

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: December 22, 2017

SUBJECT: Forensic Video Analyst—Police

Police Chief Mike Koval, Capt. Richard Bach, and Lt. Anthony Fiore are requesting that a new classification be created within the Police Department to oversee the forensic video analysis and serve as an expert witness in court cases as it relates to production of video. The Police Department currently has a Forensic Lab Technician who prepares video for court, but this would be a higher-level position, as described below. After meeting with Capt. Bach, Lt. Fiore, Capt. Jennifer Krueger Favour, and reviewing the submitted position description (attached), I recommend that a new classification of Forensic Video Analyst be created in CG18, Range 8, and that position #3832 of Forensic Lab Technician be deleted and recreated as a Forensic Video Analyst. The incumbent will continue to underfill the position as a Forensic Lab Technician until the new position is filled through an internal competitive process.

The Forensic Services Unit in the Police Department is responsible, in part, for maintaining video records and preparing such records for court. Currently, a Forensic Lab Technician (CG16, R11) performs this work for the Unit. The Forensic Lab Technician has responsibility for maintaining chain-of-custody as it relates to video evidence, and preparing such evidence for court. In addition, the Forensic Lab Technician may be called upon to testify as it relates to chain of custody issues for such evidence. However, recently there has become a need for the Police Department to have a professional-level position to oversee this work and who can serve as an expert witness in court regarding video analysis. In order to serve as an expert witness, the incumbent must become a Certified Forensic Video Analyst through the Law Enforcement & Emergency Services Video Association International, Inc. (LEVA). This is an intensive certification which requires completion of 4 levels within six years, the culmination of which includes providing a case study and defending it in front of a LEVA Certification Committee. Once obtained, the incumbent must maintain certification, passing continuing education tests in order to get recertified every three years.

While certain duties of this position currently overlap with the Forensic Lab Technician, the new responsibilities incorporated with the new position are higher than expected of the Forensic Lab Technician. For instance, the Forensic Video Analyst will be required to oversee the design and implementation of video software used in the Police Department. This includes overseeing and providing recommendations on proper implementation and use of in-car video systems and, if implemented, body cameras, in order to ensure such systems are forensically sound. This responsibility is approximately 15% of the proposed position description, and is not found in the Forensic Lab Technician classification. In addition, the certification mentioned above is more significant than is required of the Forensic Lab Technician. While the Forensic Lab Technician is expected to take coursework in forensic video editing, a certification is not required. The certification allows the new Forensic Video Analyst to serve as an expert witness in court. Although the Forensic Lab Technician may continue to testify regarding chain of custody and related matters, this position is not considered an expert witness. Finally, the education requirements for this new position are also higher. The minimum qualifications for the new position include a 4 year degree in video production, graphic design, or closely related, or a similar Associate's degree and 2 years

work experience. The Forensic Lab Technician only requires an Associate’s degree or 2 years work experience. After an overall review of the new position responsibilities, I agree that the work is higher than the Forensic Lab Technician and that a new, professional classification of Forensic Video Analyst should be created.

After reviewing the responsibilities of this position and looking at comparable positions within the Police Department, I recommending creating the new classification in CG18, Range 8, consistent with the Crime Analyst 2 classification. Both positions share responsibility for analyzing information and providing recommendations to commissioned personnel. The Crime Analysts analyze data to find crime trends and make recommendations to command staff regarding such trends. This classification is required to analyze a variety of video sources, and determine the best way to extract and preserve the video using forensically sound practices. In addition, this position analyzes video from a variety of angles to piece together what happened at a crime scene. Finally, this position is required to view video from different sources to determine whether a person in each video is the same person. The Forensic Video Analyst must then defend this work and analysis while serving as an expert witness in court. I spoke with Capt. Jennifer Krueger Favour, who has overseen both positions, and she agrees that the analytical work performed by both positions is comparable, making the placement in Range 8 appropriate. I discussed with the Police Department the possibility of creating a series, starting in Range 6, and then making advancement to Range 8 contingent upon completion of the LEVA Certification. However, Police indicated that the LEVA Certification is a requirement of this position, and in theory, a person could be hired at the lower level, not obtain the certification, and continue to be employed at the 1 level. However, this would not meet the PD need of having an expert witness available to testify in court. As such, the classification is being created as a 1-level classification, and the LEVA certification is a requirement such that if the incumbent does not obtain it within a reasonable amount of time (18 months), s/he will be removed from the position.

Based on the information in this memo, I recommend creation of the new classification of Forensic Video Analyst in CG18, R08. At this time, the Police Department will fill the position internally and will delete the Forensic Lab Technician position after this one is filled in order to fund the higher level position. However, because video needs continue to increase, the Police Department expects to be requesting a new position of Forensic Lab Technician to be created and filled in the next couple years, so we will continue to maintain that classification. We have prepared the necessary Resolution to implement these recommendations.

Editor’s Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
18/08	\$ 61,900	\$ 73,454	\$82,268

cc: Police Chief Mike Koval  
 Capt. Richard Bach  
 Lt. Anthony Fiore  
 Capt. Jennifer Krueger Favour  
 Greg Leifer-Employee and Labor Relations Manager