



Internal JOB POSTING



Posting Date:	October 23, 2026
Closing Date:	November 5, 2026
Requisition ID:	2059
Title:	Coordinator, DEMS
Branch:	Support
Service:	Information Services
Bureau:	Information Management
Salary:	\$104,841 – \$110,870 (Band 6)
Status:	Regular, Full-Time
Openings:	Up to five (5) permanent positions
Vacancy Type:	This job has been posted to fill future vacancies
Location:	Headquarters

Position Purpose

The purpose of this position is to audit evidence and facilitate the ease of collecting, storing, reviewing, updating, classifying and securely sharing digital evidence using YRP's central repository, evidence.com, while collaborating with the Crown, Prosecutors, Courts internal and external police services. The position is responsible for completing redactions on digital evidence including but not limited to body worn cameras, in car camera, interviews and audio/video captured with Axon Capture.

Major Duties & Responsibilities

- Redact body worn camera, in car camera, interviews, audio and video from the Axon Capture application for court disclosure and criminal investigations.
- Review all the digital evidence added to evidence.com on a daily basis and audit to ensure ID reflects the General Occurrence, Ticket or Call.
- Ensure circle checks are properly labeled, in-car camera video correlate with officers' calls, ensure titles are descriptive and categories are applicable.
- Ensure digital evidence is immediately restricted if it contains offensive, sensitive, explicit material or involves Confidential Information or contains privileged information and advise OIC.
- Search in the evidence tab to locate the existence of any digital evidence once an accused party has been arrested and create a case if no case exists, add evidence to the case.
- Add custom metadata to associate evidence with the correct disclosure item category. Redact digital evidence in accordance with next practices, legislation, procedures and court orders.
- Prioritize the disclosure requests based on disclosure date or Show Cause Hearings to ensure the evidence is received prior to the court date.
- Review requests from Region of York Prosecutors and MAG Crown, locate the in-car camera (ICC) video associated or submit ICC Service Desk request to extract from Back End Client and ensure files are properly zipped with the Panasonic player and can be viewed.
- Review all incoming requests for officer support including, CPIC messages for digital evidence, requests for access, and sharing in accordance with the Freedom of Information and Protection of Personal Information Act (FIPPA) and the Municipal Freedom of Information and Protection of Personal Information Act (MFPPA) for law enforcement purpose.
- Respond to requests from Crown offices for additional disclosure, changes in team responsible for prosecution, issues with technology or ability to play a file that was disclosed.

- Respond to AXON related questions from internal members and members of the public including, permissions, zipping and unzipping files, deletion of items, auto transcribe, ALPR requests, issued follow ups and troubleshooting.
- Review requests in ALPR Service Desk queue, assign request and update status, verify Versadex, convert the evidence and re-assign to submitting officer.
- Assist in creating or updating standard operating procedures and provide guidance and assistance to officers on the functionality with DEMS.

This position description is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

Education, Licensing & Certifications

- Two (2) Year College Diploma in Administration/Business studies or a related field.
- Equivalent experience would be considered in the absence of required education.

Experience

- Two (2) Years in Records Management System (RMS) Environment or related experience.

Skills

- Well versed in Versadex to effectively navigate through a general occurrences and issue follow ups when necessary.
- Knowledge of police procedures, rules and regulations, and court processes to effectively complete crown disclosure requests and ensure they are in compliance with directives, procedures and processes.
- Excellent research and analysis skills in order to review information and identify issues that arise with digital evidence.
- Strong planning, organizing, multi-tasking and decision-making abilities.
- Ability to work individually or as part of a team to complete work independently or collaborate with a team when necessary.
- Strong communication and interpersonal skills in order to interact with YRP personnel of all ranks and units, to communicate digital evidence issues and troubleshooting with various stakeholders.

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant.

Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process.

Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this is an internal job posting, no external applications will be considered at this time. In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN