

## **JOB DESCRIPTION**

**Post:** Image Technician  
**Grade:** Band C **Job Evaluation Ref:** C281  
**District/Department:** Joint Justice Services  
**Sector/Section:** Trials Work Team  
**Location:** Landmark House, Suffolk / Carmelite House,  
Norwich  
**Reporting to:** Team Leader Trials Work Team CJS

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

- To provide copies and extracts of evidential material, including audio/visual media captured from a variety of digital and analogue sources.
- To maintain recording and associated equipment.
- To ensure the secure short term storage of any material and make arrangements for long term retention in line with Force policy.
- To promote equality and inclusion within the team through example and action.

### **2. Main activities of the role *(This list is not exhaustive)***

- Analyse CCTV media isolating events for editing and processing, ensuring correct handling, integrity and storage
- Carry out Audio/Visual capture of CCTV media
- Format all key CCTV media so it is in a viewable format for court presentations
- Edit DVD as directed by nominated police officer and Crown prosecutors and prepare DVD/document packs for internal purposes
- Prepare and supply copies of CCTV/DVD discs and photographic stills to Crown Prosecution Service (CPS), solicitors, police and other appropriate agencies
- Retain securely all working audio/video CCTV/DVD discs. Keep register and indices relating to the receipt, control and return of all discs and associated procedures
- Provide facilities and supervise both Defence and Prosecuting solicitors and defendants who wish to listen to or view discs/tapes
- Provide witness statements and give evidence at court as required
- Liaise with external agencies in relation to CCTV/DVD disc control

- Maintain stocks of consumable items
- Ensure availability of disc equipment, including maintenance, replacements of recorders, transcribers, microphones, copying machines, playback facilities and other related IT equipment, keeping up to date with new software
- Any other duties commensurate with the role and grade as may reasonably be requested by line management

**3. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

## **PERSON SPECIFICATION**

**Post:** Image Technician

**District/Department:** Joint Justice Services

**Location:** Carmelite House, Norwich

### **Essential Criteria**

1. Technical background to include experience of recovering data from CCTV and audio/video systems and other electronic equipment
2. Ability utilise a number of different extraction and software tools to produce digital evidence in a common format
3. Ability to provide professional evidence by producing statement and attending court when required
4. To be able to plan, co-ordinate and prioritise workloads with the ability to complete tasks independently, demonstrating initiative with minimum supervision
5. Development and maintenance of the audio/video suite by keeping up to date with new technology
6. Good interpersonal skills and communication skills to enable liaison with other forces, agencies and members of the public
7. Numeracy and Literacy skills demonstrated by GCSE Grade C or equivalent English and Mathematics or 2 years comparable practical experience
8. Proven experience in collating and controlling confidential information
9. Proven experience of successfully achieving accuracy and quality standards

### **Desirable criteria**

1. Previous experience of working within an audio/video based environment
2. Knowledge of the Criminal Justice System
3. Relevant technical IT qualifications
4. Previous experience in a clerical/administrative environment