

POSITION TITLE:	Audio Visual Technician - Producer	DEPT./DIV.	Community & Corporate Services
REPORTS TO:	Training Sergeant	BRANCH:	Training
GRADE LEVEL:	E	LOCATION:	Headquarters
ASSOCIATION:	Civilian	DATE UPDATED:	Dec. 31/03
		HOURS OF WORK:	35 hrs/wk Mon-Fri Day Shift

GENERAL PURPOSE:

To provide audio-visual and computer graphic print media and computer multi-media technical support and advice to all branches of the police service in the set up and operation of equipment, and processing of video evidence.

MAJOR RESPONSIBILITIES:

Operates videotape recording and editing equipment to record videos and television programs. Assists Investigators who are involved with lengthy, urgent cases requiring detailed and immediate processing of their audio, video surveillance tapes for court appearances and/or show causes.

Makes duplicates of existing tapes and produces photographs from tapes for other branches for investigative, prosecution purposes or media releases; material is often confidential and sensitive. Follows continuity of evidence practices and procedures when handling investigative tapes.

Uses computer equipment and video enhancement software to capture video still images; and uses equipment and special procedures to enhance and improve video evidence.

Using design software, creates original computer graphic artwork for various print media such as: posters; flyers; newsletters; signs; invitations; tickets; special event programs; cards; reports; certificates; brochures; manuals; advertising; logos; billboards; vehicle lettering, etc.

Accesses available resources such as cameras, scanner and the Internet to obtain appropriate supporting media. Combines graphic design and multimedia programming to develop multimedia presentations in either PowerPoint or Corel Presentations.

Provides computer graphic expertise and services to all WRPS staff to design, set up and print a wide variety of print medium. Suggests cost effective printing methods; and communicates directly with printers and suppliers to ensure set up and file formats are

accurate.

Maintains a job log book of equipment required by persons throughout the police service; tracks equipment issuance and return. Installs and maintains equipment such as televisions, video cassette records for all police service users. Adjusts, aligns, replaces, or repairs equipment, assemblies, and components following equipment manuals and schematics, using soldering tools and other hand and power tools and/or makes arrangements for repairs with service vendor.

Tests and maintains audio visual equipment to make sure equipment is in good working condition and maintains equipment maintenance records keeping. Fixes broken equipment, arranges for repairs and parts or replacements as required.

Sets up and tests audio visual equipment, computer laptops, data projectors and screens. Discusses needs with presenters and suggests mikes, screens to adapt to room size, crowd attendees and other variables. Offers suggestions on improvements to graphics and PowerPoint presentations. Demonstrates use of equipment to presenters.

Monitors and copies television broadcasts for relevant police training material. Operates closed circuit TV (CCTV) equipment such as multi-flexor in conjunction with time-lapse VCR. Operates audio equipment to record and edit music, dialogue and sound effects for videos and recordings. Operates dubbing machines to play back edited dialogue, music and sound effect tracks from different sources, in synchronization with video.

Meets with requester(s) to discuss assignments for video production, including coordinating development and production of video presentations with external agencies, such as the Alzheimer Society, Neighbourhood Watch, and the WRP Association, and internal staff for in-house productions such as senior officer presentations, specialized training videos or community resource information videos about the police service.

Researches and develops scripts. Determines filming sequences, camera movements, and picture composition. Instructs police service members in on-camera presentation techniques. Selects and sets up camera equipment to be used at both video shooting and previewing sites; adjusts focus, exposure, other camera settings; sets up lighting for both interior and exterior applications; and, sets up sound equipment with regard to acoustics and microphone properties. Camera records and edits video. Narrates or hosts new video productions as requested.

Maintains the police service training video library by receiving and cataloguing new video tapes and authorizing payment. Distributes videos and lesson plans from the library to all branches as needed. Maintains contact with a variety of video vendors for new products review. Is a member of the Police Video Training Alliance (VTA) which assesses video training needs and develops video projects; required to attend at semi-annual meetings.

Purchases, installs and maintains audio equipment for the police service by researching and recommending video equipment purchases annually.

Photographs special events and other items to augment graphic designs; inserts into print material as required.

Performs all other related duties as assigned.

RESPONSIBILITY FOR MATERIAL/FINANCIAL RESOURCES:

Prepares and submits annual Audio-Video Equipment budget for approval by the Inspector of Community & Corporate Services. Evaluates budget material in order to determine practicality or viability of product.

Receives evidence tapes for editing, duplication and photographs; logs for continuity in accordance with security policy. Logs equipment booked out and checks equipment upon return for broken or missing items and does minor repairs or contacts service vendors. Loans out training videos and lesson plans and tracks same.

Responsible for company credit card authorizing purchases of less than \$250.00 to maximum of \$1,000.00 per month for supplies and equipment servicing. Maintains supplies of unique stock items and tools required for quick repair of equipment. Receives new books for the training library, logs, signs out and controls return of books, tapes, materials and equipment.

NATURE & IMPACT OF ERROR:

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

RESPONSIBILITY FOR SUPERVISION OF STAFF & OTHERS:

The incumbent has no formal responsibilities for supervision of staff and others. Is the sole resource person for video and presentation equipment set-up and operation for the entire police service. Instructs police service members in on-camera presentation techniques, video tape production; computer graphic designs; explains procedures for training videos and provides guidance and technical and creative advice to requesters who will be giving presentations using audio visual equipment. Assists Training Branch staff to train recruits on "Surveillance Media". Teaches PowerPoint and presentation techniques to Speakers Bureau officers.

CONTACTS & HUMAN RELATIONS:

Internal:

Receives regular direction and guidance from the Training Staff Sergeant and Sergeant and the Inspector of Employee and Community Development. Has regular contact with all levels of police staff in person, by phone, fax and e-mail to obtain, provide and clarify information, assisting with computer graphics for print media and computer multi media presentations and projects, including video and audio-visual technical functions and productions.

External:

Has regular contact with equipment service repair businesses and video vendors. Has occasional contact with other police services, community agencies, and the Ontario Police Video Training Cooperative to exchange 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 tapes to ensure continuity of evidence.

Consults with supervisors on an ongoing basis to review work upon completion of assigned tasks or as problems arise; and re-prioritizes own tasks as required within time schedules.

Evaluates new equipment and procedures and researches the Internet and magazines and catalogues to evaluate current practices and to integrate new and best practices for police video production. Analyzes various technical problems such as production focusing and techniques, utilizing creative solutions, requiring attention to detail.

Periods prolonged sitting or standing, sustained visual and auditory concentration, manual dexterity and attention to detail are required when scanning while editing videos; developing scripts; shooting and editing production; when troubleshooting equipment problems; and when programming multi-media computer presentations and computer graphics for print media. 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 and replenishing supplies and video tapes, and when organizing and maintaining the audio visual supply room. Carries awkward and heavy 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, subject to constant flow of people with frequent interruption and/or requests for assistance by investigating officers requiring immediate assistance in editing surveillance tapes. Works outdoors and in other locations as required to shoot video. Operates a police training branch vehicle when performing tasks requiring travel.

Occasionally attends scenes of crime or collisions to obtain realistic training video shots. Occasionally attends at business establishments to use their security systems and equipment to retrieve quality video images for investigators. Attends at police divisions to troubleshoot, repair and monitor video and audiovisual equipment which is used to videotape interviews of suspects or victims of crime. Occasionally responds to problems at divisions immediately so that video tape can be processed in a timely manner to increase chances of apprehension of suspects.

Due to the nature of work, incumbent has occasional contact with investigators who may be under stress who are involved with lengthy, urgent cases requiring detailed and immediate processing of their audio, video surveillance tapes for court appearances and/or show causes.

Required to attend 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 as required.

Utilizes a job log book to prioritize own tasks so that evidence needs are met first, followed by production needs. Schedules daily work to meet needs of ongoing investigations, senior officer requests for presentations, followed by routine flyers, pamphlets and other presentations on a priority basis.

Wears standardized Training Branch issued police civilian clothing. Exercises care and/or safety precautions as necessary when repairing equipment, when working outside in inclement weather conditions, and when transporting and setting up audio visual equipment at special events.

SKILL:

a) Knowledge:

Comprehensive knowledge of audio-visual technical equipment and video production, computer multi media design and programming, computer graphic design and print media, normally acquired through the attainment of a diploma in Broadcasting Technical or Electronics Technician along with a diploma in Commercial or Graphic Arts, Computer Graphics or Animated Design from a recognized community college, or through three years previous on-the-job directly related experience.

Skill in the operation of a personal computer, video enhancement software such as Ocean Systems Detective as well as graphics design software (CorelDraw) and photo enhancement software (PhotoShop) in a Windows environment is required. Knowledge of Adobe After Effects software is required for professional video production.

Knowledge of computer operating systems required in order to creatively integrate graphics and data video production with various software programs, to capture, edit and print photos, data/presentation programs, graphics, audio and video effects. Ability to operate cameras for video and still shots.

Knowledge of standardized office procedures and processes, basic keyboarding skills, filing and file management, library operations and document organization.

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

Judgement, problem solving and analytical skills required to determine needs, assess, troubleshoot, operate and maintain advanced audiovisual equipment using various software programs. Creativity, artistic talent and resourcefulness required to develop solutions for unique situations such as editing voices from tapes, solving equipment failures or problems using available equipment and resources, or to integrate, enhance or improve graphics into quality presentations using various computer software programs. Manual dexterity and the aptitude to use small tools to repair equipment.

Communication and customer service skills required to obtain information as required; and to clearly and concisely provide suggestions, explanations and direction to explain technical operation of equipment to users who are unfamiliar with the equipment. Ability to suggest alternate techniques when developing and directing video production with requesters; to prepare drafts of posters and PowerPoint presentations; to prepare routine correspondence and faxes; to send e-mail messages; and to represent the police service in a positive, professional manner.

Ability to research the Internet for up-to-date audiovisual information and applications.

Ability to work independently, and to organize and prioritize tasks to meet the needs of staff and to respond to evidence and production requests on a priority basis.

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 to maintain confidentiality.

Ability to participate as an effective team member and to 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 audiovisual, computer multi-media presentations, and computer equipment and to troubleshoot as required.

Writes procedural manuals for use in training staff and others in the use of audiovisual equipment, including projectors. Writes clear and concise video scripts. Reads work orders. Reviews television broadcasts for relevant police training material. Remains current with technological advances for consideration in police applications and future purchases such as digital technology. Researches and develops the annual audio visual budget.

Reviews advertising requisitions and faxes before sending to ensure completeness and suggests changes where necessary. Reads brochures, catalogues, technical manuals, equipment, supply and service manuals, requisitions, service agreements, video scripts, and lesson plans from the library.