

## Job Description

<b>A Post Details</b>	
<b>Job Title: CCTV Evidence Officer</b>	Grade: A004
<b>Department: CCTV</b>	Division: <input type="text"/>
<b>Reports to: Service Delivery Supervisor (Investigative Services)</b>	Contract Type: <input type="text"/>
<b>Level of Vetting:</b> <input type="text"/>	Numbers in Post: 12
<b>B Purpose of the Post</b>	
Download and collect CCTV from railway and third party premises in line with force priorities to support investigations. The role is critical in providing primary CCTV evidence to investigators, contributing to the timely investigation of crime in line with BTP policing plans.	
<b>C Dimensions of the Post</b>	
<b>Financial – Direct or Non-Direct</b> None	
<b>Staff Responsibilities – Direct or Non-Direct</b> None	
<b>Any Other Statistical Data</b>	
<b>D Principal Accountabilities</b>	
<ul style="list-style-type: none"> <li>Download primary evidential CCTV both remotely and externally using proprietary and bespoke systems and software, and ensure best evidence is captured</li> <li><b>Liaise with Train Operating Companies and third party premises. Coordinate the prioritization and collection of CCTV footage ensuring efficient use of time</b></li> <li>Upload footage to BTP's Digital Evidence Management System as master evidence or produce as physical media as required.</li> <li>Ensure evidential integrity of all produced evidence and audit trails are maintained</li> <li>Apply forensic controls to all evidence produced ensuring national and force guidelines are followed</li> <li>Undertake administrative duties including the recording and logging of all activity undertaken in relation to the role</li> <li>Report any system faults encountered during the viewing or downloading of footage</li> <li>Co-ordinate and respond to all customer service enquiries in a prompt, professional and helpful manner to drive forward the department's focus on customer service</li> <li>Triage submitted requests and allocate to the relevant person or team in line with departmental objectives</li> <li><b>Update relevant Crime Reports and other force databases with details of all CCTV activity that has taken place during the course of the investigation</b></li> <li>Complete witness statements to evidence work undertaken</li> <li>Attend court to support and present CCTV evidence</li> <li>Support new staff by training and mentoring as required</li> <li>Undertake any additional duties commensurate with the grade and responsibilities under the direction of line management</li> </ul>	
<b>E Decision Making</b>	
Make decisions	

- **Make decisions around the prioritisation of tasks including downloading of CCTV based on retention periods**
- **Make fast time decisions on what footage should be downloaded to support live incidents/investigations**
- **Decide which system settings are used when downloading CCTV based on national guidance and local procedures**

**Significant say in decisions**

## F Contact with Others

### Internal

**CCTV Management Team, Investigation Support Officers, Video Examiners, Justice Department, Police Officers/Staff**

### External

**Transport industry, commercial industries, private residences, police forces, government agencies**

## G Essential Criteria

### Qualifications and Training:

Five GCSEs or equivalent experience

### Experience:

Relevant work experience in an office environment using IT equipment and working with a variety of digital file formats.

### Skills:

- Ability to remain calm under pressure
- **Excellent communication and interpersonal skills**
- **Problem solving technical issues related to this discipline**
- **Excellent IT skills**

### Knowledge:

- Knowledge of digital media formats and codecs
- Working knowledge of Microsoft Office applications

### Desirable criteria:

### Qualifications and Training:

### Experience:

**Experience of handling multiple pieces of information as part of a process.**  
**Experience of prioritising workloads.**

**Skills:**

**Knowledge:**

**How criminal investigations and police operations are conducted**

**Knowledge of the rail industry**

**Knowledge of relevant legislation (GDPR, Freedom of Information) and their application in the CCTV environment**

**Knowledge of production of evidence and audit trails**

## **H Additional Information**

The postholder may be required to travel to locations across the country

The role will include viewing sensitive and potentially distressing imagery including scenes of violence and fatalities

**For Panel to complete only:**

**Line Manager Approval:** (this is only signed off when the line manager has approved the final version)

**Panel Approval:** (this will only be signed off once the job has gone through the Job Evaluation Panel)

**Date:**

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission