

POLICE PHOTO/VIDEO SPECIALISTDEFINITION

Under general supervision, takes, processes, stores, maintains and manages digital photographs; prints still images from analog or digital videos.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Uses the DIMS Computer System to maintain and manage operational digital storage of digital photos; files and organizes film and digital photographs. Downloads and prints photos and makes CD's or DVD's for use by Department personnel as well as other agencies. Captures, saves and prints still images from analog or digital video. Clarifies, enhances, repairs, reconstructs and authenticates video evidence. Takes a variety of photographs including studio portraits and location portraits. Uses photography equipment and various computers and applicable software. Develops, presents and trains staff, individually and in groups, in the use of digital cameras and their peripherals, photography and the DIMS system and software. Maintains, troubleshoots, and performs simple repairs on computers, peripherals, software, cameras, and photographic equipment; coordinates maintenance and major repairs with outside vendors. Stores and maintains inventory of all photographic and computer supplies and orders new supplies as needed.

Researches photography and video products and techniques in an effort to stay current with new technology. Prepares detailed written reports, testifies in court, and performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent of this classification should be capable of performing assignments without close supervision. As the only employee assigned exclusively to photo/video duties, the Police Photo/Video Specialist is largely responsible for the upkeep, organization and operation of the Department's digital storage needs.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of paid, full-time experience using digital cameras, downloading and printing photos, and managing photo storage through use of a variety of photography and video equipment, computers and applicable software, and education equivalent to high school graduation supplemented by courses in photography; or any combination of training and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: standard photographic and video methods, practices, techniques, tools and equipment.

Skill in: the operation of a variety of cameras and related photography equipment; in the use of computers and applicable software.

Ability to: maintain and manage operational digital storage of digital photos; take and process digital photographs; create, manage, correct, and digitally edit photographic and video material; capture, save and print still images from analog or digital video; follow both oral and written instructions; train others in the use of digital cameras and the DIMS system and software; troubleshoot and perform simple repairs on computers, peripherals, software, and photographic equipment; establish and maintain effective working relationships with others.

### SPECIAL REQUIREMENTS

Possession and retention of a valid Driver's License is a condition of employment.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a technically proficient and self-motivated individual capable of producing a work product of consistent high quality in a Forensics Laboratory characterized by a strong commitment to quality service. This individual seeks opportunities to improve section effectiveness, is thorough in all assignments and functions effectively in a cooperative team environment.

Class title established per Council Resolution No. 90-063,  
effective 7-1-90

Class title change from Darkroom Technician per Council Resolution No. 2007-013.  
Effective 2-05-07

Reviewed: 01/03, 11/06

ADA Approved: 01/03