CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 648.3

Job Title: **VIDEO EVIDENCE TECHNICIAN**

Pay Grade: 12

GENERAL SUMMARY:

Performs data entry; utilizes department records management system to document request and subsequent release of digital media. Troubleshoots hardware and software issues and is responsible for monitoring and fulfilling requests for digital evidence in compliance with various laws, rules, codes and regulations.

RESPONSIBILITIES:

- Receives, prioritizes, analyzes, processes, and preserves video evidence utilizing multiple database systems and functions to build video evidence cases.
- Stores digital records and evidence media in designated systems and storage.
- Ensures the integrity and chain of custody of video evidence is maintained in accordance with state and federal laws, City ordinances, and departmental policies and procedures.
- Processes, prepares, performs, and arranges digital recordings for the dissemination of video evidence in accordance with Houston Police Department (HPD) policies, Memorandum of Understanding and applicable federal and state laws.
- Receives and releases video evidence to approve HPD officers, district attorneys, and other approved outside agencies for court or investigatory purposes.
- Assists in monthly and annual audits.
- Responds to requests and inquiries concerning the release of video evidence, notifies requestor when the video evidence is available. Adheres to departmental policies and procedures and state and federal laws pertaining to the release of video evidence.
- Researches, updates, and modifies video case information with high attention to detail.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new technologies, trends and advances in the profession.

SPECIFICATIONS:

KNOWLEDGE:
Requires a high school diploma or GED. Must possess a valid Texas driver's license and comply with the City of Houston's policy on driving.

EXPERIENCE:
Requires two years of experience with a law enforcement agency; preferably in an evidentiary role.

SPECIAL REQUIREMENTS:
Due to the sensitive nature, high security environment, and value of property and/or evidence impounded, successful completion of a background investigation and polygraph is required.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies, and/or precedents. Analytic ability is required in applying guidelines, policies, and precedents and in adapting methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work typically lead to moderate expense and inconvenience. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer more.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with technical staffs, professionals, and supervisors. Interaction requires moderate tact and cooperation, e.g., scheduling and/or coordinating work, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with representatives of governmental agencies, and professional contact with approved agencies. Interaction requires moderate tact and cooperation e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:
The position routinely requires lifting of moderately heavy items, such as record boxes (up to 40 pounds).

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Video Evidence Technician
Senior Video Evidence Technician

Effective: January 2023