

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	CCTV Evidence Officer (Generic JD)	Current Grade:	A004
Department:	CCTV Unit	Area:	
Reports To:	CCTV Service Supervisor	No of Posts:	
Level of vetting:	BV	Post Number:	

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Collect (already produced) CCTV evidence packages ensuring the evidential integrity of the product

Attend site, view raw (original) CCTV footage in situ to ascertain what is required to be retrieved in support of Police investigations

Physically download CCTV images (from a variety of different CCTV systems) and produce Master Copy evidence.

Review all images seized and disseminate all relevant footage as required (e.g. to support investigations, mis-pers, intelligence).

Identify CCTV images which require further forensic processing (i.e. Post Production) in order to achieve "best evidence".

Ascertain any faults/issues with CCTV systems and escalate them in accordance with SOPs

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

**Financial – Direct or Non-Direct**

**Staff Responsibilities – Direct or Non-Direct**

**Any Other Statistical Data**

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**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

Coordinate collection of analogue and digital CCTV footage (through liaison with 3rd parties), prioritise workload ensuring efficient use of time.

Perform field based first line role by viewing raw CCTV footage in situ, from multiple CCTV systems (all of which they should be proficient on), to ascertain which images will support investigations.

Secure all primary evidence (ensuring evidential integrity) by downloading CCTV footage required and produce Master Copy disks as evidential exhibits.

Report any system faults encountered during the viewing and downloading of footage to the appropriate authority in line with force policy.

Review all CCTV seized and produce still images of significant importance for the Officer in the Case.

Produce multiple copies of both still and video images as requested by Defence, Crown Prosecution Service and Courts.

Apply forensic controls to all evidence produced including packaging, exhibiting and witness statements.

Identify CCTV evidence for Post Production after consultation with the Officer in the Case. Prepare and submit any original footage together with relevant documentation stipulating what further processes are required.

Update relevant Crime Reports and other force databases with details of all CCTV activity that has taken place during the course of the investigation.

Attend court to present and support CCTV evidence as an expert witness.

**E. DECISION MAKING:**

**Make decisions**

Make decisions on which footage should be collected or downloaded first dependant upon priorities and deadlines (e.g. train CCTV footage is only retained for 3 days therefore may need retrieval first).

Decide which setting a system should be configured to before the downloading of evidence takes place, to ensure video is exported in its highest quality possible.

After review has taken place, decide what images can be considered "significant action" (i.e. need to be seen by the Court in order to prove the offence) and require "Post Production".

**Significant say in decisions**

When attending a site decide what footage is of evidential value to an investigation dependant on its content, image clarity and relevance, taking into account previous stated cases.

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

CCTV Management Team, Technical Officers, Service Supervisors, Police Officers

**External**

Transport Industry, Commercial Enterprises

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

City and Guilds level 2 (or equivalent) in any CCTV discipline

Five GCSE's (or equivalent) A-C grade in Maths and English are essential.

**Experience:**

Essential relevant work experience in an office environment applying IT skills.

**Skills:**

Microsoft Office

Optical and magnetic recording media

Excellent communication skills

Ability to work alone, effective time management

**Knowledge:**

Working knowledge of how both optical and magnetic recording media functions

**Desired Criteria:**

**Qualifications and Training:**

City and Guilds level 2 (or equivalent) in IT

**Experience:**

Working in a police environment

**Skills:**

Ability to download CCTV images from Digital Video Recorders with a non-windows interface.

**Knowledge:**

How criminal investigations and police operations are conducted

Knowledge of the rail industry

Digital and analogue video formats

CCTV evidence package production and evidence audit trails

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The post holder will be required to work the hours necessary to support operations and investigations.

First line attendance at a site making the initial key forensic decision about the seizure of best evidence (this decision impacts all further Police CCTV action in the investigation).

Must be self motivated and exercise both initiative and discretion. The post holder will be expected to ensure shift cover at all required times and be able and willing to cover as necessary.

**I. AUTHORISATION DETAILS**

Prepared By: Mike Batchelor

Date: 07.09.10

Area Commander /FHQ

Mark Leahy

Date: 07.09.10

HoD:

Evaluation Panel:

Date:

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