

POSITION TITLE:	Assistant Audio-Visual Technician	DEPT./DIV.	Employee & Community Development
REPORTS TO:	Training Sergeant	BRANCH:	Training
GRADE LEVEL:	D	LOCATION:	Headquarters
ASSOCIATION:	Civilian	DATE UPDATED	May 2006
		HOURS OF WORK:	35 hrs/wk Mon-Fri Day Shift

GENERAL PURPOSE:

To process electronic evidence and assist the Audio Visual Technician/Producer with the maintenance of audio-visual equipment.

MAJOR RESPONSIBILITIES:

Performs the duplication of video and audio. Installs, tests and maintains equipment as required. Periodically travels to police divisions for regular maintenance, as directed by AV Technician Producer.

Attends the Communications Branch daily to pick up and copy onto CD, duplicates of 911 digital recordings of existing tapes/CD's for other branches for investigation, court disclosure, prosecution purposes and other materials. Meets with the Communications Staff Sergeant and vendors to inquire about aspects specific to the 911 CD burning process. Familiarizes self with vendor's products by reading promotional material. Researches issues to assist with problem resolution. Performs as the primary point person for 911 recording issues. Communicates issues to appropriate individuals.

Records receipt of materials in a job log book and excel database. Identifies various forms of video recording such as DVD, Mini VHS, and 8 mm. Uses computer equipment and video enhancement software to capture video still images. Monitors and copies television broadcasts for relevant investigations and training purposes.

Assists in the operation of closed circuit TV (CCTV) equipment such as video recorders and digital records. Occasionally operates audio equipment for special events. Records and edits sound tracks for video productions. May complete independently or assist the Audio Visual Technician/Producer in the set up and operation of presentation equipment for police related events as needed. Operates computer peripherals such as printers and scanners. Operates digital camera and downloads to computer.

Occasionally assists the Audio Visual Technician/Producer in video pre-production processes as required. Assists in the set up of camera equipment to be used at both video shooting and previewing sites; adjusts focus, exposure, and other camera settings; sets up lighting for both interior and exterior applications and sound equipment with regard to acoustics and microphone properties, carrying and setting up heavy and awkward equipment.

Completes independently or assists the Audio Visual Technician/Producer with shooting and editing video. Completes independently or assists the Audio Visual Technician/Producer in identifying defective equipment. Cleans equipment and the environment. Checks clock and recording settings.

Prepares for and makes court appearances as witness if required.

Maintains the training video library.

Performs all other related duties as assigned.

RESPONSIBILITY FOR MATERIAL/FINANCIAL RESOURCES:

Installs and maintains equipment such as TV's, Video/DVD players, etc., for all police service users. Adjusts, aligns, replaces or repairs equipment. Contacts repair agency to arrange repairs when necessary. Maintains equipment maintenance records.

NATURE & IMPACT OF ERROR:

Improper use of equipment could result in damage to or loss of evidence.

RESPONSIBILITY FOR SUPERVISION OF STAFF & OTHERS:

The incumbent has no formal responsibilities for supervision of staff and others.

CONTACTS & HUMAN RELATIONS:

Internal:

Receives direction and guidance from the Training Sergeant. Has daily contact with Communications Branch staff and regular contact with Training Branch staff and investigating officers. Has occasional contact with the courts, and all levels of police staff in person, by phone, fax and e-mail to provide information.

External:

Has occasional contact with other police services, community agencies etc. to provide and obtain information.

EFFORT (Mental/Physical):

Follows clear instructions regarding the specific requirements for receiving, processing, handling and storage of evidence procedures to maintain continuity and to adhere to the Municipal Freedom of Information and Protection of Privacy Act and disclosure protocol. Ensures adherence of WRPS security level procedure policies when receiving and processing digital recordings, tapes and CD's to ensure continuity of evidence.

Consults with the Training Sergeant and the Audio-Visual Technician - Producer on an ongoing basis as problems arise. Work involves reactive processing of quantities of video evidence.

Periods of prolonged sitting, sustained visual and auditory concentration, manual dexterity and attention to detail are required when scanning, analyzing and editing videos using equipment. Periodically stands for extended periods while attending special functions or when doing video production. Incumbent may be required to assume awkward positions when accessing equipment and when framing and composing shots.

Bends, stoops, reaches and lifts medium weight boxes and equipment when receiving office and equipment supplies, to replenish supplies and video tapes, and when organizing and maintaining the audio-visual supply room. Carries awkward and medium weight equipment such as screens, data projectors and other related audio-visual equipment when doing video production or when setting up rooms for presenters.

WORKING CONDITIONS:

Work is performed in an enclosed audio-visual/library office environment shared with the Audio-Visual Technician – Producer. Is subject to some interruption and/or requests for assistance by investigating officers requiring immediate assistance in the processing of surveillance tapes.

May work outdoors and in other locations as required to shoot video. Operates a police training branch vehicle to travel to police divisions to troubleshoot, repair and monitor video and audio-visual equipment which is used to videotape interviews of suspects or victims of crime, or when assisting officers at the scene to extract video evidence.

Occasionally attends special meetings and functions such as police service board meetings, employment information sessions, Awards Night, Citizens Police Academy, special events, in-service training sessions, police graduations and ceremonies, and any other functions to assist with set up of AV equipment.

Records receipt of tapes in job log book so that evidence processing needs are met as received. Exercises care and/or safety precautions as necessary when repairing equipment, while working outside in inclement weather conditions, and when transporting and setting up audio-visual equipment at special events.

SKILL:

a) Knowledge:

Thorough practical knowledge of audio and video equipment normally acquired through the attainment of a diploma in Audio-Visual and/or Electronics Technician from a recognized community college, or through previous related on the job experience in video production.

Skill in the operation of a personal computer using video enhancement software such as Photoshop or CorelDraw in a Windows environment is required.

Skill in the operation of cameras for video and still shots.

Knowledge of standardized office procedures and processes with basic keyboarding skills.

Skill in the operation of a personal computer and knowledge of software programs such as Microsoft Word and Excel. Ability to operate a CD burner, fax machine, photocopier, shredder, and other related office equipment.

Attention to detail required to edit voices from tapes and to operate audio-visual equipment using various software programs.

Manual dexterity and the aptitude to use small tools to repair equipment.

Communication skills required to obtain information as required; to explain technical operation of equipment to users who are unfamiliar with the equipment. Represents the police service in a positive, professional manner.

A valid Class "G" Ontario Driver's Licence with no more than six demerit points required to travel within and outside the region to attend meetings and seminars.

Ability to meet police security clearance requirements and maintain confidentiality.

Ability to participate as an effective team member and support and project values compatible with the organization.

Ability to meet testing requirements for the position.

b) Language Communication (Written & Verbal):

Responds to inquiries from staff on the telephone, through e-mail, the Internet and in person. Ability to communicate with other staff to train them in the use of audio-visual and computer equipment and troubleshoot as required.

Reviews television broadcasts for relevant police training material. Reads brochures, catalogues, technical manuals, equipment, supply and service manuals, requisitions, and service agreements.