



## Role Profile

### C9129 (M) SO1/SO2 Forensic Video & Audio Technician

#### Role Description

To provide a digital imaging service to the South West Forensics. To attend crime scenes to recover CCTV evidence, to produce audio/still/moving imagery as required.

#### Main Responsibilities

- 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 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.
- 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.
- 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. Installing loan units into premises and returning/reinstalling CCTV systems no longer required by the investigation, acknowledging health and safety requirements.
- To attend any Major Incident scene and be deployed at a Major Incident Room set up in the Force area, where required.
- To attend operational briefings to provide guidance and professional opinions on digital and analogue CCTV and audio related matters. Provide expert evidence and statements with regard to processes and procedures carried out in the unit.
- To liaise with specialist units, The Crown Prosecution Service, prosecution and defence solicitors, forensic organisations, other police forces and suppliers.
- Produce and edit video and audio material for press release.
- To keep abreast of new technology by attending courses, conferences and exhibitions as required.
- 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.

#### Rank\Scale

SO1/SO2

#### Reports To

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An error occurred while parsing EntityName. Line 1, position 38.

#### Supervisory Responsibility

None

#### Additional Information



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Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

#### **Reasonable adjustments**

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

#### **Additional Responsibilities:**

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

#### **Security Vetting:**

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

#### **Special Conditions:-**

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

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

This role requires regular Occupational Health assessments

Designated Powers in relation to seizure, handling and creation of exhibits

Manual handling and movement of hardware and consumables

## Experience and Qualifications

The postholder must be computer literate with an HND in audio visual or similar field or equivalent qualification or relevant experience. A good working knowledge and experience of CCTV digital and analogue recording system is essential along with experience of using CCTV.

The postholder will also be experienced in media production to include editing and enhancement of video/digital footage and photography. They will have a working knowledge of computer interrogation and have a proven ability to produce accurate reports and statements from detailed notes or computerised audit trails. Practical experience in all forms of imaging and experience in a technical environment are essential.

The postholder will have good communication skills (both oral and written), with the ability to produce accurate reports and statements. They will have good problem solving skills and will be able to work independently with minimum supervision. They will have an understanding of image recording systems and be able to recognise commercial CCTV recording systems.

It would also be advantageous if the postholder had knowledge of the components within CCTV systems, together with experience of using a variety of application and communications software running on various operating systems.

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy - Police Recruitment Vetting (RV).



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#### Shortlisting

##### SHORTLIST

##### Criteria relevant to the job

##### ESSENTIAL

##### Requirements necessary for safe and effective performance in the job

##### ADDITIONAL/USEFUL

##### Where available, elements that contribute to improved/immediate performance in the job

##### Qualifications

HND or equivalent qualification in audio visual or similar field or relevant experience.

QE1

##### Experience

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.

QE2

Experience of using CCTV computer packages, CCTV Digital and analogue recording systems and Microsoft Windows and Macintosh operating systems.

EE1

Experience of media production to include editing and enhancement of video and digital footage.

EE2

Experience of computerised imaging systems, video and digital recording principles and techniques.

EE3

Practical experience in all forms of imaging such as video and digital imaging and computer authorising/production (web design).

EE4

Experience working in a technical environment utilising any of the following forms of imaging, video, digital imaging and computer authorising/production (web design) - with proven ability and experience in image processing software and creativity in the design and production of image display media

EE5



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Understanding of image recording systems, able to recognise the different commercial CCTV recording systems and undertake copying, processing and editing of recorded image media

EE6

An understanding of the requirements to ensure continuity of evidence is preserved and ACPO guidelines and principles for computer based electronic evidence.

EE7

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.

EE8

## Skills

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Core Values	Impartiality	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I take into account individual needs and requirements in all of my actions</li> <li>• I understand that treating everyone fairly does not mean everyone is treated the same</li> <li>• I always give people an equal opportunity to express their views</li> <li>• I communicate with everyone, making sure the most relevant message is provided to all</li> <li>• I value everyone's views and opinions by actively listening to understand their perspective</li> <li>• I make fair and objective decisions using the best available evidence</li> <li>• I enable everyone to have equal access to services and information, where appropriate</li> </ul>	No
Core Values	Integrity	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public</li> <li>• I demonstrate courage in doing the right thing, even in challenging situations</li> <li>• I enhance the reputation of my organisation and the wider police service through my actions and behaviours</li> <li>• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations</li> <li>• I am open and responsive to challenge about my actions and words</li> <li>• I declare any conflicts of interest at the earliest opportunity</li> <li>• I am respectful of the authority and influence my position gives me</li> <li>• I use resources effectively and efficiently and not for personal benefit</li> </ul>	No



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Core Values	Public Service	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I act in the interest of the public, first and foremost</li> <li>• I am motivated by serving the public, ensuring that I provide the best service possible at all times</li> <li>• I seek to understand the needs of others to act in their best interests</li> <li>• I adapt to address the needs and concerns of different communities</li> <li>• I tailor my communication to be appropriate and respectful to my audience</li> <li>• I take into consideration how others want to be treated when interacting with them</li> <li>• I treat people respectfully regardless of the circumstances</li> <li>• I share credit with everyone involved in delivering services</li> </ul>	No
Core Values	Transparency	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> <li>• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others</li> <li>• I am clear and comprehensive when communicating with others</li> <li>• I am open and honest about my areas for development and I strive to improve</li> <li>• I give an accurate representation of my actions and records</li> <li>• I recognise the value of feedback and act on it</li> <li>• I give constructive and accurate feedback</li> <li>• I represent the opinions of others accurately and consistently</li> <li>• I am consistent and truthful in my communications</li> <li>• I maintain confidentiality appropriately</li> </ul>	No
Intelligent, Creative and Informed Policing	We analyse critically	Supervisory/Middle Manager	I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.  I think about different perspectives and motivations when reviewing information and how this may influence key points.  I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.  I understand when to balance decisive action with due consideration.  I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.  I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.  I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.	No



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Inclusive, Enabling and Visionary Leadership	We are collaborative	Supervisory/Middle Manager	<p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.</p> <p>I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.</p> <p>I understand the local partnership context, helping me to use a range of tailored steps to build support.</p> <p>I work with our partners to decide who is best placed to take the lead on initiatives.</p> <p>I try to anticipate our partners' needs and take action to address these.</p> <p>I do not make assumptions. I check that our partners are getting what they need from the police service.</p> <p>I build commitment from others (including the public) to work together to deliver agreed outcomes.</p>	No
Resolute, Compassionate and Committed	We are emotionally aware	Supervisory/Middle Manager	<p>I consider the perspectives of people from a wide range of backgrounds before taking action.</p> <p>I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.</p> <p>I promote a culture that values diversity and encourages challenge.</p> <p>I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</p> <p>I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</p> <p>I take the responsibility to deal with any inappropriate behaviours.</p>	No



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Intelligent, Creative and Informed Policing	We are innovative and open-minded	Supervisory/Middle Manager	<p>I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.</p> <p>I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.</p> <p>I am flexible in my approach, changing my plans to make sure that I have the best impact.</p> <p>I encourage others to be creative and take appropriate risks.</p> <p>I share my explorations and understanding of the wider internal and external environment.</p>	No
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Supervisory/Middle Manager	<p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</p> <p>I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</p> <p>I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</p> <p>I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</p> <p>I keep track of changes in the external environment, anticipating both the short and long-term implications for the police service.</p> <p>I motivate and inspire others to achieve their best.</p>	No
Resolute, Compassionate and Committed	We take ownership	Supervisory/Middle Manager	<p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.</p> <p>I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.</p> <p>I am accountable for the decisions my team make and the activities within our teams.</p> <p>I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.</p> <p>I actively encourage and support learning within my teams and colleagues.</p>	No

**NOS**



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NOS Unit	Unit Name	Unit Description