Integrity | Professionalism | Fairness | Respect

Dorset Police

Job Description

Date:	**May 2019**
Job Title:	**Forensic Video & Audio Examiner**
Post Number:	
Division/Department/Section:	**South West Forensics**
Line Manager (Name/Title & Post Number)	**Regional Forensic Video & Audio Manager**

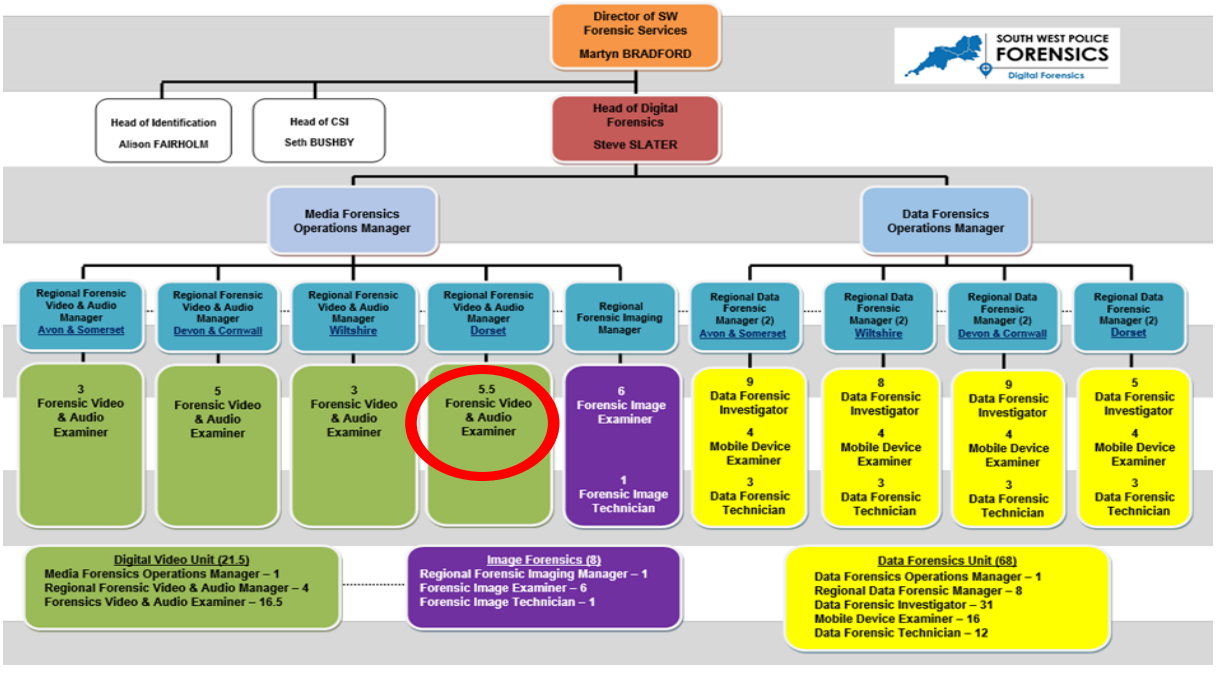
1. PURPOSE

To provide a Digital Imaging service to the SW Regional Forces.

Produce audio, still/moving imagery as required, image display products/mediums including electronic mediums of audio, video, digital, computer and conventional photography. To edit, enhancing, producing and publishing as necessary evidential images and digital video taken at or seized from crime scene for the investigative and judicial process all to an evidential standard.

To attend crime scenes to recover CCTV evidence.

2. POSITION IN THE ORGANISATION



People who work directly for this post
Not applicable

3. MAIN RESPONSIBILITIES

What is the post responsible for? (INPUT)	With what results? (OUTPUT)
Generic	
To accept, process and edit all formats of digital and analogue CCTV and audio, and any other digital media, for use at interview, court proceedings, or for intelligence purposes as required in accordance with Home Office guidelines.	To provide an operational evidential service to the region.
To perform various techniques of clarification in relation to both digital and analogue CCTV and audio, view imagery where appropriate, to establish evidential content and relevance to an investigation in order to assist in the detection of crime.	To provide an operational evidential service to the region.
Copy evidential digital and analogue CCTV and audio material, producing photographic imagery and prepare photographic material for court. Exhibit evidential items for court use, prepare statements, compile written reports and give evidence in court as necessary.	For use within the investigative and judicial process.
To provide immediate response to any major incidents, assisting officers in the retrieval of CCTV evidence from scenes of crime in accordance with CCTV procedural guide.	To maximise potential evidence in operational investigations.
Installing loan units into premises and returning/ reinstalling CCTV systems no longer required by the investigation, acknowledging health and safety requirements.	In order to recovery intelligence/evidence that cannot be exported to a removable media format.
To attend any Major Incident scene and be deployed at a Major Incident Room set up in the Force area, where required.	To provide assistance and expertise to a major crime investigation.
To liaise with specialist units, The Crown Prosecution Service, prosecution and defence solicitors, forensic organisations, other police forces and suppliers.	To ensure the effective presentation of evidence at court.
Produce and edit video and audio material for press release.	To ensure the effective and best use of imagery in the identification of persons.

To keep abreast of new technology by attending courses, conferences and exhibitions as required.	For continual personal and professional development.
To ensure all appropriate records, registers and inventories are maintained as required to show continuity of evidence and the production of exhibits. Collect, handle and maintain continuity of exhibits.	To ensure the effective management of the office administration.
Provide expert evidence and statements with regard to processes and procedures carried out within the unit.	To support the presentation of evidence at court.
To enhance potential evidence received in a number of formats from various types of photographic, video and audio recordings by comparison, examination and cataloguing questioned evidence. Prepare a report in relation to the procedures carried out to achieve the final result.	To ensure that the best information and evidence is produced from the original evidence.

4. CONTACTS

Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.

1.	Crime Scene Investigation Unit.
2.	Professional Standards Department.
3.	Crown Prosecution Service.
4.	Investigation Offices (OIC's).
5.	Members of the public.

5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

Any special arrangements surrounding the job e.g. 24 hr responsibility, on-call time, and weekend work in this section.

All successful applicants will be required to submit themselves for drug testing in line with employing Force's Drug Policies.

Please note that, due to the nature of security checks undertaken, applicants must have 3 years' continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.

When operational requirement to travel and work at other SW Forces locations.

Exposure and handling of disturbing and graphic images from investigations.

Vetted to MV level.

9. TERMS OF APPOINTMENT

The commencing salary will be within Scale E starting at £22,668 and rising by increments to a maximum of £26,433.

The Force Values together with the National Code of Ethics are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.

10. PERSON SPECIFICATION

Essential Criteria

Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.

Criteria to be measured	Competencies Required
Criteria A	HND in audio visual or similar field or equivalent qualification or relevant experience.
Criteria B	Hold a full UK driving licence – or be able to have suitable personal arrangements to be transported to various locations to undertake role as and when required.
Criteria C	Experience of using CCTV computer packages, CCTV Digital and analogue recording systems and Microsoft Windows and Macintosh operating systems.
Criteria D	Experience of media production to include editing and enhancement of video / digital footage and photography.
Criteria E	Experience of computerised imaging systems - with proven ability and experience in image processing software and creativity in the design and production of image display media, video and digital recording principles and photographic processing techniques.
Criteria F	Practical experience in all forms of imaging such as conventional photography, video digital imaging and computer authorising/production (web design).
Criteria G	Understanding of image recording systems, able to recognise the different commercial CCTV recording systems and undertake copying, processing and editing of recorded image media.

Criteria H	An understanding of the requirements to ensure continuity of evidence is preserved and ACPO guidelines and principles for computer based electronic evidence.
Criteria I	Able to communicate clearly at all levels such as with Police Officers, Crime Scene Co-ordinators, Home Office Pathologists and other professional persons including the production of evidential reports/statements for court.
Desirable Criteria (if applicable)	
Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.	
Criteria to be measured	**Competencies Required**
Criteria J	Identification of components within CCTV systems, VCR's, DVR's etc.
Criteria K	Good organisational/administrative skills.