



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: FORENSIC VIDEO TECHNICIAN **SCHEDULE:** C
DIVISION: POLICE SUPPORT SERVICES **PAYGRADE:** 13
DEPARTMENT: PUBLIC SAFETY

JOB SUMMARY:

This is specialized work of a technical nature in the R.C.M.P. involving the examination and processing of a variety of evidentiary video. Responsibilities include examining and analyzing digital multimedia evidence utilizing a variety of technologies and wide range of software techniques to extract evidence and to defend and support methods used in court. Additional responsibilities include creating digital media for investigators containing converted crime scene surveillance video, capturing and enhancing still images and providing digital and/or printed copies, downloading cell phones, performing forensic video analysis using various specialized software packages, extracting audio from various digital media formats and converting to a format compatible with transcription software, enhancing audio for better clarity using various software packages and attending crime scenes to recover video evidence. The Forensic Video Technician may be required to attend court and provide evidence. Independent judgement and action is exercised in the technical aspects of the position. Errors in work could have serious impact on customers.

Through the course of his/her duties, the incumbent will be exposed to extremely graphic and disturbing information and visual materials. At times the incumbent will be required to move digital video recording equipment, monitors and computers in confined spaces and awkward physical positions as well as climb ladders to retrieve or access video recording equipment. Exposure to dirt, dust and grease while working in off-site locations can occur. From time to time, as crime investigations warrant, the incumbent will be working in extremely stressful situations under significant deadlines. Performs related duties.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Technical Unit Supervisor:

Performs Forensic Video Analysis by:

- converting video from a variety of proprietary formats to formats that comply with the MOU;
- attending crime scenes to retrieve video from a wide variety of digital video recording systems
- regularly researching, identifying, downloading, installing and configuring proprietary players and codecs;
- updating, troubleshooting, configuring and maintaining proprietary software on standalone video workstations;
- using extensive knowledge of video compression algorithms and artifacts to search video frame by frame for the best images of a suspect or vehicle for further processing;

- using appropriate image editing software to enhance details for identification purposes
- creating detailed reports of processes used, converted surveillance video and enhanced still images for inclusion in court documents;
- retrieving images from local taxi cab camera systems as required for investigations;
- retrieving video from the detachment surveillance video system as required for investigations;
- using appropriate audio editing software to enhance audio from various recording formats for better clarity;
- separating audio from video for enhancement or vetting, then re-compiling;
- converting historical audio and/or video from analog formats (VHS, Hi8, cassette tape) to a digital format; and
- following RCMP policies and procedures to properly maintain continuity of evidence.

Provides technical expertise by:

- communicating and interacting with user and technical communities;
- explaining systems and testifying about the integrity of data for court purposes, as required;
- delivering standardized training to RCMP members and other municipal employees, as required;
- providing technical assistance to users.
- maintaining the detachment interview room, audio video recording equipment, troubleshooting and providing technical support and training to members;
- maintaining off site audio video recording equipment, troubleshooting and providing technical support and training to members;
- maintaining the detachment digital surveillance video recording system, updating software on cameras and recorders and three front end workstations, troubleshooting problems;
- updating and resolving hardware and software issues on a few office stand-alone video workstations;
- assisting members and staff with problem digital media – perform recovery operations;
- closely following industry approved forensic video analysis processes and techniques;
- determining workflow deficiencies and develop methods to achieve maximum productivity; and
- explaining systems and testifying about the integrity of data for court purposes, as required.

QUALIFICATIONS:

Education: Grade 12 diploma. Completion of a two-year college diploma program in Computer Information Systems, Broadcasting, Computer Graphics, or related discipline. Preference given to individuals with LEVA (Law Enforcement Video Association) certification as a Forensic Video Technician The incumbent will be required to complete the first two levels of the LEVA (Law Enforcement Video Association) Certification Program within three years.

Experience: A minimum of two years of technical experience in the areas of digital imaging, digital video processing, video analysis, or broadcasting. Proficient in software typically used in a Forensic Video Analysis Workflow such as Photoshop, Premiere Pro, Omnivore, and Audacity to name a few. Previous experience in a police environment and knowledge of police investigative procedures are assets.

Knowledge & Skills: Considerable knowledge in the use and retrieval of digital surveillance video and other electronic media. Demonstrated knowledge of Forensic Video Analysis technology. Sound knowledge of the practices and techniques used in video imaging, proprietary

codecs and proprietary software packages. Ability to quickly access proprietary software and digital video recording systems without previous experience, knowledge or training. Strong analytical skills. Ability to effectively develop and implement job related procedures. The ability to observe details and notice minute differences. Demonstrated attention to detail. Ability to handle constant exposure to extremely graphic and disturbing information. Ability to respond to a high volume of work under extremely stressful situations. Demonstrated commitment to customer service. Ability to work within a proactive team environment. Strong time management, organizational and prioritizing skills. Demonstrated judgment and problem solving abilities. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees and RCMP members. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Ability to remain current in a constantly changing environment. Ability to work effectively with minimal supervision. Considerable knowledge and demonstrated skill in using computer applications pertaining to work. Ability to train others on the use of computer systems applications such as Photoshop, duplicators, and Audacity. Knowledge of health and safety regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid B.C. Driver's license: Yes, a valid BC Driver's License, full privilege, Class 5.
Vehicle Usage: Yes.
Criminal Record Check: Yes – As a condition of employment, the incumbent is required to obtain and maintain a clear RCMP Reliability Status

Prepared by: Kenneth Corrigan
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