

Job Title: Forensic Audio Visual Technician	
Job Evaluation Number	0490150

## JOB DESCRIPTION

<b>Job Title:</b> Forensic Audio Visual Technician	<b>Location:</b> Langford Locks, Kidlington
<b>Job Family:</b> Technical Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> FAVU Supervisor	<b>Band level:</b> 3H
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Provide specialist support to Thames Valley Police in the forensic preservation, recovery, enhancement and presentation of multimedia material.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Preserve, extract, analyse, copy and repair analogue and digital multimedia evidence at a scene or in the laboratory by using various specialist computer-based hardware and software to deliver an evidential product on a range of media to internal and external customers.
2. Enhance and edit analogue and digital multimedia evidence as required by using various specialist computer-based hardware and software in order to achieve the highest evidential standard. Provide additional post processing capacity to support the Imaging Unit where operational demand requires.
3. Provide the evidential product in a suitable format for court presentation on a range of media including both physical media and online platforms in a suitable format that can be played on standard consumer equipment (e.g. laptop computer)
4. In support of investigations and convictions, provide high quality written and oral evidence for officers, crown prosecution service or at court as a professional witness to aid the disposal of investigations and cases.
5. Provide technical advice and support to Investigators, other Police Officers and Police Staff of Thames Valley Police of all ranks, Partner Agencies and members of the public to create better understanding of the services and products to clarify procedures and technical aspects of work. This can typically include any aspect of audio or video, CCTV, cameras, computer equipment, computer networks, computer setup, internet access to remote systems, set-up of DVRs, how to operate unfamiliar equipment, how to seize CCTV evidentially, electrical safety, working at height, what is safe to touch, how to download images, what is evidentially suitable.
6. Undertake cleaning, maintenance and repair of personal issue and shared equipment to ensure maximum functionality at all times. Includes the repair, where needed, to evidential devices to facilitate the recovery of multimedia evidence, where conventional methods are not practical.
7. Comply with Force and national guidelines and legislation specific to the role to ensure evidential integrity and continuity of the range of services and products provided.
8. Contribute to the efficient and effective running of the Forensic Audio-visual Unit by completion of administrative procedures, records, input into databases etc. to ensure that all documentation is completed.

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c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

**Further Comments:**

This is a very technical job handling many types of CCTV, computer, audio and video equipment. The nature of the technology is always changing and having a solid understanding of the principles of audio, video and CCTV processing is needed as the technician will be confronted with unfamiliar equipment (hardware and software) on a regular basis.

Each task is handled on a case by case basis and the requirements will be different for each. Being able to handle a variety of processes and understanding what is needed and why can be demanding.

Setting, meeting and justifying realistic technical expectations and timescales. Countering "the CSI effect" and being able to explain factual and fictional capability.

Working away from the laboratory and dealing with members of the public who may not want to interact with anyone from the Police. Managing challenging situations where the technician is faced with difficult people and/or working conditions. Knowing when to walk away.

**d. CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Good standard of education including excellent numeracy and literacy skills with recent experience in report writing.	E
2. Proven, detailed and extensive knowledge of video and audio principles, including different formats, and editing hardware and software.	E
3. Relevant knowledge of related technology required for the forensic examination and processing of evidential multimedia recordings (e.g. video/audio compression principles)	E
4. Recent knowledge and experience in applying audio and video principles. These can include any aspect of basic laws of physics, sound engineering, camera technology, to understanding of covert installations.	E
5. Relevant technical understanding and experience of computer systems, both software (Windows and Linux environments) and hardware, including basic networking principles.	E
6. Willingness to learn and use new systems as technology advances (Formal training is not always available. Ability to adopt self-development and learning from experience may be necessary)	E
7. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
8. Willing to undertake role specific training as stipulated by the Home Office.	E
<b><u>Additional Comments:</u></b> * At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	

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Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.