



**TWO (2) DIGITAL EVIDENCE
MANAGEMENT SYSTEM
REDACTOR (DEMS)
INTERNAL/EXTERNAL
ANY APS DETACHMENT**

Posted: April 7, 2025

Closing: April 22, 2025

Salary: \$34.11 - \$38.92 per hour

The Anishinabek Police Service requires two (2) full-time Digital Evidence Management System Redactors (DEMS) based at any Anishinabek detachment. This position will work 36.25 hours/week which includes weekends, evening and nights, this position will be within the Civilian MOU Group.

Summary of Function:

The primary function of the Digital Evidence Management System Redactor involves performing technical and administrative law enforcement functions. They control, collect, redact, disclose, destroy, and manage the disposition of evidence, utilizing various technologies to monitor and fulfill requests. This role includes a variety of responsibilities and demands a high degree of sensitivity to confidential matters. The Digital Evidence Management Redactor plays a crucial role in criminal investigations and court disclosure, administering the retention and destruction of records within digital evidence management systems.

Qualifications:

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Cultural Specific Knowledge of Service Area Population	<ul style="list-style-type: none"> • Knowledge of philosophy appropriate for local Indigenous customs and culture for the APS communities with respectfulness and sensitivity to the history and needs of local persons.
Entry Qualifications including Technical Knowledge and Skills	<ul style="list-style-type: none"> • Well-developed computer skills including a full range of Microsoft Office products • Ability to become proficient in police and justice information systems • Ability to learn very quickly in a fast-paced environment; problem solve and exercise good judgment • Previous work experience with courts/ law enforcement would be an asset • Must be able to maintain confidentiality • Valid Class G Driver's License • Must be bondable • Must pass Anishinabek Police Service background check and provide satisfactory Criminal Record Check when requested
Education	<ul style="list-style-type: none"> • Grade 12 education or equivalent • Post-secondary education in digital media production, communications, IT Management, or related field and/or an equivalent combination of education and experience is an asset
Experience	<ul style="list-style-type: none"> • Minimum of six (6) months' experience working in a fast-paced computer-based environment. • Proficiency with information management, archiving and data storage, evidence continuity practices and alpha numeric data entry. • Experience with video management systems an asset. • Proven accurate alpha and numeric data entry. • Previous experience with RMS, CPIC and/or DEMS is an asset
Vision and Mission	<ul style="list-style-type: none"> • Demonstrates knowledge of organizational purpose – why the police service exists; • Demonstrates ability to identify how the position of the Digital Evidence Management System Redactor relates to the police service vision, mission and organizational goals
Cultural Sensitivity	<ul style="list-style-type: none"> • Must be able to demonstrate knowledge of the police service's vision and mission; • Provide effective, efficient and culturally sensitive police services; • Participation in personal and professional development learning opportunities for effective stress management and personal wellness
Personal Growth	<ul style="list-style-type: none"> • Actively participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development.
Added Skills	<ul style="list-style-type: none"> • Interpersonal, independence and team skills; organized; able to prioritize, multi-task; meet deadlines

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience;
- APS Application form & Consent form on <https://www.apscops.org/civilian-opportunities/>
- Two (2) pieces of Government issued Photo Identification, excluding health card (i.e. Drivers Licence, Passport, Canadian Citizenship, Secure Certificate of Indian Status etc.). Ensure to submit front and back of your identification.

Closing date for applications is Tuesday, April 22, 2025 at 4:30 p.m. EST. Please quote HQ-13-25 on your application and the subject line of your message. All completed packages MUST be sent to recruitment@apscops.org Please visit the civilian careers page of www.apscops.org for the detailed job description, application form and consent form.

Anishinabek Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact recruitment@apscops.org for more information.

Please note for internal persons applying, any disciplinary violations in the last two calendar years may be considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position.

*** We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted. ***