



**DIGITAL EVIDENCE MANAGEMENT  
SYSTEM (DEMS) ADMINISTRATOR  
INTERNAL/EXTERNAL POSTING  
THUNDER BAY, ON (GHQ)  
Posted: May 19, 2026  
Closing: June 1, 2026  
Salary: \$69,199 - \$76,191  
Job ID: GHQ-31-26**

**GENERAL:** The Nishnawbe Aski Police Service requires one (1) civilian to fill the full-time positions of Digital Evidence Management Systems Administrator. The position is based out of our General Headquarters located in Thunder Bay, ON.

**Summary:**

Reporting to the Digital Evidence Management Systems Coordinator, the Digital Evidence Management Administrator is responsible for receiving, reviewing, and processing requests for multimedia digital evidence to meet policy and investigative requirements.

The DEMS Administrator plays a crucial role in criminal investigations and court disclosure, administering the retention and destruction of records within digital evidence management systems.

**Preferred Qualifications:**

- Knowledge of Relevant sections of NAPS policies, protocols, procedures and practices, relevant case law regarding timely disclosure of evidence, including PCC audio and basic procedures related to specific sections of Federal and Provincial Statutes;
- Knowledge of Relevant sections of legislation, including but not limited to, Community Safety and Policing Act (CSPA), Freedom of Information and Protection of Privacy Act (FIPPA), Rules of Civil Procedure, Police Orders, and any and all other Acts or policies relating to the disclosure of confidential information;
- Knowledge of Relevant computer software applications to accurately retrieve a high volume of confidential police occurrence information, i.e. NAPS RMS system, audio and video processing/redaction software;
- Knowledge of records management practices for both hard copy and computerized records;
- Knowledge of computerized software and police terminology;
- High attention to detail, and problem-solving skills;
- Superior interpersonal and communication skills;
- Ability to pass a NAPS security background check and criminal record check.

**Key Responsibilities:**

- Responsible for the orderly operation of general duties within their assigned Unit. Involves performing technical and administrative law enforcement functions;
- Control, collect, redact, disclose, destroy, and manage the disposition of digital evidence, utilizing various technologies to monitor and fulfill requests;
- Locate, extract and store required multimedia digital evidence, for example audio (dispatch and telephone calls) and operational video, as operationally required in accordance with outlined unit policies and procedures;
- Utilize multimedia redaction software to process Provincial Communication Centre (PCC) and officer recordings in adherence to unit guidelines and policies;

- Liaise with the relevant PCC, requesting frontline officers and other detachment personnel via email or telephone to receive direction and/or to clarify and obtain missing information;
- Other duties as assigned.

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

- Cover letter detailing interest in noted position;
- A resume detailing your work history, education history, certificates you may possess, any volunteer work and three (3) supervisory references.

Closing date for applications is **June 1, 2026 at 4:00 p.m. EST**. Please quote the Job ID on your application and the subject line of your email. All completed packages MUST be sent, **as a single PDF document**, to:

**INTERNAL APPLICANTS:** [iresume@naps.ca](mailto:iresume@naps.ca)

**EXTERNAL APPLICANTS:** [eresume@naps.ca](mailto:eresume@naps.ca)

Please visit the careers page of [www.naps.ca](http://www.naps.ca) for a complete job description.

Nishnawbe Aski 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 [iresume@naps.ca](mailto:iresume@naps.ca).

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