

AUDIO-VIDEO TECHNICIAN

NATURE OF WORK

This is technical work performing a variety of forensic video and audio work in support of the police department criminal investigations and court proceedings.

Work involves responsibility for digital evidence retrieval from a variety of public and private recording sources, including crime scenes, body worn cameras and in-car cameras. Work also involves digital evidence clarification, forensic analysis and audio/video redactions. This classification will prepare written reports, document chain of custody, create photo and video demonstratives for court and investigative purposes and testify in court to the finding of the analysis. Supervision is received from an administrative superior with work being reviewed in the form of reports, and produced images, video, and court demonstratives.

EXAMPLES OF WORK PERFORMED

Receives, reviews, and analyzes digital media from various sources and of differing quality to be used to assist in the identification and apprehension of criminal suspects.

Responds to crime scenes where evidentiary digital media may be present to assist with the collection of data and transportation of devices containing digital evidence.

Utilizes technology and a variety of computer software programs to analyze, digitally clarify images and prepare audio/video documentation for investigative purposes and courtroom presentation.

Operates and maintains forensic investigative tools, video production, and editing equipment.

Prepares reports and documentation relating to evidentiary activities surrounding forensic video retrieval, chain of custody, analysis, and clarification techniques, maintains digital files and documentation as prescribed by departmental policies.

Researches, obtains training and maintains proficiency in tools, techniques and trends in digital forensic analysis.

Assists the police department with the procurement and implementation of new equipment and software applications related to the collection, storage, organization, security and dissemination of digital media; this may include, but is not limited to, body worn cameras, in-car cameras, and digital enhancement software.

Provides guidance and training to members of the police department in the collection of video evidence; assists investigators in the review of audio and video evidence and other electronically stored evidence as needed.

Collaborates with the legal department and the Public Information Officer to edit and redact relevant audio and video evidence for public dissemination and courtroom presentation when needed.

Appears in court and gives expert testimony on the forensic video technology and techniques used during the analysis of the digital media evident.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of public safety organizational procedures.

Knowledge of hardware and software used in audio/visual presentation needs.

Knowledge operating computer assisted image clarification, video production and editing equipment.

Ability to communicate effectively both orally and in writing.

Ability to work in small confined spaces.

Ability to establish and maintain effective working relationships with equipment users and co-workers.

Ability to organize, prioritize, and complete work assignments under pressure of time constraints.

Ability to prepare a wide variety of documentation, reports and files related to assigned cases.

Ability to provide effective customer service and manage conflict in the workplace.

Ability to use discretion in handling sensitive or confidential information.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in computer science, media production, information technology, broadcasting, visual or graphic arts, criminal justice or related field and six months of experience working with audio-video equipment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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