City of Rapid City
Job Description

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<tr>
<th>Job Title</th>
<th>Police Video Evidence Technician I, II</th>
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<tr>
<td>Job Code:</td>
<td>PVET, PVE2</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>PN15, PN16</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Date Revised:</td>
<td>9.7.21</td>
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General Summary: The Police Video Evidence Technician provides evidence and project management support to the Technology and Records Manager. The purpose of this position is to manage and facilitate the digital video evidence and records received at the Rapid City Police Department. This position performs technical and administrative law enforcement work in the control and disposition of collected video evidence and is responsible for working in a video management system to monitor and fulfill requests for digital video evidence. This position includes a variety of responsibilities and requires a high degree of sensitivity to confidential matters.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Police Video Evidence Technician I:

- Manages and facilitates digital video evidence and records inventory in the video management system.
- Responds to inquiries from Department personnel, courts, outside law enforcement agencies, or the general public regarding digital evidence.
- Redacts digital video and audio files using video management software, releases video/audio files to outside requestors, and ensures digital files comply with records release laws and policies.
- Provides technical support to Department personnel, courts, and/or outside law enforcement agencies. Instructs, assists, and troubleshoots technical software and hardware issues with officers and deputies in the field.
- Responsible for video evidence collection devices and uploading and storage of video evidence.
- Monitors and initiates evidence disposition upon review of court disposition orders and statute of limitations.

Police Video Evidence Technician II:

- All essential duties listed under Level I.
- Compiles data for monthly and annual reports of video evidence held, ensuring completion by specified deadlines and in accordance with established goals and objectives.
- Orders supplies and maintains inventory of video evidence collection equipment and accessories.
- Coordinates operations, maintenance, and upgrading of technology systems.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Manages day to day operation of the PVET work group.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Education and/or Experience: Level I: Associate’s degree in mass communications, digital media production, IT management, and/or closely related degree from an accredited higher education institution AND three (3) years closely related experience in the essential duties and responsibilities listed above; or any such combination of education, experience, and training that may be acceptable to the hiring authority. Requires a comprehensive, practical knowledge of a technical field with the use of analytical judgment and decision-making abilities. Level II: A minimum of three (3) years’ experience working at Level I.

Communication Skills: Work requires regular interaction involving exchange and receipt of information. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively and professionally communicate, both verbally and in written format with a variety of internal and external contacts. Ability to successfully present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. The employee performs the job by following established rules and procedures.

Computer and Administrative Skills: To perform this job successfully, an individual should have proficient working knowledge of Microsoft Office© products as well as the ability to become proficient in various law enforcement software and hardware applications including the video management system. Must possess good to excellent general business software and systems knowledge. Must possess excellent organizational skills, including the ability to accurately execute multiple projects simultaneously.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Successful candidate must be able to obtain National Crime Information Center (NCIC) certification within 6 months from date of hire. Background check at hire.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Knowledge, Skills, Abilities: Must possess proven track record of integrity and performance in a fast-paced, high-pressure environment and possess flexibility, multi-tasking, and sound judgment skills.

Preferred qualifications: Prior experience working with digital and/or video evidence software and hardware systems in a local, state, or national law enforcement organization highly preferred.

Other: This position requires flexibility to work limited occasional evening and weekend hours, and may require limited (less than 10%) out of town travel for conferences or other department business.