

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:	Video Technician (Generic JD)	Current Grade:	A005
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*

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).

Carry out basic Post Production processes to produce intelligence/evidential packages that can be viewed by officers and the justice system across all BTP divisions.

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

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

None

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

Perform office/field based first line role by viewing raw CCTV footage in situ, from multiple CCTV systems to ascertain which images will support investigations using analogue, digital or internet based systems.

Secure all primary evidence (ensuring evidential integrity) by downloading CCTV footage required and produce Master Copy evidence via physical media or internet based systems.

Report any system faults encountered during the viewing and downloading of footage to the appropriate authority.

Produce multiple copies of both still and video images (including CCTV and BWV) required for progression through the criminal justice system.

Produce basic Post Production products using a variety of different sources including CCTV, BWV and mobile phone footage.

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

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

Act as a SME for video related issues, answering technical queries and advising of best practice from officers and other interested parties.

Attend court to present and support CCTV evidence.

Perform any other duties that are commensurate with the grade and responsibilities.

E. DECISION MAKING:

Make decisions

Make decisions on which footage should be collected or downloaded first dependant upon priorities and deadlines.

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".

Decide on the priority of the workload to meet deadlines dependent on relevant factors connected with an investigation or the timely retention of CCTV data on Network Rail, TOC and other systems.

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.

Advise Police Officers and staff of best practice regarding CCTV collection and post production processes.

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:

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

Experience:

Knowledge and experience of video Post-Production software and processes.

Skills:

Microsoft Office

Video editing using non-linear editing systems

Excellent communication skills

Ability to work alone, effective time management

Knowledge:

Working knowledge of digital video file formats

Desired Criteria:

Qualifications and Training:

Training in digital video editing.

Experience:

Working in a police environment

Experience of CCTV practices and guidelines within 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 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.
Occasional travel to other BTP areas may be required.

I. AUTHORISATION DETAILS

Prepared By:	Neil Purton	Date:	12/09/2018
Area Commander /FHQ	Supt N Barker	Date:	12/09/2018
HoD:		Date:	
Evaluation Panel:	Coordinated via Pay and Benefits	Date:	23/10/2018

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