# CITY OF HOUSTON

**JOB DESCRIPTION**

Job Code: 648.4

Job Title: **SENIOR VIDEO EVIDENCE TECHNICIAN**

Pay Grade: 17

## GENERAL SUMMARY:

Performs specialized tasks involving the Body Worn Camera systems of the Houston Police Department (HPD) in conjunction with multiple other databases and applications to process video cases requiring a high degree of sensitivity to confidential matters. Serves in a lead capacity and 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.

## RESPONSIBILITIES:

- Leads processing of video evidence from critical incidents (ex. officer involved shootings), requests from direct subpoenas, HPD and City of Houston Legal Department on Driving While Intoxicated (DWI) requests, and other medium to highly sensitive requests.
- Responsible for monitoring and fulfilling requests for various types of digital evidence in compliance with state and federal laws, rules, codes, and regulations.
- Receives, prioritizes, analyzes, processes, and preserves video evidence utilizing multiple database systems and functions to build video evidence cases.
- Receives and releases video evidence to approved HPD officers, district attorneys, and other approved outside agencies for court or investigatory purposes.
- Performs video editing and redaction for the dissemination of video evidence in accordance with HPD policies, Memorandum of Understanding and applicable federal and state laws. Troubleshoots hardware and software issues.
- Researches, updates and modifies video case information with high attention to detail.
- Stores medium to highly sensitive digital records and evidence media in designated systems and storage.
- Serves as lead on various assignments and trains other designated personnel.
- Compiles data to assist in monthly and annual audits of sensitive video cases, ensuring completion by specified deadlines and in accordance with established goals and objectives.
- Maintains current knowledge of COH policies and procedures and state and federal laws pertaining to the release of video evidence; maintains an awareness of new technologies, trends and advances in the profession.

## SPECIFICATIONS:

**KNOWLEDGE:**

Requires 30 college credit hours from an accredited college or university. Must posses a valid Texas driver's license and comply with the City of Houston's policy on driving.

## SPECIFICATIONS: (continued)

**EXPERIENCE:**
Requires five years of experience with a law enforcement agency; three of which included use of digital or video evidence management systems.

**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.

**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 moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer more.

**SUPERVISION EXERCISED:**

**Direct Supervision:**
Involves general scheduling and review of work as a “working supervisor” or lead person.

**Indirect Supervision:**
No indirect employees.

**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 allied organizations and 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