



JOB DESCRIPTION

TECHNICAL SECURITY SPECIALIST

Department:	Police	Classification/FLSA:	Non-exempt
Location:	Law Enforcement Center	Reports To:	CID Lieutenant
Supervises:	No one	Benefits:	Per City Handbook
Travel:	As needed		

POSITION SUMMARY

This role will manage all City of Pittsburgh camera security projects in coordination with City IT staff. Additional responsibilities will also include research and support of installation and maintenance of surveillance/License Plate Recognition (LPR) related software and equipment and any other technology deemed appropriate. This administrative position is responsible for the oversight and management of the Body Worn and Vehicle Camera (BWVC) Program which includes inventory, training, deployment, system evaluation, policy and procedure review and evaluation, and maintenance of the program's hardware and software systems. This role will work in conjunction with our crime analyst position, along with other PD and IT staff to address existing and new technology and hardware which will aid in proactive policing efforts.

DUTIES AND RESPONSIBILITIES

- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other programs;
- Manages all aspects of digital multi-media collected by surveillance and body worn cameras to include receiving, cataloging, reviewing, redacting video and ensure release is in accordance with federal, state, local statutes and established department policies and procedures; maintaining custody of evidentiary audio/video collected and stored in a digital format;
- Ensures all body worn and vehicle video camera recording footage is properly catalogued and can be easily accessed and cross referenced with case files;
- Reviews recordings to ensure sensitive footage of victims and innocent bystanders is appropriately modified to protect their privacy and safety in accordance with Kansas State Statutes;
- Assists City Clerk, Evidence Control Specialist and Prosecutors in ensuring that all records and discovery requests related to video recordings are honored in compliance with the Kansas Open Records Act;
- Oversee maintenance of body-worn camera equipment, assists with inventory and asset logistics and assists with body-worn camera training;
- Makes recommendations regarding equipment procurement, assignment and inventory;
- Prepares reports and correspondence when required;
- Interacts regularly with the leadership team regarding team performance, strategy, metrics and results;
- Performs other duties as deemed necessary and directed by supervisors;

DUTIES continued

- Responsible for the replacement of damaged and/or lost equipment;
- Assist personnel in the use and navigation of the BWVC software to find specific video files, burn copies and share files with authorized personnel and entities;
- Liaison with body worn camera provider and advise department on equipment upgrades, and any concerns or issues related to the BWVC equipment;
- Be available during disaster related events, such as tornadoes, wind storms, and special law enforcement operations or events;
- Assist in development, evaluation, implementation, periodic review and updating of policies and procedures;

POSITION COMPETENCIES

Knowledge of:

- Video surveillance and audio/visual camera systems operation;
- GIS systems;
- Current computer programs and software to access surveillance and utilize body worn and vehicle camera video; video redaction techniques; ability to process public and intra agency video record requests;
- Working knowledge of City ordinances, State laws and regulations relevant to the position;
- Working knowledge of office practices, and related departmental policies and procedures;
- Strong knowledge of research methodology and report preparation;

Skill in:

- Critical thinking and problem solving;
- Computer/software use, such as video storage and retrieval systems, Microsoft Office and Excel;
- Project and Time Management – demonstrates resourceful behaviors toward meeting job objectives, anticipates problems, is proactive, plans ahead, and displays a willingness to assume extra responsibilities and projects that are assigned;
- Video editing and redacting experience preferred but not required;

Ability to:

- Establish and maintain positive and effective working relationships with other employees, officials, and other law enforcement agencies;
- Prepare and present clear and concise reports both orally and in writing;
- Maintain and retrieve records using a variety of source materials;
- Understand and follow complex oral and written instructions;
- Adapt to developed software for future technology as required by the job;
- Make proper decisions independently;
- Professionally testify in judicial and administrative proceedings;
- Maintain confidentiality and ensure integrity of video footage and on-going investigations;
- Quickly learn the layout of the city, and its geography.

EDUCATION/MINIMUM QUALIFICATIONS

- High school diploma or GED; Associate's or Bachelor's Degree in Information Technology, Criminology, Criminal Justice, Public Administration or a related field, plus two (2) years' experience in an administrative, technical, or law enforcement nature, preferably in a public sector governmental agency; or other applicable work experience;
- Valid driver's license with clean Motor Vehicle Record;
- Demonstrated skills or certification in computer/technology systems