

FORENSIC VIDEO ANALYST

CLASS DESCRIPTION

General Responsibilities:

This is professional work in support of the Police Department's Forensic Services Unit's ability to forensically recover, analyze, edit, and store video evidence. This work is characterized by the independent application of professional skills in providing guidance and/or technical processing of forensic video evidence for evidentiary, investigative, or prosecutorial purposes. The incumbent will also be expected to serve as an expert witness in court regarding forensic video analysis techniques. Under general supervision of the Forensic Services Lieutenant, work is characterized by a professional level of independence, expertise, judgment, discretion, responsibility, initiative, coordination, planning, conflict resolution, and leadership..

Examples of Duties and Responsibilities:

Perform forensic video analysis of raw evidentiary video, including image clarification, integrity verification and authentication. Archive, manage, and provide analysis of evidentiary video from within the Police Department and City surveillance camera system.

Provide investigative support in the identification, recovery, analysis, and storage of evidentiary video from non-City owned surveillance cameras. This includes the ability to troubleshoot problems or malfunctioning systems, and processing video in a forensically sound manner for investigative and/or prosecutorial purposes.

Collaborate with internal and external stakeholders regarding the Department's video systems design, integration, and implementation. Represent the Forensic Services Unit to ensure developing video systems within the Department allow for the forensically-sound editing, redacting, storage, and reproduction of video files.

Work with a variety of proprietary source video files to provide analysis and specialized technical work in the clarification, enhancement, repair, reconstruction, and authentication of video evidence.

Provide video redaction and editing of video files for court or in response to open records requests.

Provide expert testimony in court regarding the recovery, analysis, processing, and storage of evidentiary video from City and non-City video sources.

Work as an Administrator of the forensic photo management software, MPD in-car video system, and of the evidentiary portion of the PD Video Server.

Perform related work as assigned.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Possession of a Bachelor's degree in video production, graphic design, or a related field. Possession of an Associate's degree in video production, graphic design, or a related field and two years of directly related work experience may be substituted for the Bachelor's Degree requirement. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Working knowledge of consumer and professional video surveillance DVR systems. Working knowledge of and ability to use computer software applicable to the duties of the position, including those related to video editing and processing. Knowledge of standardized office administrative practices and procedures. Knowledge of rules of evidence and chain of custody principles. Ability to troubleshoot and resolve routine and advanced hardware and software DVR malfunctions. Ability to use computers to perform digital clarification of photos, to review and edit surveillance video, and to prepare various documents and exhibits using graphic design software. Ability to provide testimony in court regarding analysis of video and photographic evidence in criminal cases. Ability to understand and follow rules of evidence and chain of custody procedures. Ability to effectively communicate both orally and in writing. Ability to develop and maintain effective working relationships with internal and external staff, stakeholders, and multicultural populations. Ability to provide advice, training, and consultation to diverse user groups. Ability to resolve problems in a timely and effective manner, to maintain an awareness of project deadlines, and communicate project status, risks, and other issues. Ability to multi-task and prioritize responsibilities. Ability to effectively participate in team efforts to improve departmental programs and services. Ability to evaluate hardware and software and recommend purchases. Ability to exercise judgment and discretion in completing assigned tasks. Ability to safeguard confidential and sensitive information regarding investigations and analytical results. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Possession of a valid driver's license.

The incumbent will be expected to obtain and maintain LEVA certification as a Forensic Video Analyst within 18 months of starting the position. Failure to obtain and maintain this certification within the required timeframe may result in removal from the position, absent extenuating circumstances.

Physical Requirements:

Work is performed in an office setting, using standard office equipment, such as telephone, computer, copier, etc. The incumbent is also expected to lift equipment, boxes of paper and other office supplies weighing up to 50 pounds. Finally, the incumbent is expected to travel and access crime scenes to assist in the retrieval of video or DVRs related to video surveillance systems.

Department/Division	Comp. Group	Range
Police Department	18	8

Approved: _____
Harper Donahue IV
Interim Human Resources Director

Date