

# Body Worn Camera Reviewer

## **Nature and Variety of Work**

An employee in this class performs work of average difficulty. This is an administrative position with responsibilities within the Body Worn Camera Program, which include inventory, technology based tasks, training, deployment, fulfilling public records requests and video redaction. Assigned responsibilities require a timely and professional response. Under the general supervision of the Professional Standards Manager, duties are typically performed with some latitude for the use of independent judgment. Employees may have considerable contact with the general public, City officials and City employees. Work performed is often of a sensitive or confidential nature and remains in conformance with applicable policies, procedures, laws, rules and regulations. Work is reviewed through personal conferences and evaluation of completed assignments, reports submitted, and results achieved.

## **Description of Duties**

Prepares, scans and purges documents and files in compliance with policies, procedures, regulations and public records law; ensures compliance with all applicable policies, procedures, general orders, rules, regulations, and standards; ensures maintenance, availability, confidentiality, and release of records to authorized individuals per established guidelines; initiates any actions necessary to correct deviations.

Ensures all body worn camera recording footage is properly cataloged and can be easily accessed and cross-referenced with case files.

Reviews recordings to ensure that sensitive footage of victims and innocent bystanders is appropriately modified to protect their privacy and safety in accordance with FSS.

Processes evidence requests for the State Attorney's Office in criminal cases and all public record requests.

Assists prosecutors in ensuring that all discovery requests are honored;

Oversee maintenance of body-worn camera equipment, assists with inventory and asset logistics and assists with logistics of body-worn camera training.

Assists with quality assurance of body worn camera audit functions.

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.

Interacts regularly with the leadership team regarding team performance, strategy, metrics and results.

Facilitates customer feedback through multiple response mechanisms.

Prepares reports and correspondence when required.

Performs general clerical tasks, which may include answering telephone calls, entering data into a computer, making copies, sending/receiving faxes, filing documentation, or prepares outgoing mail/packages, or receiving incoming mail.

Performs other duties as assigned and related work as required.

## **Required Knowledge and Skills**

### **Education**

Graduation from an accredited college or university with a bachelor's degree in criminology, criminal justice, public administration, business administration or a related field; with three (3) years of experience performing analysis or compliance duties in a law enforcement environment; or high school diploma or GED; with five (5) years of experience performing analysis or compliance duties in a law enforcement environment.

### **Experience**

Extensive knowledge of: operation of BWC equipment and software, data processing and office equipment including desktop and laptop computer, printer, facsimile, copy machine, calculator, as well as equipment and current computer programs to access and utilize body worn camera video; video redaction techniques; ability to process public and intra agency video record requests.

Considerable knowledge of: modern management practices and procedures; effective supervisory practices; team dynamics, team building and diversity; business office practices and the computer systems utilized by the department; the layout of the city, and its geography.

Ability to: plan work, organize tasks; establish and maintain effective working relationships with other employees, officials, and the general public; prepare and present clear and concise reports both orally and in writing; maintain 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.

Skill in: problem solving; oral and written communications; Google Office Suite, Microsoft Office and Excel.

### **Other Requirements**

Must possess or have the ability to obtain a valid Maryland driver's license by the time of hire.

Pass a thorough background check and a test for the presence of illegally accessed drugs

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