

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 Intelligence Operator	Current Grade:	A005
Department:	National CCTV	Area:	Force Headquarters
Reports To:	CCTV Intelligence Supervisor	No of Posts:	1
Level of vetting:		Post Number:	Various

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

To gather, collate and disseminate real time intelligence gathered from the pro-active use of live CCTV systems ensuring that the best video evidence and still images are gathered and produced at all times, including determining the evidential value of the product prior to dissemination. Pro-actively consult with Intelligence staffs, force control supervisors, other police departments, outside agencies, train operating companies and external agencies to identify trends in crime that will inform the pro-active monitoring process. Respond to taskings and support live police operations and events taking place at railway locations covered by CCTV thereby ensuring the time critical decisions are made and passed onto the relevant control room either by completing a FIS report of creating an NSPIS.

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

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

Any Other Statistical Data

Provide daily updates to inform the chief constables conference call

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

The post holder must have expert technical understanding of CCTV systems and how they operate in order to identify, track and distribute images in order to anticipate potential real time incidents using the myriad of CCTV systems available at Ebury, thereby ensuring best evidence is captured and escalate incidents appropriately
To gather intelligence and submit as required using 5x5x5 reports
Provide CCTV operational support to BTP Areas for pre-planned operations and events using both CCTV and communications systems
To use force databases such as Force Intelligence System, NSPIS command and Control, Force briefing System and the Crime database in order to maintain an up to date picture of current intelligence and incidents as well as logging the production, storage and movement of any CCTV data collected
Produce evidential CCTV packages in line with the force policies and procedures.
Undertake sensitive taskings, including review of fatalities, including initial assessment of the images, in order that fast time decisions are made and the correct information quickly disseminated.
To undertake any additional duties commensurate with the grading and responsibilities of the post under the direction of line management

E. DECISION MAKING:

Make decisions

Initial assessment of images, including fatalities used to inform Gold, Silver and Bronze Commanders.

Significant say in decisions

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

Internal

All levels of British Transport Police personnel and areas including liaising directly with Gold, Silver and Bronze Commanders, FCRL and FCRB duty officers and CID, coroners officers and PSD.

External

All police forces and law enforcement agencies

All levels of Transport industry, government departments and CCTV industry, including frequent international visitors to the Ebury facility.

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

Essential Criteria:

Qualifications and Training:

Trained to or capable of and expected to achieve BTEC level 2 Public Space Surveillance within probation period.

Experience:

Experienced in the use of Closed Circuit Television systems

Skills:

The ability to interpret and identify unusual behaviour i.e. aggressive non verbal communication
Good communication skills

Knowledge:

Working knowledge of Microsoft Office
Working knowledge of optical and magnetic recording media

Desired Criteria:

Qualifications and Training:

SIA Licensed or equivalent CCTV Operator Course

Experience:

Experience in gathering intelligence in a police environment
Familiarity of software used in the police environment

Skills:

Knowledge:

Knowledge of how criminal investigations and police operations are conducted
Knowledge of the rail industry
Knowledge of the Data Protection Act, the Regulation of Investigatory Powers Act and their application in the CCTV environment
Knowledge of CCTV evidence package production and evidence audit trails

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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.*

Working shifts to cover 24/7/365 capability

I. AUTHORISATION DETAILS

Prepared By:	Jim Fleming	Date:
Area Commander /FHQ	Superintendent Jordan	Date:
HoD:		Date:
Evaluation Panel:		Date:

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