

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Catherine L. Van Hove

Work Phone: 608-267-1116

2. Class Title (i.e. payroll title):

Police Lab Technician

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Lt. Jen Krueger Favour

Work Phone: 608-267-1172

5. Department, Division & Section:

Police Department, Forensic Services Unit

6. Work Address:

211 S. Carroll St. Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:00 AM End time: 6:30PM (Mon-Wed.) 6:15PM (Thurs.)

8. Date of hire in this position:

12/18/2002

9. From approximately what date has employee performed the work currently assigned:

Steady increase in job responsibilities requiring more expertise and technical knowledge since date of hire.

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10. Position Summary:

Forensic Multimedia Specialist

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

60% A. Video

1. Forensic Video Analysis of evidentiary video which includes image clarification and photographic/video comparisons to make identifications as well as integrity verification and authentication
2. In-car video – archive, manage, and provide analysis of evidentiary video (including image clarification)
3. In-car video – process requests for video for release
4. Duplicate videos (from various media) in evidence while maintaining chain of custody and Rules of Evidence standards

5. Video production – for training, presentation, and departmental purposes
6. City surveillance camera system – review, archive, manage and provide analysis of evidentiary video
7. Use of work processes and proper analysis workflow that preserve the integrity of evidence.
8. Prepare detailed reports to include observations, analysis and results of examination(s).
9. Provide testimony in court on analysis performed.
10. Maintain copies of analysis results of all of the above in accordance with retention standards.
11. Provide technical guidance and assistance to Investigators, Detectives, Officers, supervisors, prosecutors and others involved in investigations as to the proper procedures to follow when seizing media.

20% B. Photo

1. Manage and archive crime scene photographs (both negatives and digital media) in accordance with retention standards.
2. Process requests for copies of photographs
3. Perform repairs and maintenance on photographic equipment.
4. Take professional photographs of staff and events (and other photos as assigned)
5. Mix and maintain photo chemistry.
6. Provide technical guidance and assistance to Investigators, Detectives, Officers, supervisors, prosecutors and others involved in investigations.
7. Use of work processes that preserve the integrity of evidence.

10% C. Lab Support Work

1. Order supplies and restock inventory.
2. Maintain crime scene equipment.
3. Reconcile Forensic Unit credit card.
4. Research major Forensic Unit purchases.
5. Other duties as assigned.

10% D. Design

1. Create professional looking posters, brochures, signs, etc.
2. Create displays for court.
3. Color correct and edit employee photos for display.
4. Create and update PowerPoint presentation(s) for display case and events.
5. Other projects as assigned.

12. Primary knowledge, skills and abilities required: Thorough knowledge of photographic methods, materials and technology. Knowledge of forensic video analysis, video technology and video production. Knowledge of non-linear editing products, graphic design, and photo editing software. Thorough knowledge of video and photographic compression schemes. Knowledge of proper handling of analog and digital multimedia evidence. A thorough understanding of technology used and available in law enforcement, forensic video and photographic fields. Ability to effectively communicate both orally and in writing. Ability to use various chemicals used in the photography industry. Ability to manage multiple assignments and projects simultaneously, often under tight deadlines. Ability to work variable hours. Ability to maintain adequate attendance. Ability to work with Police Command staff. Ability to pass an extensive background investigation. Knowledge of researching, gathering, organizing, analyzing data and drawing logical conclusions. Knowledge of the legal aspects of video and photographic evidence. Ability to attend and receive passing scores in on-going training.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Membership in L.E.V.A. is recommended.

15. Physical requirements:

Ability to lift 50 pounds and able to transport photographic equipment.


16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).



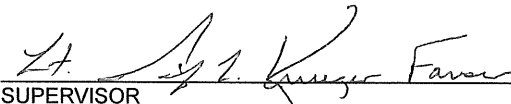
EMPLOYEE

05/11/11

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).



SUPERVISOR

May 11, 2011

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.