

**FORENSIC VIDEO TECHNICIAN****Approval Date:** February 2025**Department:** Police Services☐ IAFF☒ CUPE☐ Management**Title of Management Supervisor:** Police Services Supervisor**General Accountability:****Purpose and Scope**

Taking direction from the Police Services Supervisor and reporting to the Police Services Supervisor and RCMP Municipal Manager, the Forensic Video Technician will perform specialized technical work utilizing forensic video techniques in support of the Police Services department and the Asset Management department clients. The incumbent will review videos with a technical lens and process a variety of video evidence for investigative and court purposes. The incumbent will also provide administrative support, such as answering inquiries, word processing, and preparing and maintaining various documents and files, to the staff in the Forensic Identification Section.

**Nature and Scope of Work**

Performs a wide variety of specialized technical work and clerical duties including, but not limited to, the following functions:

- Provides clients with technical forensic video services, including request triage, still image capture from video, enhancement of video/still imagery, conversion of video, acquisition of digital multimedia evidence (DME), narrative editing of video evidence and concealment of video.
- Reviews and performs technical level processes on a variety of video evidence for investigative or court purposes and witness testimony in court.
- Provides general advice to clients on video evidence, including acquisition and handling best practices and admissibility requirements.
- Writes technical level reports.
- Prepares and maintains all files and documentation prescribed by departmental policies.
- Safeguards all materials and ensures all documents relating to case are recorded and properly organized.
- Maintains database and video library of all material according to prescribed policies and procedures.
- Utilizes RCMP database applications (including, but not limited to PRIME and CPIC) to browse and query data, enter data, assign files as necessary for processing or follow up, and/or research and prepare correspondence to external agencies.
- Updates and maintains department reference material.
- Maintains reference manual for position duties for backup personnel.
- Performs other related duties as assigned.

**Necessary Qualifications****Technical Knowledge/Skills:**

- Understands and appropriately applies principles, techniques, procedures, requirements, regulations, and policies related to the field of forensic video and access to information pursuant to respective privacy legislation and security policies.
- Employment standards including Work Safe regulations.
- Computer efficiencies including proficiency in Microsoft Word (intermediate level) proficiency in Microsoft Excel (basic level) and intermediate proficiency and considerable knowledge in video editing and related applications.
- Must pass and maintain RCMP Secret Security Screening.

**Key Competencies:**

- Accountability & Reliability
  - Holds self-accountable for measurable high-quality, timely, and cost-effective results, working within established systems, procedures, and rules.
- Communication
  - Excellent oral and written communication skills, including ability to listen effectively, clarify information as needed, and convey information in a clear, concise, organized, and convincing manner for the intended audience, including all levels of court.
- Conflict Management
  - Able to resolve conflict and disagreements in a constructive manner, and deal effectively with the public, staff and outside agencies.
- Service Orientation
  - Skilled at anticipating and meeting the needs of both internal and external customers. Delivers high-quality products and services with a commitment to continuous improvement.
- Decision Making & Problem Solving
  - Able to exercise sound judgment and provide well-informed, effective, and timely decisions, and recommend evaluated solutions to problems that arise.
- Adaptability & Flexibility
  - Effectively responds to a high volume of inquiries and a multitude of varied and changing tasks.
- Initiative
  - Able to work under general direction only, exercising considerable independence and initiative in the execution of duties in an ever-changing environment.
- Networking and Relationship Building
  - Able to establish and maintain effective working relationships and networks with employees, police members, other departments, agencies, partners, and the public. Able and willing to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity, and fairness.
- Stress Tolerance
  - Able to deal effectively with pressure, remain optimistic and persistent, and recover quickly from setbacks.

**Education/Training/Certification:**

- Grade 12 or equivalent.
- Completion of two (2) year accredited technical diploma program in video technology, broadcast television or another discipline relevant to the field of forensic video technology.
- Must possess and maintain a valid Class 5 driver's licence, and produce and maintain a clean driver's abstract, as per City policy.

**Experience:**

- Minimum three (3) years related experience in video technology role, preferably in law enforcement environment, within the last five (5) years.

**Unusual Working Conditions:**

- Must achieve and maintain RCMP Enhanced Reliability Security Screening.
- Exposure to video/still imagery of a sensitive, graphic, and disturbing nature while carrying out duties, sometimes for prolonged periods of time.
- May be required to acquire off-site video evidence for investigative files.

**Preferred Criteria (External Hires):**

- Completion of certification program for Forensic Video Technicians.