



CLASS TITLE | DIGITAL EVIDENCE MANAGER

PAY GRADE: EX-44| www.cityoftulsa.org/pay

Class Code: 3026

Effective Date: 11/29/2023

PURPOSE OF THE CLASSIFICATION: Under general direction, administers the comprehensive digital evidence management system for the Tulsa Police Department, supervises staff engaged in review and analysis of digital evidence; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Maintains accurate organizational structure, roles, and permissions within the Digital Evidence Management System
- Coordinates evidence requests with internal and external organizations
- Establishes and maintains professional working relationships with other law enforcement and government agencies to exchange law enforcement records in accordance with agency policy and state and federal law
- Coordinates, supervises, and implements system updates with vendors, analysts, users, and internal stakeholders
- Supervises employees engaged in the review and analysis of digital evidence
- Ensures digital evidence is redacted in accordance with applicable laws and regulations
- Manages deployment, maintenance, repair, and replacement of digital equipment for the department
- Supervises and trains staff engaged in the review and analysis of digital evidence
- Researches, recommends, and establishes policy related to best practices in digital technology
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university with a focus in Business, Information Technology, Criminal Justice or related field; **and,**
- (b) Five (5) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities, and Skills:

Knowledge of:

- Comprehensive knowledge of end-user functions and business processes
- Knowledge of video, image, and audio editing and redaction software and method
- Knowledge of the laws and regulations pertaining to digital evidence
- Knowledge of personnel management strategies and best practices
- Knowledge of contemporary data transmission methods to determine the best method for data transfer. and diagnose transmission problems

Ability to:

- Ability to learn and master a digital evidence management system and teach others in its proper use
- Ability and desire to lead, facilitate, and organize with interpersonal and motivational skill
- Ability to obtain Basic CLEET Instructor certification and provide training in classroom and field settings
- Ability to work effectively and professionally with members at all levels of the organization
- Ability to analyze complex issues and formulate sound solutions
- Ability to work independently and to recognize, analyze, and solve complex business and organizational challenges



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- Ability to research, understand, and apply laws and policies; and to correctly set permissions and configurations in complex data management systems.

Skill in:

- Strong verbal and written communication skills, including the ability to communicate technical subjects to end-users in business language

Physical Requirements: Physical requirements include arm and hand dexterity to use a keyboard and 10-key; frequent lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting reaching, balancing, bending, and kneeling, and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with some travel to other City locations.

EEO Code: E-02

Group: Clerical and Administrative

Series: Data Processing and Information Services