

<b>ROLE PROFILE Part1</b>	<b>Role Title</b>	<b>IMAGING TECHNICIAN (VIDEO &amp; AUDIO)</b>	<b>Dept /LP A</b>	<b>SSD</b>
		<b>VETTING LEVEL</b>		
<b>Grade/Rank</b>	SO1 bar SO2			
<b>Responsible To</b>	Imaging Unit Supervisor			
<b>Staff Line Managed</b>	None			
<b>Review by (Line Manager)</b>	Neil Keeping		<b>Date</b>	06/07/20
<b>Purpose of Job</b>	To forensically undertake all aspects of capture, processing and retrieval of video/audio evidence from different sources, collating and presenting the results accordingly.			
<b>Key Accountabilities</b>	<ol style="list-style-type: none"> <li>1. To attend crime and associated scenes as required, retrieving and preserving evidence from digital and analogue devices in accordance with force and national guidelines.</li> <li>2. To work within an ISO accredited laboratory environment to forensically retrieve video and audio evidence from devices, including cloud-based linked accounts.</li> <li>3. To forensically convert digital and analogue data into a viewable format.</li> <li>4. To undertake the forensic image analysis, authentication, enhancement, and interpretation from video CCTV and other visual/audio evidence submitted by investigative officers and other Constabulary staff.</li> <li>5. To forensically clone CCTV hard drives.</li> <li>6. To enhance, edit, and present evidence appropriately.</li> <li>7. To be proficient in using various video and stills editing software packages and bespoke forensic plug-ins.</li> <li>8. To analyse and enhance audio evidence predominantly using the CEDAR Cambridge Forensic Audio System.</li> <li>9. To salvage damaged or faulty video/audio media to assure that quality is maintained for evidential purposes.</li> <li>10. To give technical advice and support to investigators, including occasional presentations for trainees</li> <li>11. To prepare and present evidence at court.</li> <li>12. To undertake regular cleaning, servicing, installation, and maintenance of machinery and equipment in an ISO accredited laboratory.</li> <li>13. To undertake as required administrative duties to include filing, record keeping, reception cover</li> <li>14. To undertake technical testing and validation work to maintain ISO accreditation, and actively engage with the Quality Management System requirements.</li> <li>15. To participate with the university partnership, including mentoring student attachments and occasional presentations.</li> <li>16. To give regular and effective service.</li> </ol> <p>Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.</p>			
<b>Additional Requirements</b>	<p>Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation.</p> <p>There is a call-out requirement as part of the role. This requires an Imaging Technician to dual-skill across other roles in the department. This would include...</p> <ol style="list-style-type: none"> <li>1. To have the ability to produce still images from an analogue or digital medium.</li> <li>2. To attend crime scenes and carry out 360 laser scanning in a forensically</li> </ol>			

controlled scene environment.

3. To be proficient in the use of Photoshop and other related software

There will be a requirement for the post holder to join an emergency call-out rota providing staff cover for the department to meet operational needs. The role holder should have access to reliable transport in order to get into work during unsociable hours, if necessary.

The post-holder will be required to undertake regular eyesight testing as defined by the organisation.

May be asked to carry out fire warden duties to meet required standards if required.

Must be robust enough to deal with disturbing images and audio.

This role has been identified as requiring mandatory Psychological Screening, please refer to the [Psychological screening Support for staff working in high risk roles](#) page

#### **Bar criteria**

To have passed the following courses;

- BTEC
- Foundation CCTV
- BTEC CCTV over IP
- Photoshop
- Force driving course

To be on the Imaging call-out rota for a minimum of 1 year and have demonstrated during that time that they can successfully work unaided at crime scenes problem solving as required to successfully capture different types of CCTV.

To be able to provide telephone and 'one to one' technical support to investigative officers as required.

The post holder must have a good attendance record, i.e. below the Force 'cause for concern' absence trigger point.

If it is proposed to progress through the bar with a higher level of absence, approval must be obtained from the Head Of HR.

#### **ROLE PROFILE Part2**

##### **CVF Recruitment Competencies**

- [We are Emotionally Aware](#) Level 1
- [We Take Ownership](#) Level 2
- [We Analyse Critically](#) Level 2
- [We are Innovative and Open Minded](#) Level 2
- [Transparency](#)

##### **Education/ Qualifications**

**Essential:** Educated to [Educated to QCF Level 6](#) in a relevant visual or digital subject or to have work experience in a relevant field that may be deemed to bring the post holder to an equivalent level. You must have good eyesight, ie at least 6/36 uncorrected vision.

**Desirable:** Knowledge of Adobe Photoshop or similar image enhancement application.

A relevant Imaging qualification.

##### **Experience and Skills**

**Essential:** Experience of working with people from a wide range of backgrounds

**Desirable:** Experience working in an Imaging environment.

Knowledge of Police organisation.

Knowledge of professional video editing software and image editing software such as Photoshop.

##### **Approved by HR**

Julian Kloppenborg, Senior HR Advisor

##### **Date**

30/04/2019