTEC)**

Position No. - N° du poste	Position Title - Titre du poste	Position Classification - Classification du poste	Job Code - Code d'emploi	NOC - CNF	Effective date - Date d'entrée en vigueur
Generic	Firearms Technician	GT-04	004245		2014-07-09
Division	Branch - Service	Geographic Location - Emplacement géographique			
Specialized Policing Services	Canadian Firearms Program/FIESD	Ottawa, Ontario			
Name of Supervisor - Nom du superviseur	Supervisor's Position No. - N° du poste du surveillant	Supervisor's Position Title - Titre du poste du surveillant	Supervisor's Position Classification - Classification du poste du surveillant		
various	45143 - 45144	Senior Firearms Technologist	GTEC-05/ GT-05		

**CLIENT SERVICE RESULTS - RÉSULTATS AXÉS SUR LE SERVICE À LA CLIENTÈLE**

1. The Firearms Technician provides technical firearms expertise to and on behalf of the RCMP by assisting with the development of a firearms database known as the Firearms Reference Table (FRT). The FRT is utilized as a firearms identification and classification instrument by Canadian and International police agencies and forensic laboratories, the RCMP Canadian Firearms Program, Canada Border Services Agency (CBSA), Department of Foreign Affairs & International Trade (DFAIT), the Department of Justice (DOJ), the Department of National Defense (DND), Canadian firearm businesses/museums/gun clubs, INTERPOL, the United Nations and a number of other accredited organizations engaged in law enforcement and investigation.  
The FRT is also utilized by the Canadian law enforcement community to assist with firearms tracing, investigations and court expert witness preparation in support of firearms charges. It is also an essential tool used by the Canadian Firearms Program (CFP) to facilitate firearms licensing and registration as dictated by the Firearms Act. Additionally, the FRT is utilized by CBSA and DFAIT for import/export controls.
2. The Firearms Technician provides firearms identification and classification expertise to Canadian law enforcement agencies to assist with investigations.
3. The Firearms Technician delivers firearms training to police agencies, sections within the RCMP, CBSA, DFAIT and a number of other accredited organizations engaged in law enforcement and investigation.

**KEY ACTIVITIES - ACTIVITÉS PRINCIPALES**

Under the supervision of the Senior Firearms Technician, Specialized Firearms Support Services Section (SFSS), the Firearms Technician performs the following Specialized Firearms Support Services (SFSS) activities.

1. The Firearms Technician assists with the development, population, maintenance and delivery of the Firearms Reference Table (presently containing over 150,000 firearms), which is interlinked to the Canadian Firearms Information System (CFIS) and produced in both DVD and Web formats for use by interdepartmental partners, international bodies, provincial/territorial authorities, Chief Provincial/Territorial Firearm Officers, National Vendor's Network, firearm business community, museums / gun clubs, police agencies, INTERPOL, and a number of other accredited organizations engaged in law enforcement or disarmament activities.

- The Firearms Technician researches, verifies, and develops clear and complete textual firearms descriptions for inclusion into the FRT, using FRT protocols. These functions require thorough analysis of the technical firearm data as well as an in-depth understanding of Part III of the Criminal Code in order to determine the legal classification of firearms (e.g.: restricted, prohibited, non-restricted, antique and Criminal Code Section 84 (3) "exempt" firearms). There is a requirement to communicate with manufacturers, importers, and national/international distributors in order to obtain supporting documentation for classification. Firearm classification is instrumental to the Canadian Firearms Registration program. An automated check of the FRT is performed by the Canadian Firearms Information System (CFIS) to determine the acceptance or rejection of a request for firearm registration, thereby having an impact on whether persons wishing to register their firearms are authorized to do so. Client dissatisfaction or disagreement may lead to court action. The determined classification is included on the FRT. Given that the Canadian Firearms Information System (CFIS) and Firearms Reference Table (FRT) perform these functions electronically underlines the importance of accuracy in populating the Firearms Reference Table (FRT).
  - The Firearms Technician assigns legal classifications to firearms which enables the police to determine whether the license privileges of the owner are compatible with the possession of a firearm according to the classification of the firearm, thus permitting the police to know whether an offence has occurred.
  - The Firearms Technician may be appointed to participate as a member of the "Standards Committee" responsible for establishing all FRT standards, procedures and conventions.
  - The Firearms Technician may be requested to perform Quality Assurance duties and enforce all FRT standards, procedures and conventions in a peer review process.
2. The Specialized Firearms Support Services Section employees are the technical experts in the accurate identification and classification of firearms. As such they assist in the identification and classification of firearms as requested by Canadian law enforcement agencies, government departments and the Canadian public. In providing this service, the Firearms Technician is determining legal possession eligibility of the firearm.
- The Firearms Technician provides technical and research expertise, offered to numerous clients from the private/public sector that require firearm technical specifications, manufacturer's specifications and/or identification information. The Firearms Technician provides firearms identification and classification expertise service to both Canadian and foreign clients. For this reason, experience with firearms and in the field of firearms identification is essential.
  - The Firearms Technician, under the supervision of the Senior Firearms Technician, is responsible for determining whether claims of Antique status are valid and authorizing the appropriate deactivation of firearms (attesting to deactivation permanence and irreversibility) ensuring conformity to guidelines.
  - The Firearms Technician provides assistance to Canadian law enforcement agencies involving investigations related to firearms identification by physically working with the investigators, handling firearms, prohibited devices or ammunition to interpret status, functionality, and to document findings.
  - The Firearms Technician drafts, composes and forwards for approval a wide range of technical documents, reports and briefs.
3. The Firearms Technician studies the Criminal Code, Firearms Act and the Regulations appended thereto including the Restricted Firearms Regulations, the Prohibited Firearms Regulations, Prohibited Devices Regulations, Cartridge Magazine Control Regulations and Import/Export Regulations in order to analyze and interpret policies, regulations, and technical literature in order to ensure that firearm models have been correctly identified and classified.

4. The Firearms Technician is required to assist with delivering training to various interdepartmental partners (i.e.: Canadian Firearms Registry employees, provincial/territorial authorities in Chief Firearms Offices) and outside agencies (i.e.: national and international police agencies, Canada Border Services Agency, Department of Justice, National Defense, Public Safety Canada, etc.) on the historical use of firearms, firearms functionality and identification practices, including the use of the Firearms Reference Table (FRT).
  - \* The Firearms Technician may be required to instruct on subjects such as: the History and Development of Firearms and Ammunition, Firearms Theory and Principles of Operation, firearms identification, firearms safety, the Firearms Reference Table and other related firearms subjects.
5. Performs other duties related to area of responsibility such as:
  - A. Conduct tours of SFSS and the reference standards firearm collection for CFP personnel, interdepartmental officials, provincial/territorial authorities or members of law enforcement agencies in order to provide instruction related to firearms.
  - B. Travel to outlying locations to work in police firearms collections or museums for the purpose of identifying firearms for inclusion on the FRT, to assist with the capture of digital firearms images required for FRT records or to provide firearm identification and classification assistance to police/customs agents.
  - C. Prepare documentation for Courts and Tribunals in reference to firearm identification and classification. It is also possible for a firearms technician to be called as an expert witness in firearm identification.
  - D. Travel to outlying locations or foreign countries to attend firearm trade shows and expositions for the purpose of discussing firearm technical matters with manufacturers as well as gathering manufacturer's advertising of the most current production of firearms for inclusion on the FRT.

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#### RESPONSIBILITIES – RESPONSABILITÉS

The Firearms Technician provides firearm technical expertise to and on behalf of the RCMP by assisting with the development of a firearm identification database known as the Firearms Reference Table (FRT).

The FRT is the "go to" database, heavily relied upon by police, customs agents and regulatory officials. The Firearm Technician's primary function is to research and develop textual firearms descriptions in the FRT, including the assignment of legal classification. Firearm classification is instrumental to the Canadian Firearms Program, establishing the licensing, registration and transfer requirements for individuals and businesses. The classification of the firearm in the FRT is used by CFIS to determine the acceptance or rejection of a firearm registration or transfer. Law enforcement uses the firearm description and classification to determine lawful possession of firearms, investigate firearms crimes and trafficking, as well as to assess appropriate precautions for officer and public safety when responding to emergency situations.

The Firearms Technician provides firearm technical information on behalf of the RCMP, not only to other RCMP sections and provincial/municipal police agencies but also interdepartmental partners, such as the Department of Justice (DOJ), Canada Border Services Agency (CBSA), Department of Foreign Affairs & International Trade (DFAIT), Provincial/Territorial Firearms Officers, the National Verifier's Network, firearm businesses, museums / gun clubs, the Canadian law enforcement community, including National Weapons Enforcement Support Team (NWEST) and a number of other accredited organizations engaged in law enforcement and investigation.

The Firearms Technician reports to and works under the general supervision of the Senior Firearms Technician. The incumbent is expected to work with minimal supervision and to recognize the need to obtain guidance in those areas which are not within his/her expertise. A great deal of autonomy is accorded the occupants of these positions. The incumbent will

be provided with policies, goals, expectations and the general work performance requirements. Goal accomplishment strategies and day-to-day work methodologies are left to the individual's discretion.

Despite the accuracy of information in the FRT, litigation is always a possibility. Therefore, the references used to support information contained in the FRT must be able to withstand legal challenges. Any errors in classification may result in litigation, impact numerous organizations, diminish the reputation of the database and embarrass the RCMP.

The Firearms Technician is responsible for contributing material to Access to Information requests, Privacy Act requests and Ministerial correspondence.

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#### **SUPERVISION**

The position has no full time supervisory responsibility. However, there is a requirement to instruct other staff in work methods and to mentor peers in on-job training situations.

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#### **SKILLS - HABILETÉ**

##### **Knowledge**

The incumbent's primary function is to assist with the provision of a firearms identification and classification centre of expertise designed to service both Canadian and foreign clients. For this reason, comprehensive knowledge and extensive experience with firearms and in the field of firearms identification is essential and includes the following:

1. Knowledge of firearm operating principles, firearm design principles and firearms operating cycles.
2. Detailed knowledge of the Criminal Code Part III and the Regulations appended thereto as well as the Firearms Act and the Regulations appended thereto in order to deal effectively with the complexities of the firearms legal classification system.
3. Knowledge of the meaning and significance of firearm proof marks, of worldwide firearms proof practices and the name and the role of the standard setting bodies.
4. Extensive knowledge of firearm terminology including component names as well as terminology related to types and actions.
5. Comprehensive knowledge of the Firearm Editing Procedures for System Editors as written to govern the composition of FRT records and record information in the FRT.
6. Comprehensive knowledge of firearms safety and handling procedures to the standard achieved by the Canada Firearms Safety Course for both Non-Restricted and Restricted Firearms.
7. Some knowledge of the Firearms Program partner agencies and the requirement of these Partner Agencies, as they apply to the Firearms Reference Table

8. A good knowledge of the firearms industry worldwide. The firearms industry is international in scope and it is necessary to understand the interrelationships between the major manufacturers, proof houses and the ammunition industry, including the historic interrelationships implicit in the technological advances in these industries.
9. Knowledge of both commercial and military firearms, shooting sports, and ammunition reloading.
10. Some knowledge of various computer programs (i.e.: Microsoft Word, Excel, Powerpoint) in a windows environment as well as proficiency in file management and saving electronic files.

### **Contacts**

There is a requirement to communicate with firearm manufacturers, importers, and national/international distributors in order to obtain supporting technical firearm documentation for classification.

The Firearms Technician provides firearm technical expertise to numerous Canadian and foreign clients from the private/public sector requiring technical specifications, identification and classification information. The private sector would include: Canadian/foreign firearm distributors, Canadian/foreign firearm manufacturers, Canadian firearm businesses, private Canadian firearm owners or members from the Canadian public. The public sector would include: units within the Canadian Firearms Program (i.e. Canadian Firearms Registry, Provincial Chief Firearm Offices, Canadian National Firearms Tracing Centre), federal/provincial/municipal police forces, Canada Border Services Agency (CBSA), federal/provincial forensic laboratories, the Department of Foreign Affairs and International Trade (DFAIT), Export-Import Permits Division and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

The Firearms Technician provides assistance to numerous Canadian law enforcement units involving investigations related to firearms identification. Contacts include: RCMP, Sûreté du Québec (SQ), Gun & Gang Units, Municipal Police Services, Canada Border Services Agency (CBSA), National Weapons Enforcement Support Team (NWEST), Provincial Weapons Enforcement Unit (PWEU), Canadian National Firearms Tracing Centre, and the Department of Foreign Affairs and International Trade (DFAIT), Export-Import Permits Division.

The Firearms Technician is required to assist with delivering training to various interdepartmental partners (i.e.: Canadian Firearms Registry employees, provincial/territorial authorities in Chief Firearms Offices), outside Canadian agencies (i.e.: provincial/municipal police agencies, Canada Border Services Agency, Department of Justice, National Defense, Public Safety Canada, etc.) and international agencies (i.e. United Nations, international police agencies) on the historical use of firearms, firearms functionality and identification practices, including the use of the Firearms Reference Table (FRT).

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## **EFFORT**

### **Technical Responsibility**

Firearms Technicians are frequently called upon to perform physical inspections of firearms to both identify and determine the legal classification based on a thorough knowledge of the operating principles of firearms and Canadian law/regulations.

The incumbent is expected to exercise good judgment at all times based on his/her knowledge and experience when dealing with national / international organizations, intergovernmental partners, provincial/territorial authorities, police agencies, businesses and members of the public, given that direction and opinions are being given by an RCMP Firearms "Expert" and acted upon as such. The firearm technician must be comfortable in explaining technical decisions to non-technical individuals.

The Firearms Technician must have the ability to present logical conclusions, orally and in writing. These views may be utilized to complete technical inspection files or populate the FRT.

The Firearms Technician must ensure that the official SFSS policies/views of design lineages of firearms and the resulting legal classification of firearms are not influenced by advocacy from outside agencies or individuals. The incumbent may be asked to explain a controversial firearm classification decision or one which is contrary to the expected outcome.

The incumbent must maintain currency in their discipline. Firearm design is a continuing evolutionary process totally dependent upon evolving developments. The Firearms Technician must have the ability to trace the evolution of firearms through changes in firearm technology to assist in the assessment of a firearm as a "variant or modified version" of other firearms in order to accurately determine the legal class of certain firearms.

The skill and the ability to communicate confidently and intelligently with police agencies, the firearms business community, Chief Provincial/Territorial Firearms Officers, Crown Prosecutors and other national/international clients is essential and requires considerable intellectual effort and technical knowledge.

The Firearms Technician's knowledge and expertise will have an impact on firearms policies, procedures and standards.

The incumbent is expected to work with minimal supervision and to recognize the need to obtain guidance in those areas which are not within his/her expertise.

Considerable intellectual effort is required to summarize and present logical conclusions based on analysis of technical material. In many cases, the incumbent is required to formulate a defensible point of view from a multiplicity of partially conflicting references to arrive at valid conclusions.

Firearm classification can be a politically charged environment, where decisions may not resonate well within certain government departments or interest groups. The Technician must ensure classification decisions are reached from a technical analysis of the firearm and these decisions can be supported through references and defended, if necessary, in court.

Errors will undermine the integrity of the Firearms Reference Table and reduce the user's confidence in the system. Errors could result in a citizen being arrested and/or charges being laid erroneously, thus embarrassing the RCMP, the Registrar of Firearms and will result in unfavorable publicity for the RCMP and the possibility civil action could be taken against the RCMP, other police agencies or the Canadian Firearms Program.

A lack of consistency or a lack of consistent application of logic will undermine the value of the standards set by the FRT.

#### **Sustained Attention**

Considerable sustained attention is required to analyze numerous reference documents, summarize the technical information and present logical conclusions regarding firearm identification and classification. In some cases, there is conflicting technical information within the reference materials. In these cases, the incumbent must evaluate all the information and, considering the source of each reference, form a defensible point of view.

Some degree of mental stress is considered normal due to the sensitivity of the subject matter. Errors in identification and/or classification could have serious consequences in firearm importation, ownership or investigations.

Some degree of mental stress is considered normal due to the time constraints associated with the work. Work is performed daily with the knowledge that a client, be it an investigator, customs agent, government employee, business or individual, is unable to carry out their duties without a response on firearm classification.

#### **Physical Effort**

Physical effort is required to manipulate, handle, lift, transport and discharge all types and descriptions of firearms indoors and outdoors in all seasons of the year.

Considerable concentration and hand/eye coordination are required to manipulate and handle or manipulate and discharge all classes and categories of firearms.

The Firearms Technician must be willing and able to travel to off-site locations in order to gather information or to perform their job function of researching firearms and collecting information.

The incumbent must be both competent and comfortable in a shooting range environment.

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#### WORKING CONDITIONS - CONDITIONS DE TRAVAIL

The work environment involves occasional contact with gunshot residues, heavy metal contamination and lubricants when disassembling firearms.

Protective clothing and accessories (i.e. ear/eye protection) is required when performing certain duties such as discharging firearms on a firing range.

For the most part, work is performed in an office environment and could involve such diverse medical problems as eye strain or carpal tunnel syndrome.

While firearms are inherently dangerous, safety training and careful practices mitigate danger. There is some possibility of cuts and scratches from disassembling firearms using hands tools.

The Firearms Technician may experience occasional exposure to excessive dust and dirt as well as poor lighting and air circulation when visiting police firearm collection/evidence rooms.

**IMPORTANT: FORM PRINTING INSTRUCTIONS - PLEASE READ BEFORE PRINTING DOCUMENT**



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

**WORK  
DESCRIPTION**

**DESCRIPTION  
DE TRAVAIL**

**General Use Template  
Gabarit d'utilisation générale**

Position No - N° du poste <b>S3727 - C00</b>	Position Title - Titre du poste <b>Firearms Technical Researcher</b>	Position Classification du poste <b>SPS G TEC-03 (P)</b>	Job Code d'emploi <b>2416</b>	NOC CNP	Effective Date - Date d'entrée en vigueur <b>2009-11-27</b>
Division <b>HQ</b>	Branch - Service <b>CFP - FIEDS Specialized Firearms Support Services</b>	Geographic Location - Emplacement géographique <b>Ottawa, Ontario</b>			
Name of Supervisor Nom du superviseur <b>P.A. William ETTER</b>	Supervisor's Position No N° du poste du surveillant <b>S3627-22243</b>	Supervisor's Position Title Titre du poste du surveillant <b>Senior Firearms Technologist SFSS</b>	Supervisor's Position Classification Classification du poste du surveillant <b>SPS GTEC-06</b>		

Important Note to Users

**WRITING TOOLBOX**

**CLIENT SERVICE RESULTS - RÉSULTATS AXÉS SUR LE SERVICE À LA CLIENTÈLE**

**INFORMATION REQUIRED**

Research of firearms, identification and classification of firearms. Provision, and assimilation\*, of expertise, to facilitate RCMP, Specialized Firearms Support Services (SFSS) firearms technical staff by assisting with the legal classification of firearms and the obtaining of detail for inclusion onto the Firearms Reference Table.

\* The job is developmental. Recruits are expected to build upon an already extensive knowledge of firearms, their manufacture, function, materials and operating principles, to become "expert" in the field.

The FRT is used by the Canada Border Services Agency (CBSA), Department of Foreign Affairs & International Trade Canada (DFAIT) and The Canadian Firearms Program (CFP) Firearms Administration Centre (FAC) in order to facilitate the identification and registration of firearms in Canada as dictated by the Firearms Act and for the purpose of import/export controls. The FRT is also utilized by firearm businesses, Interpol, museums / gun clubs, and a number of police and enforcement organizations engaged in law enforcement and investigation.



#### KEY ACTIVITIES - ACTIVITÉS PRINCIPALES

The Firearms Technical Researcher provides firearm technical research to the RCMP, SFSS to assist with the population of a firearms identification instrument known as the Firearms Reference Table (FRT). The Firearms Technical Researchers assist with the development, population, maintenance and delivery of an automated firearms identification instrument (FRT - presently containing over 130,000 firearms) which is interlinked to the Canadian Firearms Information System (CFIS) and provided in both electronic form and DVD format for use by interdepartmental partners, international bodies, provincial/territorial authorities, museums/gun clubs, police agencies, Interpol and a number of other accredited organizations engaged in law enforcement.

- Performs research and development of textual firearms descriptions, under supervision, for inclusion into the Firearms Reference Table. There is a requirement to communicate with manufacturers, importers, and national/international distributors in order to obtain supporting documentation for classification activity.
- Firearm classification is instrumental to Canadian law enforcement agencies and the Canadian Firearms Administration Centre firearms registration program, having an impact on whether persons wishing to register their firearms are authorized to do so. The determined classification is included on the FRT which is used by the Canadian Firearms Information System (CFIS) to determine the acceptance or rejection of a request for firearm registration. Given that the CFIS and FRT perform these functions electronically, no visual verification is possible, denoting the importance of accuracy in populating the RCMP, FRT.
- The SFSS, Firearms Technical Researcher, under supervision of the Sr Firearms Technician, is also responsible for determining whether claims of Antique status are valid and authorizing the appropriate deactivation of firearms (attesting to deactivation permanence and irreversibility) ensuring conformity to guidelines.
- More detailed research is required when reviewing firearm descriptions for exemptions such as those under Section 12(7) of the Firearms Act with respect to firearms manufactured before 1946 to determine whether the firearm falls within the prohibited category.
- Provides support and assists with the provision of training to businesses, museum staff and the Verifier Network, gun club staffs and other federal departments on the effective use of the FRT.
- Provides research results to assist with the provision of information about specific features of various firearms, their historical use, function and salient features to facilitate identification of those firearms.
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Total % Time = 100%

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#### RESPONSIBILITIES - RESPONSABILITÉS

##### SUPERVISION

There is no supervisory component to this position. The incumbent is undergoing a period of instruction and on-job training.

## **SKILLS**

Skilled in safe handling of firearms.

Some skill/experience composing of technical correspondence.

## **EFFORT**

Intellectual effort & physical effort.

The Firearms Technical Researcher must ensure that the official FRT policies/views of design lineages of firearms and the resulting legal classification of firearm issues are not influenced by advocacy from outside agencies or individuals.

The Firearms Technical Researcher must be able to present logical conclusions, orally and in writing. These views may be utilized to complete technical inspection files or populate the FRT.

Physical effort is required to manipulate, handle, lift, transport and discharge all types and descriptions of firearms indoors and outdoors in all seasons of the year.

Considerable concentration and hand/eye coordination are required to manipulate and handle or manipulate and discharge all classes and categories of firearms.

The Firearms Technical Researcher must be willing and able to travel to off-site locations in order to gather information or to perform their job function of researching firearms and collecting information.

## **TECHNICAL RESPONSIBILITY**

Provides support and increasing expertise in the identification of firearms and matching firearms to the FRT to classify them in accordance with the *Criminal code* and the Firearms Act. Identifies characteristics to confirm or deny claims to antique status through date of manufacture, 'grandfathering' status or other questions specific to a firearm. Uses trade-specific specialized measuring and calibration devices and digital imaging equipment for recording and identification purposes.

Many firearms are modified and it is necessary to learn the nature of such modifications as it relates to classification. Modifications must be accurately described. Deactivation must meet prescribed standards to justify a recommendation for de-registration. Participates in investigations on behalf of approved verifiers (businesses, volunteers, police officers) for identification of technically-challenging firearms by reviewing photos and conducting inspections to determine salient features which confirm identification. Inspection includes attachments, ammunition, documents and articles. The firearm in question may have a long history and the Firearms Technical Researcher traces the evolution of design and manufacture changes to arrive at valid conclusions.

The Firearms Technical Researcher in training, learns to develop, populate and maintain the FRT, for use by police and other law enforcement agencies and the firearm business community. Develops textual description providing details of the subject firearms for inclusion in the FRT.

Studies the theory, principles and practical aspects of firearms identification including the history and development of firearms and ammunition, firearms theory, principles of operation and related subjects.

Firearms identification is the prerequisite for determining a firearms legal classification which is the basis for the registration of the firearm and for a Chief Firearms Officer in each province to grant the privilege to possess that kind of firearm. Accurate identification and classification of firearms increases the probability of establishing a successful firearm trace. The information embodied in the Canadian Firearms Information System enables police to investigate firearms crimes and trafficking, respond to emergency situations and use appropriate precautions for officer and public safety. The information also enables the police to determine whether the licence privileges of the owner are compatible with the possession of a firearm according to the classification of the firearm.

Firearm classification is instrumental to the Canadian Firearms Program, determining whether individuals wishing to register their firearms may do so. Refusal may result in litigation. The determined classification of the firearm, once entered in the FRT, is used by CFIS to determine the acceptance or rejection for a firearm request. Since the CFIS and FRT function electronically, visual verification is not possible and the accuracy of the system is vital.

### **KNOWLEDGE**

At the developmental level, the incumbent is required to expand upon an already substantial knowledge of firearms to become an expert in the field of firearms identification. The experience will lead to a comprehensive knowledge of firearms; their type, design, purpose, history, operating principles, materials, method of manufacture and the name and location of the manufacturers worldwide. Of particular significance is to understand the meaning of the various markings which confirm the firearm's identification.

It is also necessary to know the meaning and significance of firearm proof marks and proof practices world wide and the role of the international standard setting bodies to which all manufacturers adhere. Firearm expertise requires knowledge of all aspects of the terminology standard within the industry as it relates to components, types, functions, etc. this also requires knowledge of the firearms industry worldwide. Most firearms are imported into Canada. The industry is international in scope and it is necessary to understand the interrelationships between the major manufacturers, proof houses, the ammunition industry and the features of ammunition generally.

The role requires knowledge of the *Criminal Code* and Regulations appended thereto, the *Firearms Act* and regulations appended thereto, which are directly related to the role and function of the Canadian Firearms Program and the Specialized Firearms Support Services.

Expertise in firearms includes an understanding of the handling and usage of various types of firearms and the safety requirements and procedures appropriate to restricted, non-restricted and prohibited firearms.

The incumbent's primary function is to assist with the provision of a firearms identification and classification centre of expertise designed to service both domestic and foreign clients. For this reason, knowledge and experience with firearms is desirable, including but not limited to knowledge of firearm terminology and component names as it relates to firearm types and actions.

Some knowledge of various computer programs (Microsoft/Corel) in a windows environment, including Word, WordPerfect and be proficient in file management and saving files.

### EXPERIENCE

The incumbent's primary function is to assist with the provision of a firearms identification and classification centre of expertise designed to service both Canadian and foreign clients. For this reason, some experience with firearms is required.

Experience with both commercial and military firearms, the shooting sports, ammunition reloading would be advantageous.

Experience with various computer programs (Microsoft/Corel) in a windows environment, including Word, WordPerfect and be proficient in file management and saving files.

The incumbent is expected to exercise good judgement at all times based on his/her knowledge and experience when dealing with national/international organizations, intergovernmental partners, provincial/territorial authorities, police agencies, businesses and members of the public, given that direction and opinions are being given by an RCMP Firearms "Expert" and acted upon as such.

### EDUCATION AND TRAINING

RCMP minimum on enrolment.

### CONTINUING STUDY

The Firearms Technical Researcher in training learns to develop textual descriptions, providing details of the subject firearms for inclusion in the FRT by an FRT System Editor. The on-job-training experience will lead to a comprehensive knowledge of firearms; their type, design, operating principles, materials of construction and method of manufacture and a more precise understanding of firearms manufacturers worldwide. Of particular significance is to understand the meaning of the various markings which confirm the firearm's identification.

The Firearms Technical Researcher is expected to work under supervision or with the assistance of a mentor and to recognize the need for obtaining guidance in those areas which are not within the scope of his/her knowledge or experience.

### CONTACTS

The incumbent must coordinate specialized services with his/her supervisor and reconcile "with no outside influence" firearms classification related matters.

There is a requirement to discuss the nature and disassembly of firearms with individual owners, businesses, police officers, and other officials. Discussion is focused on the technical specifications, design characteristics, manufacturer's markings, proof marks, caliber designation and serial number identification.

Discusses documentation requirements with manufacturers, customs agents, importers, distributors and proof houses.

Duties associated with the FRT often require that Firearm Technical Researchers travel to off-site locations in order to gather information or to perform their job function of researching firearms and collecting information.

### DECISION MAKING

The Firearms Technical Researcher reports to and works under the general supervision of the Specialized Firearms Support Services Section, Senior Firearms Technicians.

The Firearms Technical Researcher is provided with supervision, goals, expectations and the performance requirements. Goal accomplishment strategies and day-to-day work methodologies are left to the individual's mentor. Guidance is provided when issues become politically sensitive or require management decision. The incumbent is expected to make sound decisions based on expertise in the firearms field. Issues which may be sensitive or very complex in a legal sense, are referred to his/her mentor or supervisor for decision. The incumbent is expected to recognize the need for obtaining guidance in those areas which are not within his/her expertise.

Decisions are made relating to firearms identification and descriptions, also the development of firearm identification and classification standards used across Canada by the private or public sector in identifying firearms. These standards are disseminated through the Firearms Reference Table (FRT), the legal classification indicates to users whether a firearm is considered "restricted, non-restricted, prohibited, antique and/or deemed non-firearm" under Canadian Law.

### WORKING CONDITIONS

Normal for an office environment and could involve such diverse medical problems as eye strain or carpal tunnel syndrome.

Some degree of mental stress is considered normal due to the sensitivity of the subject matter and the time constraints associated with the work.

The work environment involves occasional contact with gunshot residues and heavy metal contamination.

**IMPORTANT FORM PRINTING INSTRUCTIONS - PLEASE READ BEFORE PRINTING DOCUMENT**



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

**WORK  
DESCRIPTION**

**DESCRIPTION  
DE TRAVAIL**

**General Technical (GT/GTEC)  
Techniciens Divers (GT/GTEC)**

Position No. - N° du poste	Position Title - Titre du poste	Position Classification du poste	Job Code Code d'emploi	NOC CNP	Effective date Date d'entrée en vigueur
22251	Firearms Imaging / Research Technician	(P) GT-04	3546		2009-04-01
Division	Branch - Service	Geographic location - emplacement géographique			
HQ. CFP, FIESD	Specialized Firearms Support Services Section	Ottawa			
Name of Supervisor Nom du superviseur	Supervisor's Position No. N° du poste du superviseur	Supervisor's Position Title Titre du poste du superviseur	Supervisor's Position Classification Classification du poste du superviseur		
F. A. William E. TER	22243	Sr Firearms Technologist	GTEC-05		

**Important Note to Users - Group Definition**

**WRITING TOOLBOX**

Writing Guidelines Organization of Work CHRA (Definitions)

**CLIENT SERVICE RESULTS - RÉSULTATS AXÉS SUR LE SERVICE À LA CLIENTÈLE**

Authoritative technical firearms and digital imaging expertise to and on behalf of the RCMP for the purpose of building a Firearms Identification data base known as the Firearms Reference Table (FRT). This data base is used to accurately identify and legally classify firearms. The FRT is the national standard for firearms identification and is the policy centre for firearms legal classification to ensure a consistent approach by law enforcement and regulatory bodies.

The FRT is a major tool utilized by the Canadian law enforcement community and the National Weapons Enforcement Support Team (NWEST) for firearm tracing, investigation, court expert witness activity in support of charges and serial number location, style and restoration purposes. The FRT is used by Canada Border Services Agency (CBSA) to determine the admissibility into Canada of firearms and related goods. FRT is utilized by the Department of Foreign Affairs & International Trade Canada in order to facilitate the identification of firearms and to determine the legal classification of firearms which governs the admissibility of firearms into Canada for the purpose of the Export/Import Permits Act (EIPA) for domestic import controls and to honor the international responsibilities for export controls. The FRT is also utilized nationally and internationally by firearm businesses, Interpol, museums / gun clubs, and a number of other accredited organizations engaged in law enforcement investigations and firearms registration.

The FRT is a firearm classification instrument, vital to the Canadian law enforcement community, informing enforcement personnel whether persons in possession of firearms are authorized to do so, and that the person in possession of certain legal classes of firearms have the appropriate firearms licence privileges to possess or own certain classes of firearms. FRT is utilized for firearms registration within the Canada Firearms Information System (CFIS) as an automated interlink function, with little human intervention, ensuring the importance of accuracy, currency and completeness of the RCMP FRT data base.

**KEY ACTIVITIES - ACTIVITÉS PRINCIPALES**

### Key Activities

1. The Firearms Reference Table Section employees are the technical experts in the accurate identification and classification of firearms. As such they assist all other Sections of the RCMP and the Canadian Firearms Program Partner Agencies in the identification and classification of firearms as requested by Canadian law enforcement agencies and the Canadian public.

- Manages external service contracts for digital enhancement of images of firearms to ensure that contractual services supplied are in accordance with the specified service requested. Performs a quality assurance process to verify the quality of results provided by external service providers who have manipulated and enhanced digitized electronic images of firearms and prohibited devices, weapons, ammunition and places satisfactory work in a centralized database environment for further processing and manipulation. Subsequent to further processing the images are attached to the applicable Firearms Reference Table record for visual confirmation of a correct firearm identification.
  - Performs research to establish firearm status as a prohibited, fully automatic, converted automatic, restricted, non-restricted, antique or 'deemed non-firearm' for the determination of whether claims of Antique status are valid and to ensure that the highest quality and most recent image is used for visual identification and that the images are accurately identified. Together the textual data and visual images render a complete and accurate package of descriptions that are used by national law enforcement agencies.
  - Ensures the textual data description of firearms and prohibited devices is accurate and complete to ensure firearm records meet the current standard and the resulting research is entered onto the centralized data base. Images are researched using the Inventory control system (ICS) and the network version of the Firearms Reference Table (FRT) to ensure that the correct image is associated to the firearm in question.
  - The FRT establishes the identity of the firearm to enable a firearm's trace to be successful.
  - Information embedded in the FRT increases the probability of establishing a successful police firearm trace.
  - The information embedded in the FRT database enables the police to make accurate inventory lists and control their inventory of firearms for court exhibits.
2. The Firearms Technician Imaging / Research contributes to the development, population and maintenance of the FRT which is interlinked to the Canadian Firearms Information System (CFIS), for use by interdepartmental partners, international bodies, provincial/territorial authorities, Chief Provincial/Territorial Firearms Officers, Firearms Officers, firearm business community, public agencies, police agencies, Interpol and a number of other accredited organizations engaged in law enforcement.

- Performs research, verification, and confirms textual descriptions of firearms included on the Firearms Reference Table and the visual characteristics of digital images proposed to be included on the Firearms Reference Table do not disagree / contradict each other. These functions require analysis in order to determine the exact matching of a firearm from a group of variant or modified versions of the same firearm to ensure that the highest quality and most recent image is used and that the images are accurately identified. Together the textual data and visual images render a complete and accurate package of descriptions that are used by national law enforcement agencies.
- Communicates with manufacturers, importers, and national/international firearm distributors in order to obtain supporting documentation for firearm classification activities.
- Acquiring, digitized electronic images (photographs) of firearms/prohibited devices by utilizing digital cameras and proper photography techniques, cropping, adjusting, and saving images utilizing Adobe Photoshop software in order to introduce the resulting data into the Firearms Reference Table.
- Acquires raw image files from manufacturer's advertising CD's after ensuring that Copyright permission has been granted in writing and maintaining the raw image CD library. Manipulates and enhances digitized electronic images of firearms and prohibited

devices. Provides high quality colour prints of these images to assist in research. The prints are also included in the reference files created by the Canadian Firearms Reference Table personnel.

3. Delivers training to various interdepartmental partners and outside agencies (i.e. Justice, DND, etc.) on firearms safety, functionality and identification practices including the use of the RCMP Firearms Reference Table (FRT). Delivers training sessions on firearms safety, functionality and identification including FRT function to both internal Canada Firearms Centre (Cafc) and external users (e.g. Ministry of Justice and provincial/territorial authorities, NWEST, PWEU, etc.).

• Produces training packages containing text and images as well as posters, power point presentations and special logos used for training and public relation purposes.

The Imaging / Research Technician is required to instruct on the subjects of Firearms Safety, firearms identification and other related firearms subjects.

4. The study of Part III of the Criminal Code, The Firearms Act, Former Cartridge Magazine Control Regulations, the Restricted Firearms Regulations, the Prohibited Firearms Regulations, Import/Export Regulations and National Carrier Regulations is required in order to analyze and interpret policies, regulations, and technical literature to ensure that firearm models have been correctly identified and have been assigned the correct legal classification.

5. Performs other duties related to area of responsibility such as:

Conduct tours of the FRT & firearms section at RCMP headquarters for interdepartmental officials, provincial/territorial authorities, Cafc personnel or members of the general public in order to provide instruction related to firearms.

Travel to outlying locations to work in Police Firearms Collections or Museums for the purpose of identifying firearms for inclusion on the FRT or to capture digital images of firearms required to enhance FRT records.

Travel to outlying locations or foreign countries to attend trade shows and expositions for the purpose of gathering manufacturer's advertising material to identifying firearms for inclusion on the FRT.

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## **RESPONSIBILITIES - RESPONSABILITÉS**

### **Supervision / Supervision:**

This position has no full-time supervisory responsibility. There is a requirement to instruct other staff in work methods and to mentor peers in on-job-training situations.

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## **SKILLS - HABILETÉS**

### **Knowledge / Knowledge:**

The work requires good level of knowledge and extensive experience with firearms and a knowledge of firearm operating principles, design principles and firearm operating cycles to recognize and properly identify firearms and identify the correct legal classification.

The work requires technical experience and knowledge in the field of photography; including comprehensive level of knowledge of the methods, techniques and practices involved in colour preservation, chromatic balancing and familiarization with retrieving TIVAIN resources (cross platform interface for acquiring images captured by certain digital cameras, scanners and frame grabbers) as well as principles behind chromatic colouring and saturation to produce quality firearm images.

The work requires a detailed level of knowledge and extensive experience with digital enhancing programs such as ADOBE "Photoshop".

The work requires the skill and the ability to communicate confidently and intelligently with police agencies, Firearms Partner Agencies and other national/international clients.



The work requires the exercising of good judgement at all times based on his/her knowledge and experience when dealing with national/international organizations, intergovernmental partners, provincial/territorial authorities, police agencies, businesses and members of the public given that direction and opinions are being given by an RCMP Firearms "Expert" and acted upon as such.

The work requires a detailed level of knowledge of the Criminal Code Part III, the Regulations appended thereto and The Firearms Act and the Regulations appended thereto to deal effectively with the complexities of the firearms legal classification system.

The work also requires a comprehensive knowledge of firearm safety and handling procedures to the standard achieved by the Canada Firearms Safety Course both for Non-Restricted and Restricted Firearms, knowledge of various computer programs (Microsoft/Corel) in a windows environment, including Word, WordPerfect and be proficient in file management and saving files.

The work requires a knowledge of the Firearms Program partner agencies and the requirements of these Partner Agencies, as they apply to the Firearms Reference Table.

The work also requires knowledge of the firearms industry world wide and the interrelationships between the major manufacturers as well as knowledge of the ammunition industry world wide, including the historic interrelationships implicit in the technological advances in these industries.

The position must maintain currency in their discipline through trade journals, monthly technical publications, attending trade shows and attendance of shooting events.

#### Contacts (Contacts):

The FRT is utilized nationally by Canadian law enforcement agencies including NWEST, internationally by Interpol, and a number of other accredited organizations engaged in law enforcement and investigation, therefore, the incumbent conducts telephone interviews with businesses, law enforcement agencies, officials of other government departments and international agencies involved in post-conflict weapon stockpile management and destruction missions to provide firearms, and legal classification related advice.

FRT duties require that Firearm Technologists travel to off-site locations in order to gather information or to perform their job function of researching firearms and collecting information by attending trade shows, firearm expositions and making face to face contact with manufacturer's representatives.

The position communicates with Firearms Program Partner Agencies which include: The Department of Justice, Canada Border Services Agency, Foreign Affairs and International Trade, Chief Provincial/Territorial Firearms Officers, police agencies and The Department of National Defence.

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#### EFFORT

##### Technical Responsibility (Technical Responsibility):

The position identifies firearms, performs intensive research, initiates records and contributes to the development, population and maintenance of the FRT and assigns the correct legal classification to firearms included on the FRT data base. The FRT is utilized by law enforcement agencies and interdepartmental partners, international bodies, provincial/territorial authorities, the firearm business community, public agencies, Interpol and a number of other accredited organizations engaged in law enforcement activities. The use that the FRT serves can include:

- the determination of whether an offence has been committed
- enables law enforcement agencies to investigate crime, lay appropriate charges, identify firearms trafficking offences and trace firearms with a high degree of positive results
- reduces demands upon the time of busy "firearms experts" in forensic laboratory settings by identifying whether or not items are considered firearms in the eyes of the law, establishes the classification of firearms for laying of charges and court purposes.
- control of the acquisition and possession of firearms by individuals according to his/her ownership privileges; and,

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- the accurate determination of legal classification of firearms including 'Antique' status with the attendant exemptions from the various sections of the Criminal Code and prevent unwarranted or mistaken charges from being brought forward

Given that many of the above functions are performed electronically or depend on electronic retrieval of data base information, no visual verification of the process is possible, denoting the importance of accuracy in populating the FRT

Firearm design is a continuing evolutionary process totally dependant upon evolving developments in both materials and ammunition technology. The position researches design principles and firearm developmenta history by tracing the evolution of the firearms through changes in firearm technology to assist in the assessment of firearm status as a "variant or modified version" of other firearms in order to accurately determine the legal class of these firearms

The position must be both competent and comfortable in a shooting range environment

The position will be provided with policies, goals, expectations and the general work performance requirements. Goal accomplishment strategies and day-to-day work methodologies are left to the individual's discretion. Guidance is provided when issues become politically sensitive or require management decision. A great deal of autonomy is accorded the occupant of this position. The incumbent is expected to make sound decisions based on expertise in the firearms field and based on the knowledge and skill set the individual brings to the job in the firearms discipline and the digital imaging discipline. Often it becomes necessary to synthesize a defensible point of view or formulate a logical conclusion from a multiplicity of partially conflicting references. Issues which may have an impact on other sections/branches within the RCMP and which may be politically sensitive or very complex, in a legal sense, are referred onwards for decision.

Decisions are made in all subject areas managed by the Firearms Reference Table Section, and include the population, maintenance of the FRT, research, analysis and identification of firearms for all clients to the FRT Section (public or private), techniques used to attach images to firearm records and decisions related to the technical consultative role filled by the Firearms Reference Table Quality Control Analysis function to in the form of peer review

Errors will undermine the integrity of the Firearms Reference Table and reduce the user's confidence in the system. Errors could result in a citizen being arrested and/or charges being laid erroneously, thusly embarrassing the RCMP, the Registrar of Firearms and/or The Canada Firearms Centre and will result in unfavorable publicity for the RCMP and the possibility that civil action could be taken against the RCMP or other police agencies.

Errors or a lack of consistent application of logic could permit firearms to enter the market in Canada improperly through erroneous information or mistaken legal classification information thusly embarrassing the RCMP and will result in unfavorable publicity and the possibility that civil action could be taken against the RCMP, other police agencies or Firearms Partner Agencies. The following agencies and government departments have utilized the FRT in their policy and decision making process.

- law enforcement agencies and the courts use FRT. The conclusions based upon FRT Legal Classification is taken as expert opinion and acted upon as such
- NWEST and the Canadian National Firearms Tracing Centre utilizes the FRT to make operational decisions and describe firearms for national and international tracing.
- law enforcement agencies use FRT to make operational decisions as to whether an offence has been committed
- Department of Foreign Affairs (DFAIT) utilize FRT to determine eligibility for Import and Export licences
- forensic laboratories all across Canada utilize FRT for the purpose of giving testimony in court on firearm status and legal classification issues.
- Canada Border Services Agency (CBSA) utilizes FRT to determine whether firearms are admissible into Canada

A lack of consistency or a lack of consistent application of logic will undermine the value of the standards set by the FRT and induce doubt about the standards set by the FRT

Researches new imaging techniques which may improve quality and productivity for incorporation into the imaging standards. Produces and updates standards manual defining procedures for image enhancement, containing a glossary of firearms terminology to be used by anyone involved in imaging for reference purposes

Analyzes the raw digital image and determines the correct angles and chromatic colouring of the firearm in order to produce the most accurate image for users of the database. The database is used to verify and/or identify the description of a firearm or prohibited device. Presently over 24 000 different images have been produced.

Researches firearm descriptions through the use of materials received from reference libraries, laboratories, manufacturers, distributors and importers of firearms to assist in building records in the Firearms Reference Table (FRT) for the users to have accurate and complete textual firearm descriptions.

The final product produced by the Firearm Technician Imaging / Research has an influence on the ability of Customs Officials and Law Enforcement Officers to perform their duties in identifying illegal devices and firearms that may enter the country through Customs or that may be obtained in seizures. The visual images may also aid in properly identifying a firearm or prohibited device for court purposes. It is imperative that the images are as accurate and complete as possible.

The activities, decisions, and recommendations related to labeling of the image and linking it with the textual data will aid investigators in giving additional information on a firearm such as where to find required descriptive data on the firearm itself and what alterations could cause the firearm or device to become prohibited.

The activities and decisions of the incumbent reflects the integrity of the FRT Section in its ability to produce a product that is informative and has a high degree of credibility.

#### **Sustained Attention (Sustained Attention)**

Sustained attention is required to analyze raw digital image and determine the correct angles and chromatic colouring of the firearm in order to produce the most accurate image for users of the database.

Sustained attention and considerable intellectual effort is required to formulate and present logical conclusions based on analysis of technical and firearms related events. Sustained attention and considerable intellectual effort is required to formulate a defensible point of view from a multiplicity of partially conflicting references to arrive at valid conclusions.

These views may be utilized to formulate policy, complete technical or laboratory files, official correspondence between government departments or as draft documents for ministerial review.

Considerable concentration and hand / eye coordination are required to manipulate, handle or manipulate and discharge all classes and categories of firearms.

#### **Physical Effort (Physical Effort)**

Physical effort is required to manipulate, assemble/disassemble, handle, lift, transport and discharge firearms on a daily basis and to locate serial numbers and other unique identifying marks which could be used to conclusively identify all types and legal classifications of firearms. This is done both indoors and outdoors in all seasons of the year. The handling of firearms requires the lifting of weight no more than 20 pounds.

### **WORKING CONDITIONS - CONDITIONS DE TRAVAIL**

#### **Conditions of Work (Conditions of Work)**

For the most part, work is performed in an office environment and could involve such diverse medical problems as eye strain or carpal tunnel syndrome.

Some degree of mental stress is considered normal due to the sensitivity of the subject matter and the time constraints associated with the work.

The work environment may involve contact with gunshot residues and heavy metal contamination.

The safety issues attendant to the routine handling of firearms in the workplace as a job requirement is in itself a continuing hazard.

The position's occupant must be comfortable in a shooting range environment and with the handling, manipulation and firing of all classes of firearms indoors and outdoors. The position's occupant is required to work outdoors, in potentially disagreeable conditions on a monthly basis, in all seasons of the year. There is a requirement to wear a bullet-proof vest, hearing protection and safety glasses in the shooting range environment.

Physical injury is still possible despite the conscientious employment of safety equipment to prevent eye injury or hearing loss.

Firearms are inherently dangerous, but the incumbent is fully trained in firearms safety. Therefore the risk of serious injury or death from the discharge of a loaded weapon is very remote. Likely injuries include cuts and scratches while working with tools and firearms.



## WORK DESCRIPTION

**ID-633**

**Renaud Nadine**

### **FRT Quality Control Analyst**

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Department/Agency:	Royal Canadian Mounted Police (Civilian Staff)
Section:	Firearms Identification
Division:	Information and Identification Services
Branch:	Canadian Firearms Registry
Geographic location:	Ottawa
Security clearance:	Basic reliability
Language requirements:	Bilingual: BBB : CBC
Departmental use:	

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Immediate supervisor:	Mc Firearms Identification Services (S3637-001)
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Version: Final	Date last updated: 1999-11-10
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Classification:

Effective Date of Decision:

Model Identifier:

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### **Client-Service Results**

Acts as Firearms Reference Table (FRT) Quality Control Analyst for the Canadian Firearms Registry (CFR) Firearms Identification Services in order to ensure the integrity and validity of firearm related information incorporated into the FRT databank. This firearm identification databank is used in the provision of law enforcement services and is essential to Chief Provincial/Territorial Firearms Officers, Firearms Officers, Verifier's Network, firearm business community and police forces across Canada in the identification of firearms for registration and law enforcement purposes. It is also interlinked to the Canadian Firearms Registration System (CFRS) in order that an automatic electronic firearm verification can be done on all firearms registered in Canada.

As Quality Control Analyst, the incumbent is required to review firearm related textual and graphic images for inclusion onto the FRT. Incumbent must also develop textual firearm descriptions and is ultimately responsible for appropriate French descriptions.

## Key Activities

- Analyzes and performs quality control on firearm digitized graphic images and textual descriptors on- or intended for inclusion to, the Firearms Reference Table (FRT).
- Acts as resource person to Translation Services regarding firearm identification and descriptive practices. Is also responsible for the inclusion of all French firearm textual descriptors onto the FRT. These duties call upon incumbent to not only liaise with a number of technical experts/bodies or organizations but also to conduct firearm related research.
- Conducts system malfunction analysis especially related to Canadian Firearms Registration System (CFRS) rejections in order to determine interlink or FRT problems and recommend solutions.
- Provides FRT training, coaching and technical assistance to internal or external CFRS and FRT users including: CFR personnel, CFRS users, interdepartmental partners, provincial/territorial authorities or visiting dignitaries. Training and guidance is also provided to other members of the Firearms Identification Services including the Firearms Technicians. Acts as FRT technical expert for the Canadian Firearms Registry, during departmental or interdepartmental meetings and as a liaison person with a number of user groups.
- Is responsible for maintenance of the Canadian Firearms Registry 'Image Control System' which is an automated inventory of all firearms which have been photographed by the Firearms Identification Services for identification purposes.
- Assists the FRT Administrator/Researcher in the conduct of special projects or studies related to FRT usage, FRT new version testing, or special assignments as delegated by the Fire Arms Identification Services.

<b>Employee's statement:</b>	
I have been given the opportunity to comment on this work description.	
_____ Employee's signature	_____ Date
<b>Supervisor's statement:</b>	
The above accurately describes the activities and demands of the position.	
_____ Supervisor's signature	_____ Date
<b>Authorization:</b>	
_____ Manager's signature	_____ Date

## Work Characteristics

### *Responsibility*

#### Information for the Use of Others

Conducts quality control on and populates an RCMP Canadian Firearms Registry (CFR) automated firearms identification reference tool (Firearms Reference Table-FRT), which provides visual and descriptive information allowing the present identification of over 53,000 firearms. This instrument is used by the Registry in conjunction with the Canadian Firearms Registration System (CFRS) in order to register firearms as per legislative direction. The FRT is also used by interdepartmental partners, Chief Provincial/Territorial Firearms Officers, Firearms Officers, National Verifier's Network (Prov., Reg., Zone Coord.) and accredited Firearms Verifiers, law enforcement agencies, Forensic Laboratories, firearm business communities and other private/public agencies.

Electronically links textual firearm descriptions with digitized images in order to produce FRT entries users can use for firearm identification, investigation, forensics and administrative purposes. Is responsible for the development of French firearm descriptors in consultation with Translation Services and ensures the descriptions coincide with not only legal protocol but also the original English.

versions. Also prepares a bilingual 'Basic Firearms Terminology' reference booklet for use by either Translation Branch or other CFR Services, Chief Provincial/Territorial Firearms Officers, Firearms Officers and Department of Justice - Central Processing Site in Miramichi, NB.

Is responsible for the population and maintenance of a CFR automated firearm images inventory (Image Control System) for use by the Firearms Identification Services.

Reviews firearms related legislation such as the Firearms Act, Orders in Council and related Regulations in order to review FRT information and ensure legality of descriptive texts. These descriptions will determine legal classification of firearms (eg. non-restricted, restricted, prohibited). Consults with a multitude of firearms specialists or reviews reference material to resolve anomalies.

Provides training-coaching sessions to internal external CFRS-FRT users or visiting dignitaries and, as a CFR firearm identification resource person, provides on-line support supplemented by telephone access. Assists the Admin./Researcher with the development of an FRT User's Manual and policies, procedures, or FRT usage standards.

Provides status reports, briefs, statistics, and conducts feasibility studies for FRT Administrator/Researcher or the Firearms Identification Services either intended for internal monitoring or for inclusion in departmental responses. Attends Canadian Firearms Registry, departmental, or interdepartmental meetings as a CFR/FRT technical expert.

### **Well-Being of Individuals**

N/A

### **Leadership of Human Resources**

Assists co-workers and other Canadian Firearms Registry personnel by explaining/demonstrating work functions or processes of the FRT and explaining user policies and standards. Acts as technical expert in order to assist in properly identifying and describing firearms, evaluates the quality of images produced by the Imaging Research Technicians, and provides expertise and advice to system developers in order to ensure compliance with the Firearms Act and CFR internal policies and standards.

Provides training and guidance on technical aspects or user functionality of the FRT database to a multitude of users, amongst which are: Firearms Technical Consultant, Firearms Technicians, Verifier's Network (including Provincial, Regional, or Zone Coordinators), other Sections of the Canadian Firearms Registry, interdepartmental partners, federal/provincial/regional users, police agencies, business community and other users of the CFRS and FRT across Canada.

Participates in Branch meetings when required and cross-functional or interdepartmental teams in order to clarify problematic issues or in order to improve service delivery.

### **Money**



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#### BUDGETING FOR FINANCIAL RESOURCES:

N/A

#### MANAGING MONEY FLOW:

N/A

#### SPENDING FUNDS:

Spends funds for pre-approved travel and accommodations to attend occasional meetings outside the National Capital Region (NCR) and for taxi cabs within the NCR according to Treasury Board and departmental directives.

### **Physical Assets and Products**

Populates and updates the FRT database which is required along with the Canadian Firearms Registration System (CFRS) in order to register firearms as per legislated direction. The FRT confirms or denies the authenticity of each firearm requested registered by the Canadian public and entered into the CFRS. For this reason, it is paramount that information entered on this system be of the upmost validity. The FRT is routinely updated and backup copies are made. Loss of data not yet backed up would cause a loss of time, however, would not jeopardize program delivery. However, inaccurately entered information may cause inappropriate firearm registration, refusal to register, or associate the firearm to an inappropriate class such as 'prohibited firearm' causing the firearm to be requested seized. Oversight may also require that the CD-ROM be recalled causing a financial loss of over \$35,000. For the above reasons, incumbent must ensure that information he/she enters or certifies as accurate on the FRT is valid.

Operates, maintains and cares for a personal computer, laptop, related software and peripheral equipment to prepare and produce documents and reports. This equipment and material can usually be replaced within a few days; however, the equipment can be costly to replace.

### **Ensuring Compliance**

As FRT Quality Control Analyst, primary function is to review work produced by the Firearms Technicians, Imaging Research Technicians, and contractual employees in order to ensure that firearm descriptive texts and image enhancing quality, comply to firearms registration program mandate, RCMP quality control standards, and that legal classification of the firearm is correct as dictated by Firearms Act, Regulations, and Orders in Council. Incumbent has complete latitude to accept, amend, or return work needing to be redone.

Reviews firearm related terminology suggested by Translation Services and requests correction or amendments when required. The FRT Quality Control Analyst is considered a Canadian Firearms Registry knowledge source for terminology associated to firearms, especially French terminology.

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## ***Skills***

### **Job Content Knowledge**

Methods, techniques and practices of research and analysis to apply research methodologies and techniques in researching a multitude of firearms, analyzing a number of source documents including firearms legislation, deciding on the validity of descriptions, and including visual or textual information on the FRT.

Methods, techniques and practices to conduct quality control, apply operational standards, prepare status/statistical summaries, and advise management on matters regarding the delivery of FRT services.

Computer methods, techniques and practices to use a variety of software to prepare information, reports, correspondence and analyze FRT data or system irregularities. Knowledge of methods, techniques and practices of inputting, extracting, or manipulating data, and image retrieval techniques using a variety of automated systems or software including ADOBE Photo Shop and Corel Draw. Data input, manipulation, retrieval, data-linking, along with FRT databank design and maintenance in order to initiate link system field extraction/amendment/connection and in order to combine textual data with enhanced images for inclusion onto FRT. Principles of colour preservation, chromatic colourings and saturation to enhance firearm images; Power Point to prepare presentations; and WordPerfect to prepare reports and correspondence.

Knowledge of RCMP and general editorial standards, grammar, syntax, orthography to verify work and to produce and review firearms descriptions to be including onto the FRT and published in CD-ROM version along with a direct interlink into the CERS.

Techniques and practices of problem solving to identify problem situations, analyze the scope of the problem and take appropriate action.

Training methods and techniques in order to provide training/coaching sessions to both internal and external users of the FRT along with assisting in the development of training session materials.

Methods, techniques and practices involved in the secure handling and protection of sensitive or protected documents for safety purposes in respect to federal, departmental, and Privacy guidelines and directives.

Knowledge of operations of office equipment such as facsimile, photocopier, printer, scanner, bar code reader and shredder to carry out operations.

### **Contextual Knowledge**

OWN WORK UNIT:

The work requires a thorough knowledge of role and responsibilities of the Firearms Identification Services and knowledge of the Canadian Firearms Registry organizational structure, personnel, policies, practices and procedures to provide training, route callers and assist in the development of policies, procedures and standards related to the Firearms Reference Table (FRT)

Specialized knowledge of firearms is mandatory along with functions of the Firearms Reference Table (FRT), previously: Firearms Identification System (FIS), Canadian Firearms Registration System (CFRS), Restricted Weapon Registration System (RWRS), Firearm Description Update Tool (FADUT), and Firearms Registration Direct Entry System (FRIDES), in order to populate the FRT and ensure the formulation of complete and accurate firearm descriptions along with required analysis. The FRT and CFRS are intricately linked automated systems ensuring proper firearm registrations.

Specialized knowledge of ADOBE Photoshop and tasks associated with firearm imaging is also required in order to produce quality firearm images for inclusion onto the FRT and in order to verify the work completed by the Imaging Research Technicians.

#### OWN DEPARTMENT:

Knowledge of the organization, services, programs, mandate, objectives, priorities, personnel and policies of the RCMP and the Canadian Firearms Registry (CFR) in order to recommend FRT system or work process changes, propose policy amendments, provide a quality control service, liaise with FRT or CFRS developers, and to coordinate efforts with other Sections/Units within the CFR.

#### OTHER DEPARTMENTS:

The work requires knowledge of a number of interdepartmental partners such as the Department of Justice, Revenue Canada, Customs & Excise, Department of Foreign Affairs and International Trade, along with governing provincial departments in order to follow required protocol in all communications and understand jurisdictional authority issues.

#### CANADIAN PRIVATE AND PUBLIC SECTORS:

Knowledge of the organization and services of other police agencies, Verifier's Network, and firearm business dealers to accurately populate FRT, promote user familiarity in ongoing communications, and to respond to concerns regarding system malfunctions.

Knowledge of the availability of specialized technical resources to resolve FRT or FRT-CFRS interlink problems.

Knowledge of terminology and processes used by firearm manufacturers in order to not only populate the FRT but also to respond to FRT-CFRS malfunctions when initiating the firearm identification process.

#### INTERNATIONAL PRIVATE AND PUBLIC SECTOR:

Knowledge of legislation governing the international importation or exportation of firearms is required in order to properly populate the FRT with information related to whether the firearm is considered prohibited in Canada or not.

Knowledge of terminology and processes used by some international firearm manufacturers in order to not only populate the FRT but also to resolve FRT/CERS interlink malfunctions when initiating the firearm identification process.

#### LEGISLATION AND REGULATIONS

The work requires a thorough knowledge and ability to interpret and apply legislation and regulations related to the registration of firearms in Canada such as the Criminal Code, Orders in Council, Firearms Act, and a number of related regulations such as Restricted Weapon and Firearms Control Regulations, Prohibited Weapons Control Regulations, Firearms Acquisition Certificate Regulations, and Genuine Gun Collector Regulations. These Acts and regulations are required to function in the daily routine of performing duties.

Knowledge of the Access to Information and Privacy Act is required to work with sensitive and confidential information which is protected by federal legislation when dealing with members of the public or in the transmission of information to departmental partners.

#### Communication

##### COMMUNICATION IN:

Reading and analytical skills are required to research and assimilate a wide variety of technical, legal, or departmental material in the process of researching firearm descriptions and formulated descriptive texts for inclusion in the FRT. Materials would include firearm related legislation, policy and directives, departmental doctrines, firearms literature/publications, laboratory reports and FRT database reports. Interpretations and an ability to understand material which is not always clear is essential.

An ability to decipher specialized and technical terminology, understand jargon, and interpret non-verbal signals is required when researching and analyzing firearm descriptive data requested confirmed by firearm technicians in the field, communicating with firearm technical specialists from either private-public agencies, when liaising with interdepartmental partners, when dealing with system developers, and when providing training sessions, acquiring speciality services, or ensuring full comprehension by training group.

Reading and listening skills are required when dealing with members of the public, Firearms Officers, Verifier's Network, departmental officials, interdepartmental partners, police agencies, and internal personnel including Firearm Technicians, system developers, and senior management, in order to determine exact requirements, report or clarify system irregularities, and respond to queries touching upon impact of Firearms Act/Regulations on FRT textual descriptions and use of database. There is also a need to be able to identify system anomalies in order to rectify or recommend system changes. Solutions are in direct support of new legislation, regulations, policies, and procedures.

##### COMMUNICATION OUT:

Verbal and writing skills are required to explain as clearly as possible FRT system anomalies along

with proposed solutions or system enhancements to FRT Administrator/Researchers, the Firearms Identification Services, senior management or system developers. Verbal and writing skills are also required when training/coaching internal/external service users such as Canadian Firearms Registry personnel, interdepartmental partners, Firearms Officers, Verifier's Network, police agencies, private/public organizations and members of the public. The ability to read body language and alter specialized vocabulary and terminology is required when providing training to ascertain full audience comprehension. Advice and guidance is provided Canadian Firearms Registry personnel, including Firearms Technicians on an ongoing basis. Incumbent must be able to adapt communication from the use of specialized technical terminology with firearms experts to jargon used by firearms dealers and members of the general public.

Writing skills are paramount as FRT Quality/Control Analyst; given that the incumbent is responsible for the creation and review of textual firearm descriptors which will be matched to visual images on the FRT. These descriptors are used by all FRT users to determine type of firearms being requested registered and the FRT is interlinked to the CFRS in the provision of an automated firearms identification reference tool service. Writing skills are also required in the preparation of reports, correspondence, and briefs required by management or in assisting in developing/improving the FRT User's Guide intended for Canada-wide users of the FRT and Canadian Firearms Registration System (CFRS).

Verbal skills are required to interact with management, FRT or CFRS system programmers, to discuss issues with other Firearms Technicians, give guidance and support to Imaging Research Technicians, and general FRT users within the Canadian Firearms Registry.

### **Motor and Sensory Skills**

Visual acuity is required to scrutinize minute details on both physical firearms and visual images on a computer screen. Must be able to discriminate colour, shading and minute details with accuracy and precision given that, as the FRT Quality Control Analyst, must review work produced by the Imaging/Research Technicians and must ensure that firearms are expertly reproduced and described on the FRT databank. Failure to do so would jeopardize the national firearms registration program given that FRT descriptions determine whether firearms are found to be restricted, non-restricted, antique or prohibited. Untrained eyes cannot delineate slight distinctions on firearm visuals such as manufacturer/importer names or symbols, distinctive markings, serial numbers, and other important marks which may not be easily located or seen on all firearms. When scrutinizing physical firearm, must use visual and motor skills simultaneously while ensuring all safety procedures are followed.

Visual and motor skills are also required when researching legislative or legal documents regarding firearm descriptions or analyzing various source documents and reports while populating or developing the FRT bank.

Manual dexterity and coordination is required to operate a computer keyboard, bar code reader, scanner, and peripheral equipment for the production of reports, firearms descriptions and correspondence with speed and accuracy.

## ***Effort***

### **Intellectual Effort**

Researching, interpreting, developing, incorporating, and ensuring appropriate translation of firearm descriptions obtained through research into the Firearms Reference Table (FRT) requires intellectual effort. This involves researching information in catalogs, published material from manufacturers/importers, liaising with a number of firearm specialists and translators, conducting physical firearm examination, composing technical firearm descriptions, and populating the FRT database with end product. The accuracy of the information entered on the FRT is paramount given that this firearm identification instrument is used by the Canadian Firearms Registration System (CFRS), federal/provincial authorities, Verifiers Network, and police agencies to identify and classify firearms thus determining legality of possession (eg. non-restricted, restricted, prohibited). There are constraints to resolving problems in that many firearms are custom made, have been altered, are not easily found in firearm manufacturers published materials/catalogs, or are not listed at all. In such cases, incumbent must abstractly conceptualize possibilities and determine firearm classification options while following guidelines of the Firearms Act, Orders in Council, and related Regulations.

Conducting quality control of enhanced digitized images produced by Imaging Research Technicians, for clarity, consistency and completeness requires intellectual effort to ensure image labelling accurately identifies firearm/device area. These images are published for marketing on the FRT CD-ROM to external clients thus requiring thorough review regardless of constant interruptions from internal or external clients.

Analyzing, interpreting, verifying and modifying data to ensure an accurate and complete Firearms Reference Table (FRT) database requires intellectual effort. This involves making decisions and recommendations related to monitoring and regulating documentation to the Table, influencing the integrity of the system and the Canadian Firearms Registry. This work is performed while dealing with multiple demands and changing priorities.

Developing training materials used in providing FRT user training; providing training, ongoing coaching, and on-line directions requires intellectual effort since work is performed under client pressures with a need to obtain missing information quickly while often faced with incomplete explanations or hard to understand long distance communications.

Recommending FRT or FRT-CFRS interlink system changes or quality control and data collection process changes requires intellectual effort given the impact any changes may have on the delivery of 'automated firearms identification reference tool' services. This task requires the incumbent to analyze each situation, identify problems, provide solutions, or refer matter to appropriate jurisdictional authority. Conflicting user requirements and interests complicate the process.

### **Sustained Attention**

Sustained visual attention is required to verify and produce descriptive texts to be matched to firearm graphic images on FRT. Incumbent must ensure legibility, accuracy, precision and readiness for publication of descriptions and ensure they are properly matched to firearm images. Incumbent must also verify translated versions of descriptions. This activity accounts for 35% of daily work day. Inattention could result in publishing erroneous images and descriptions on the CD-ROM which is distributed to a wide user group including: Canadian law enforcement agencies, Customs and Excise, Revenue Canada, Department of Justice, foreign law enforcement agencies, national/provincial authorities, and Verifier's Network not to mention that it is electronically interlinked to the CFRS. In this role, the FRT is used by the CFRS as an automated firearm identification reference tool in processing requests for firearm registration. If all is well, the CFRS system accepts the firearm description supplied by the firearm registration applicant. If the description provided by applicant and the FRT are not conducive, the CFRS 'fails' the application.

Sustained visual attention is required when reviewing images produced by the Imaging Research Technicians, verifying correct angles, chromatic colorings of the firearm, ensuring that the markings are clear and the image complies with set standards of the Registry. This activity accounts for 20% of daily work day. Sustained attention is difficult given that there are continuous interruptions from managers, technicians, telephone calls, drop-in clients and office conversations.

Discussions, meetings, and responding to queries from either internal or external users requires sustained attention to capture real concerns and respond to referred problems. There is little or no tolerance for lapse in attention throughout the discussions or meetings where emotions may be running high. This activity represents approximately 20% of daily work day.

Sustained visual attention is also required when giving training sessions since attendees must be monitored to ensure that they fully comprehend the subject matter especially when providing these services to external clients who may not be as easily reached following the training to correct misunderstandings. The proper use of the FRT is the cornerstone to the effective operation of the CFRS and the attainment of RCMP firearm registration goals. For this reason, incumbent also assists the FRT Administrator/Researcher in researching policies, procedures, standards and in developing the FRT User's Manual. Training on the FRT and the issuance of standards is, therefore, of the utmost importance. These tasks represent approximately 15% of total work day.

Sustained attention is required when conducting quality control and new FRT version or FRT CFRS internal testing in consultation with the FRT Administrator/Researcher. Great care must be taken to ensure that every new FRT release maintains all previously identified system requirements and system corrections or amendments have been done.

### Psychological/Emotional Effort

Dealing with members of the Canadian Firearms Registry and external callers in a professional manner, despite their diverging opinions on procedures and standards set by the Registry, requires psychological/emotional effort to remain impartial and composed. There is little or no control over the number of incidents or over how individuals choose to express their frustrations.

Assuring the general public with the registration of their firearms in a professional manner despite their anger and frustration concerning the Firearms Act requiring them to register their firearms requires psychological/emotional effort to remain helpful and courteous. There is no control over the number of calls or over how the public choose to vent their anger and frustration.

Providing explanations and guidance, as the FRT Quality Control Analyst, to senior management, clients and co-workers, who may be angered, misinformed and frustrated, concerning the operations of the FRT, and/or textual or graphic information contained or missing from the FRT, requires psychological/emotional effort. The incumbent is required to remain detached and professional to propose work-around solutions.

### **Physical Effort**

The work requires the incumbent to sit for prolonged periods of time (approx. 5 to 6 hours) when working at a desk, operating computer equipment, using the keyboard and focusing on the monitor while reviewing firearms images, producing descriptive texts, providing advice or recommendations over the phone, and analyzing data. Substantial stiffness is required when reviewing firearm images or producing descriptive texts given that attention to detail is paramount and comparisons must often be simultaneously done with reference material.

Is required to stand or sit for extended periods of time when providing training or coaching services and when attending meetings.

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## ***Working Conditions***

### **Work Environment**

#### **PSYCHOLOGICAL ENVIRONMENT:**

The work is performed in an open concept environment as there are frequent interruptions from other Registry employees, callers and visitors while dealing with tight deadlines. This results in lack of control over the pace of work and project/diary dates are not changed given that completion is dictated by law. There is a daily requirement to deal with simultaneous and conflicting work demands, constant changes in priorities and urgent requests requiring extended workdays (eg. may be required to work 16 to 20 extra hours a month).

Depending on the degree of cooperation from all parties concerned in achieving acceptable results, the work involves being subjected to complaints from senior management, clients, co-workers, law enforcement agency personnel, and members of the general public, for a duration of approximately 5 to 30 minutes, twice a week.

#### **PHYSICAL ENVIRONMENT:**



The work is performed in a crowded open concept office and the incumbent is subjected to noise from office conversations and telephonic calls on a daily basis.

The incumbent is exposed to glare from a video screen for prolonged periods of time (approx. 5 to 6 hours) daily while working on the computer to produce or review a variety of documents.

### **Risk to Health**

Exposure to multiple, conflicting, and urgent demands, frequent interruptions, tight deadlines on a large number of projects, changing priorities and fast-paced workload may lead to stress and mental fatigue.

Providing training sessions and advice as a technical expert to a series of parties, each with their own agenda, preferences and priorities on policies and legislation contained in the Firearms Act and dealing with political and social implications may lead the incumbent to experience high levels of physical and emotional stress.

The exposure to glare from a computer screen and long periods of reading may cause eye strain; sitting for long periods of time to read, work on the computer and attend meetings may lead to leg and back strain; repeated use of hand and wrist muscles while keyboarding data may lead to carpal tunnel syndrome.

The requirement to bend and stretch to search and put away files or the requirement to carry supplies and equipment (e.g. LCD panels, flipcharts, User's Guide etc.) to various locations when giving training sessions may lead to minor physical injury or strains.

<b>Employee's statement:</b>	
I have been given the opportunity to comment on this work description.	
Employee's signature	Date
<b>Supervisor's statement:</b>	
The above accurately describes the activities and demands of the position.	
Supervisor's signature	Date
<b>Authorization:</b>	
George Proulx	99-11-18
Manager's signature	Date

## Work Characteristics

### Responsibility

#### Information for the Use of Others

Conducts quality control on and populates an RCMP Canadian Firearms Registry (CFR) summarized firearms identification reference tool (Firearms Reference Table-FRT), which provides visual and descriptive information allowing the precise identification of over 12,000 firearms. This instrument is used by the Registry in conjunction with the Canadian Firearms Registration System (CFRS) in order to register firearms as per legislated direction. The FRT is also used by interdepartmental partners, Chief Provincial/Territorial Firearms Officers, Firearms Officers, National Verifier's Network (Prov., Reg., Zone Coord. and accredited Firearms Verifiers), law enforcement agencies, Forensic Laboratories, firearm business communities and other private/public agencies.

Electronically links textual firearm descriptions with digitized images in order to produce FRT entries users can use for firearm identification, investigation, forensics and administrative purposes. Is responsible for the development of French firearm descriptions in consultation with Translation Services and ensures the descriptions coincide with not only legal protocol but also the original English.



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

**WORK DESCRIPTION**      **DESCRIPTION DE TRAVAIL**

Position No / N° du poste	Position Title / Titre du poste	Position Class du poste	Job Code / Code d'emploi	NCC/CNP	Effective Date/ Date d'entrée en vigueur
	Forensic Laboratory Technologist	FSLT-C2	2398		
Decision #	Branch / Service	Division	Geographic Location / Emplacement géographique		
	Canadian Firearms Program				
Name of Supervisor/ Nom du superviseur	Supervisor's Position No. / N° du poste du surveillant	Supervisor's Position Title/ Titre du poste du surveillant	Supervisor's Position Classification/ Classification du poste du surveillant		
		Sr. Technologist or Forensic Scientist	Various		

**CLIENT SERVICE RESULTS - RÉSULTATS AXÉS SUR LE SERVICE À LA CLIENTÈLE**

Analysis of samples of exhibit material to provide analytical data necessary to establish the forensic significance of physical evidence for RCMP and other national and international law enforcement organizations and other government departments and agencies.

**KEY ACTIVITIES - ACTIVITÉS PRINCIPALES**

Analyzes samples of exhibit material to provide the analytical data necessary to establish the forensic significance of exhibit material involved in criminal or other regulatory offences or suspected offences.

Sets operating conditions, calibrates and makes modifications or adjustments to the instruments, equipment and procedures used in the laboratory, as required.

Uses a wide variety of complex instrumental techniques of analysis such as gas-liquid chromatography Fourier Transform infrared spectrophotometry, x-ray diffractometry, gene sequencers and many others and conducts continuing study to keep up-to-date on new/improved instruments and methods of interpreting results.

Access various computer systems and prepares reports of the analysis.

Updates the database of reference standards, obtained from a variety of national and international sources.

Maintains instrumentation in optimum operating condition by calibrating, aligning, adjusting and repairing as required. Contacts service representatives and arranges for instrument repairs. Prepares requisitions for supplies. Recommends acquisition of new equipment.

Attends court and testifies on exhibit continuity and technical involvement in analysis, if required.

Explains the forensic application of instruments and methods and the general operation of the Section to visiting groups as part of outreach programs.

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#### **RESPONSIBILITIES – RESPONSABILITÉS**

**Human Resources:** Responsible for providing instructions on laboratory procedures to students and/or new staff, as required

**Financial Resources:** N/A

**Technical Resources:** Responsible for making sound technical recommendations on the selection of new equipment for the laboratory based on an evaluation of the equipment. Also responsible for maintaining laboratory equipment that is used in the work in optimum operating condition

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#### **SKILLS – HABILETÉS**

Forensic laboratory Technologist's work requires a diploma in a relevant field, where these exist (e.g. biology, biochemistry, biochemical technology, chemical technology or another forensic science related subject). In fields where diplomas don't exist, knowledge is acquired through a combination of a Bachelor of Science degree in a forensic science related area and/or experience which progresses from entry level to a full working level when proficiency is demonstrated

Knowledge and skill in applying highly specialized instrumental techniques and chemical procedures for forensic applications is required in order to analyze samples, according to established guidelines.

Knowledge and skill in modifying or adjusting instruments, equipment and procedures, as required

Knowledge of the methods and techniques of augmenting the database file on reference standards to ensure that this is kept up to date, using standards from a variety of sources

Skill in observing, recording and preparing data in order to prepare reports of analysis to be incorporated along with other examinations used to establish the forensic significance of the physical evidence

Skill in keeping an accurate description of examinations and results

Knowledge of appropriate safety procedures to ensure these are followed in handling dangerous materials that could result in exposure to hazards (biological, chemical, radiation and physical).

Communications skills are required to interact with other staff in the laboratory to obtain information required to proceed with an examination, or to obtain the assistance needed to perform a specialized analysis. Also communicates with other forensic laboratories in Canada to share expertise

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#### **EFFORT**

Intellectual effort is required to:

- Apply highly specialized instrumental techniques and chemical procedures for forensic applications for the analysis of samples which are often of limited quantity and poor quality;
- Plan the approach to assignments, to select and utilize pertinent reference material and analytical techniques appropriate to the specialty area (biology, toxicology, chemistry, documents, firearms or tool marks);
- Operate, align, maintain and repair a variety of highly complex instrument or methods and report on their applicability to forensic examinations;
- Exercise judgement and a flexible approach to the analysis and make adjustments to methodology or instrumentation when necessary to deal with forensic evidence exhibits that are highly variable;

- Ensure that work is error free due to the significance of analytical results. Insufficient or incorrect results could limit or adversely affect the interpretation and potentially compromise the reputation of the national forensic laboratory system and/or lead to a miscarriage of justice. Improper action taken could destroy irreplaceable evidence crucial to an investigation.
- Ensure that all data is entered correctly in systems and that the whereabouts of an exhibit is recorded at all times and exactly how far through the system it has been processed.
- Testify in court and defend the results of examinations.

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#### **WORKING CONDITIONS - CONDITIONS DE TRAVAIL**

The work is performed in a laboratory environment, where many of the analytical/examination tasks result in exposure to occupational hazards (biological, chemical, radiation, and physical) some of which are not readily identifiable. This requires maintaining an awareness of these risks and vigilantly observing appropriate safety procedures. A high level of concentration is required when taking observations and handling micro amounts of exhibit material, there is zero tolerance for error. The work involves long hours of working at a computer and risk of eye and muscle strain.

