

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The *Police Act* was amended in December 2022 to create the legislative authority to establish a new arm's-length agency to manage complaints against the police and conduct disciplinary proceedings. The Police Review Commission (PRC) will be established upon proclamation of relevant sections of the *Police Amendment Act (2022)* in 2025.

The Police Review Commission (PRC) will be responsible for overseeing the police complaints process for Alberta police services and will be at the forefront of leading and supporting police services through a significant change in process and philosophy.

The Code of Conduct Investigations team is responsible for investigations into allegations of police misconduct under the Police Service Regulation. It is anticipated that the PRC will manage a high volume of code of conduct investigations annually, addressing a range of allegations under the Police Service Regulation. The team also oversees the management of digital evidence, ensuring its proper handling, redaction, secure storage, and compliance with best practices to maintain the integrity of electronic data throughout the investigation process. The team also provides

digital evidence management support to the Alberta Serious Incident Response Team (ASIRT), when required.

Reporting to the Manager of Evidence, the Evidence Coordinator is responsible for receiving, recording, storing, and safeguarding evidence collected for investigations. They prepare records of articles according to a chain of custody procedures and maintain an evidence database. The coordinator also releases evidence being retained to the designated party for court presentation or other disposition. The Evidence Coordinator maintains a storage facility and coordinates proper disposal of sensitive materials including desktop/laptop computers, hard drives, CD/DVDs, etc. The coordinator supports all shipping and receiving needs when needed.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

- 1. Evidence management** - consistent implementation and maintenance of frameworks that match the needs of stakeholders and the PRC helps the organization in achieving its mandate.
 - Reviews, converts, and prepares digital media, such as body-worn camera footage, in-car video, and third-party recordings, using designated software for investigative and disclosure purposes.
 - Stores, organizes, and secures digital and physical evidence in accordance with approved retention schedules and security protocols.
 - Maintains accurate chain-of-custody records to document the intake, movement, and handling of evidence in compliance with legal and procedural standards.
 - Supports quality control by verifying that evidence files are complete, properly labeled, and accurately classified.
 - Maintains and updates internal evidence tracking tools and logs, identifying and flagging discrepancies for review.
 - Participates in file audits and clean-up efforts to support compliance with record-keeping and destruction requirements.
 - Responds to internal requests for access to evidence or file information, escalating complex or sensitive issues when necessary.
- 2. Collaboration and case support** - the PRC's mandate is advanced by supporting internal teams through efficient evidence storage and case support.
 - Assists investigators, resolution specialists, and case coordinators by preparing, organizing, and retrieving evidence for use in active investigations and hearings.
 - Coordinates with internal teams to manage incoming and outgoing evidentiary materials, maintain accurate tracking, and ensure timely file handoffs.
 - Participates in case file preparation, confirming content accuracy and organizing high-volume or sensitive materials.
 - Collaborates with legal services, case management, and the investigative unit on complex disclosure cases and supports the preparation of evidence summaries and reports documenting redactions and findings.
 - Assists in the preparation of internal reports related to file status, disclosure activity, and evidence handling metrics.
 - Presents and explains technical evidence during disciplinary hearings when required.
- 3. Systems implementation and continuous improvement** - the PRC's mandate is achieved through the efficient use and continuous improvement of the new digital evidence management system.
 - Assists with the testing, configuration, and rollout of the PRC's digital evidence management system, supporting procurement and evaluation activities.
 - Provides user feedback and troubleshooting support and identifies opportunities for process improvements during implementation.
 - Stays current on advancements in digital evidence technology and contributes to future system upgrades in coordination with the Corporate Services branch.
- 4. Administrative and inventory control** - the PRC is supported in achieving its mandate through the provision of excellent support for administrative functions and inventory duties.
 - Maintains a secure and accurate inventory of all evidence held by the PRC, ensuring proper intake, release, and documentation.
 - Coordinates the transfer of materials for legal proceedings or authorized purposes and maintains clear audit

trails.

- Supports the shipping, receiving, and secure storage of evidence and technical equipment.
- Responsible for the compliant disposal of outdated or unnecessary materials, in line with policy and legislative requirements.
- Delivers technical training to staff on evidence management practices, including software tools, chain-of-custody protocols, and disclosure procedures.
- Contributes to the development of training materials and procedural guides and provides one-on-one coaching or group sessions to support digital competency and evidence-handling standards.

5. Leadership - strategic priorities are advanced through leadership at all levels of the PRC.

- Promotes the principles of equity, diversity and inclusion, and integrates those principles into investigative practices.
- Fosters a collaborative and supportive team environment that promotes knowledge sharing and best practices.
- Performs other duties as required to support the PRC.
- Provides coverage for manager, as required.

Problem Solving

Typical problems solved:

Public trust and confidence in policing are enhanced by an effective and efficient oversight model. There have been significant concerns raised by Albertans about the existing police complaints process. Challenges in the current system include inconsistent approaches to police oversight investigations and resolutions, training, and limited resources for professional development. These issues can impact public confidence.

The Evidence Coordinator plays a key role in addressing these challenges by ensuring that all physical and digital evidence is handled with consistency, professionalism, and adherence to legal and procedural standards. This includes maintaining strict chain-of-custody documentation, managing diverse formats of media submitted from a wide variety of sources, and ensuring the security and integrity of digital files throughout their lifecycle. The coordinator's responsibilities also extend to reviewing and redacting sensitive materials for disclosure, converting incompatible file types, and preparing technical evidence for use in disciplinary and legal proceedings.

Types of guidance available for problem solving:

This position operates within a complex framework of legislation, case law, privacy obligations, and oversight policies related to evidence handling and disclosure. Under the oversight of the Manager of Evidence, the position will be required to interpret a variety of legislation and policy, and in turn support training to guide the new service delivery model for police complaints and disciplinary processes.

Guidance is available from the Manager of Evidence. Advice and support are also available from other managers and staff in the PRC. The coordinator must rely on their judgment, prior experience, and technical expertise to maintain the integrity of evidentiary processes, in consultation with the manager.

Direct or indirect impacts of decisions:

The Evidence Coordinator helps reinforce the credibility of the oversight process by ensuring that evidence presented in investigations is complete, accurate, and admissible. Any errors, delays, or lapses in evidence handling could compromise the fairness of a hearing or investigation and erode trust in the system. By applying rigorous standards, supporting investigative staff, and collaborating with legal services, the Evidence Coordinator plays a critical role in upholding the procedural integrity of the PRC and enhancing public confidence in police oversight across Alberta.

Decisions have a direct impact on Albertans by influencing public trust and confidence in the province's police oversight system. These decisions affect complainants, subject officers, police services, and the broader community, as they involve allegations of police misconduct with significant social and legal implications.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Manager of Evidence - provide updates, receive supervisory direction, escalate complex issues.
- Investigators and resolution specialists - receive and provide information, consult on evidentiary needs, timelines, and disclosure requirements, and provide support in reviewing and redacting evidence for case use.
- Case coordinators and hearing secretariat - coordinate evidence in disclosure packages for disciplinary hearings, clarify evidentiary scope.
- Other colleagues across the PRC - collaborate on policy development, procedural updates, and staff training related to evidence handling and digital disclosure.

External

- Police services - coordinate access to police-held records, body-worn and in-car video, and other operational materials required for PRC files.
- Technology vendors (e.g., Axon, Adobe) - coordinate system maintenance, software support, and integration of new tools for redaction, playback, or storage.

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Bachelor's Degree (4 year)

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Job-specific experience

- Experience collaborating with a range of stakeholders.
- Experiencing enhancing, redacting, editing and managing digital evidence using different pieces of software (Evidence.com, Adobe Premiere).
- Experiencing following policies, procedures and guidelines.

Technical competencies, certification, and/or training:

- Some knowledge of law enforcement or police services environments, with a deep understanding of policing practices, police culture, and operational dynamics.
- Understanding of chain-of-custody principles and secure evidence handling protocols in oversight or investigative contexts.
- Working knowledge of the Police Act, Police Service Regulation, Canada Evidence Act, FOIP, and applicable privacy, disclosure, and data governance legislation.
- Strong time management and organizational skills to work under strict deadlines while managing multiple commitments and competing priorities.
- Familiarity with procedures for receiving, cataloguing, storing, and tracking physical evidence in accordance with legal and organizational standards.
- Understanding of the political and reputational sensitivity of police oversight and digital disclosure.
- Excellent attention to detail to ensure file accuracy, completeness, and proper documentation.
- Ability to work independently and collaboratively in a fast-paced, high-volume environment.
- Ability to work under pressure and manage competing priorities in a fast-paced environment while maintaining high attention to detail.
- Knowledge of trauma-informed and privacy-conscious approaches to handling sensitive media, especially involving vulnerable persons.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	<p>Anticipates and adjusts behaviour to change. Remains optimistic, calm and composed in stressful situations. Seeks advice and support to change appropriately. Works creatively within guidelines competencies.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Establish and maintain strong collaboration partnerships within PRC, GOA, non-government to ensure mandate is met. Seeks to improve engagement approaches tailored to stakeholder perspectives and PRC priorities.</p>
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>Analyze, evaluate, and synthesize information to provide decision. Generate ideas on how to solve problems, while mitigating risk and bringing together the right people into discussions.</p>