

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Police Video Evidence Technician	Job Code: 4240
Date: May 22, 2017	EEO Code: TE
FLSA Designation: Non-exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This skilled logistical and technical work supports deployment, operations, and maintenance of digital evidence management systems in or related to the Police department.

CLASSIFICATION STANDARDS: This position is responsible to a designated supervisor and performs all work under general supervision. The work in this class is distinguished by its specialized video evidence processing and handling requirements.

ESSENTIAL DUTIES: In accordance with state code and department directives, classify, monitor, inventory, maintain a history of, and determine the disposition of digital video evidence and records of body-worn camera (BWC), dash camera, cell phone, and other police video recording devices and related equipment; perform video production activities including redaction of police video and audio files for privacy, sensitive content, lengths, and formats using video management software; track deployment, monitor operation, and determine disposition of equipment and software; maintain and add software licenses; as assisted by IS, troubleshoot, modify, and evaluate operating systems; interact with vendors, manufacturers, or Information Services personnel to schedule repair, replacement, expansion, or upgrades of equipment and software or handle other related issues; and obtain and convert video from outside agencies into usable formats.

In compliance with government records laws, police department directives, and/or directions of the Police Chief or authorized designee, research, locate, and decide the review or release status of video and audio files by requesting parties which may include government officials/employees, citizens, media members, and attorneys; assist department records staff with compliance of digital-related evidence requests; testify in administrative proceedings; criminal or civil court cases, internal affairs investigations, or other related hearings to establish the authenticity, integrity, and continuous chain of custody of video and audio evidence.

Respond to officer requests for software and firmware assistance; prepare training materials and train, or coordinate training of, officers and other City/department employees or outside agency members on video evidence software or firmware use, updates, and other issues; assist with tracking training and certifications and coordinating with training records office specialist; prepare reports, workflow records; assist with statistics, and trends; monitor relevant law; recommend workflow improvements; as needed attend daily command staff briefings and biweekly COMPSTAT report meetings; and other related duties as required.

MINIMUM REQUIREMENTS: High school diploma or equivalent and two (2) years of computer operation and system support experience; **OR** an equivalent combination of job-related education and/or experience [substituting each one year of post-secondary education/training for six months of experience]. Preference given for experience with Adobe Creative Cloud software or other video editing software and/or employment in law enforcement.

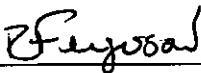
License(s)/Certifications: A valid, lawful driver's license is required. Acceptable driving record as indicated by DMV required.

SELECTION FACTORS: *Knowledge of:* video/audio equipment and operation including body-worn cameras, dash cameras, and cell phones; computer operation and application software; operating systems; evidence handling procedures including continuity and chain of custody; related laws, codes, rules, and regulations governing functions of the position including GRAMA; rules of discovery requests; court procedures; law enforcement terminology; department policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* editing video and audio files; processing evidence; interpreting and complying with GRAMA requests; effectively tracking and responding to user requests; identifying and resolving technical issues; clearly and concisely communicating, both verbally and in writing, technical ideas to a variety of individuals; practicing trust-building behaviors. *Ability to:* identify and resolve technical issues; comply with laws and directives governing police records; use digital evidence management systems; provide understandable technical training to sworn and civilian personnel on the use of equipment and system; determine the status of evidence based on the law; quickly and accurately perform work; resolve issues in a timely manner; view recorded graphic and disturbing images and situations; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; and demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, landline and cell phones, and electrical and electronic equipment.

PHYSICAL DEMANDS: Regularly sit at a computer for extended time periods; maintain attention to detail, frequently use telephones; lifting, stooping, and bending to view equipment.


ENVIRONMENTAL FACTORS: Typical office environment. May include exposure to high stress situations due to recorded graphic and disturbing images and situations, strict deadlines, production requirements, and contact with individuals frustrated by technical support issues.



 Department Director

5-18-2017

 Date



 Mayor/Chief Administrative Officer

5/22/17

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier version.