

Job Title: CCTV Investigator - Major Crime	
Job Evaluation Number	C106

JOB DESCRIPTION

Job Title: CCTV Investigator – Major Crime	Location: Major Crime Unit (HQ, Taplow, Aylesbury)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: CCTV Co-ordinator	Band level: 3G
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: Scope, collect, view, assess and investigate data in various forms, maintaining viewing logs to produce and provide an evidential product for use in Court. The CCTV Investigator will provide evidence in court when required.

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. Scope for CCTV or other media opportunities in relevant areas set by the Senior Investigating Officer to maximise all evidential opportunities.
2. Ensure all CCTV and passive data is retrieved and downloaded in its original format to remain compliant with ISO 17025 standards. Lawfully seize all relevant data and complete continuity statements for each exhibit.
3. View seized articles including CCTV / DVD, videos and any other audio or visual imagery to prepare detailed and comprehensive viewing logs. Maintain accurate files and logs for each case and provide statements where required in relation to current and historical investigations.
4. Prepare detailed viewing logs to identify relevant material in compliance with CPIA 1996 and related guidance to ensure CCTV Investigators support the CCTV co-ordinator and disclosure officer. Attend CPS case conferences to assist Crown Prosecutors with all CCTV evidence and material.
5. Liaise and work with other agencies to support Major Crime investigations including the Highways Authority, Local Councils, public transport and private companies to develop professional relationships. Work in collaboration with FAVU to produce final evidential CCTV compilations for court presentation.
6. Attend court and present key CCTV evidence in relation to investigations to assist both prosecution and defence with all aspects of CCTV compilation / presentation.

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:

Nature and seriousness of the crimes being investigated adds an extra dimension as this leads to intense scrutiny from both prosecution and defence teams into the work of the CCTV teams.

Requires liaison with partner agencies and private companies to negotiate release or seizure of material. The CCTV Investigator will have to persuade and negotiate with those from both

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commercial and private sector in arrange of different scenarios. They will also need to balance competing demands from various investigations.

Designated powers – forensic investigator powers will be used for seizure of CCTV and other digital evidence ensuring compliance with section 19 of PACE. The Viewing Officer will support Police Officers with the execution of Section 8 warrants for the above utilising the designated investigator powers.

The role holder will be dealing with cases which could be of a sensitive or distressing nature. The role holder will be asked to undertake psychological screening.

The demand on the Major Crime Unit is unpredictable therefore may be required to work extended hours and weekends.

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.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Proven experience of producing detailed and accurate reports with an ability to deliver presentations. Ability to problem-solve, investigate, interpret and draw together different pieces of data from hard drives, cloud storage and other platforms.	E
2. Proven ability to work confidentially and independently in a flexible manner to prioritise and monitor high workloads in a pressured environment. Must possess good analytical skills to record and capture fine detail with an ability to concentrate for extended periods of time.	E
3. Must possess excellent communication and listening skills to gain trust with internal / external customers at all levels. Ability to work with clearly defined parameters / procedures. Experience of working within a team, working unsupervised and using own initiative to ensure successful outcomes.	E
4. IT literate in Word, Excel and PowerPoint with a knowledge of computer databases, storage and computer software applications e.g. transferring/converting CCTV data from one format to a viewable format.	E
5. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. 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
6. Understanding of willingness to learn (ensure compliance) ISO 17025 Forensic Standards of seizure.	E

Additional comments: 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.

** indicate their ability to work extended hours and weekends at short notice as determined by business need.