



Chatham–Kent Police Service

INTERNAL/EXTERNAL JOB POSTING #051-2024

Position: Administrative Clerk, Digital Evidence Management (DEMS)

Department: Administrative Support Branch

Pay Grade: Grade 6 (\$64,701.24 - \$73,169.99)

Reports to: Staff Sergeant/Manager, Corporate Services

Work Location: Chatham-Kent Police HQ or other.

Hours of Work: Monday through Friday, 35 hours per week

Essential Qualifications:

- Completion of a two (2) year formal post-Secondary program or Community College (Diploma or Certificate), or equivalent.
- Demonstrated experience with computer software, including Microsoft Excel, Word, and Outlook

Beneficial Qualifications:

- Adheres to the Service's core values.
- Excellent interpersonal skills.
- Well-developed verbal and written communication skills.
- Proficiency with information management, archiving and data storage, evidence continuity practices and alpha numeric data entry.
- Experience with video management systems, including Axon's Evidence.com, an asset.
- Must possess excellent organizational skills including the ability to execute multiple projects simultaneously. Ability to interact tactfully and confidentially with all levels of the service and public.
- Must possess proven track record of integrity and performance in a fast-paced, high-pressure environment and possess flexibility, multi-tasking and sound judgement skills.
- Knowledge of appropriate storage and destruction guidelines for record-keeping an asset.
- Ability to solve practical problems and recommend solutions where only limited information exists.



Chatham-Kent Police Service

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General Responsibility:

The Administrative Clerk, Digital Evidence Management System (DEMS) will be responsible for the effective operation and management of the DEMS system in use by all members of the Service. The Administrative Clerk (DEMS) will perform technical and administrative law enforcement functions in the control, collection, redaction, disclosure, destruction, and disposition of collected evidence and is responsible for working with various technologies to monitor and fulfill requests for digital evidence. The position includes a variety of responsibilities and requires a high degree of sensitivity to confidential matters.

Specific Responsibility:

Operate within the regulations, policies, and procedures established by the Chatham-Kent Police Services Board, the Chief of Police and/or designate.

Review access to information requests and determine location of and responsibility for relevant records within the Digital Evidence Management System (DEMS).

Maintain the integrity of police records including digital evidence. Protect the privacy of individuals with respect to Access Requests in the collection, release and retention of personal information.

Prepare, redact as appropriate, and apply MFIPPA exemptions to digital evidence records, and for release to the requester.

Prepare, redact as appropriate, digital evidence records pursuant to court order and for crown disclosure.

Communicate with internal members regarding submitting digital evidence and access and disclosure activities (e.g., IT, Records, FOI, Niche etc.).

Create, edit, restrict and reactivate users within the DEMS platform.

Assist in the development and delivery of training sessions (e.g., redaction processes, FOI etc.), when necessary and as directed or requested.

Prepare In Car Camera (ICC) video disclosure including the accurate vetting and redaction of the video and assist in quality control and the evaluation of video.

Prepare CCTV and other surveillance video disclosure including the accurate vetting and redaction of the video and assist in quality control and the evaluation of video.

Makes certain that tasks are completed in accordance with established directives.



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Prepare statements, when requested, to explain to court what changes were made to the video and how the video is stored and secured; may be required to attend court to provide this evidence.

Answers inquiries and provide support to Chatham-Kent Police members and outside agencies regarding requests and ICC and CCTV video issues.

Audit and monitor for proficiency, the preparation and redaction of video evidence prepared by other Records management members to ensure compliance with regulations.

Perform other duties as directed, required, or assigned by the Chief of Police or designate.

Start Date: January 2025

Closing Date: Tuesday, December 03, 2024 at 09:00 hours

**Resumes can be submitted directly
by e-mail to:**

Staff Sergeant Kate McArthur

katem@chatham-kent.ca

NOTE: *The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve. We maintain the right to candidate selection and posting duration based on organizational objectives, goals, and long-term planning initiatives, contingent upon the needs of the service as require.*