



FORENSIC VIDEO ANALYST

COMPETITION: #2499-50170381

STATUS: Regular full-time
SECTION: Forensic Services, Forensic Video Unit
HOURS OF WORK: Tuesday to Friday, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 28 - \$49.65 to \$58.66 per hour
COMPETITION END DATE: Friday, August 9, 2024

Responsible for supporting VPD members by extracting, processing, and analyzing multimedia evidence, utilizing specialized hardware and software technology, and by following current best practices.

ESSENTIAL DUTIES

- Is self-motivated and volunteers to share the unit's workload when needed; for example, answering the unit's main phone line, checking the team's email inbox, accepting work requests from investigators, and volunteering to take on work from other members
- Is coachable and is a proven team player
- Maintains a positive mental attitude and contributes meaningfully to a supportive work environment
- Is flexible and can adjust shifts when required to support investigators
- Is physically able and willing to enter private homes, rooming houses, private businesses or other environments, to extract multimedia evidence
- Is able and willing to extract multimedia evidence from recording systems, produce high quality still images, create high quality sub-clips, and detailed timelines, all in a forensically sound manner
- Is able to forensically analyze multimedia evidence from sources such as cloud storage and digital video recorders
- Expects and is willing to work in a variety of indoor and outdoor environments and weather conditions, including the Downtown Eastside area of Vancouver and other areas of the Lower Mainland
- Is willing to be canvassed after-hours via cell phone for voluntary call-outs by the NCO in the event of a priority investigation, such as a homicide
- Coordinates video extractions and liaises with investigators from patrol and other specialty units
- Maintains confidentiality of police investigations, investigative techniques, and tradecraft
- Safeguards police data with appropriate security such as passwords and encryption
- Will only remove VPD property, data, software, hardware, and other assets or resources outside of the FVU office with pre-approval by the NCO
- Expects and is willing to testify in court in relation to work performed in the unit
- Makes contemporaneous, legible, and detailed notes when handling evidence or making key decisions
- Discloses notes, reports, and other documentation in a timely manner
- Expects and is will to give presentations to investigators, Crown, and others as directed by the NCO
- Can adapt to procedural changes, new technology, and legal updates
- Can appropriately prioritize multiple ongoing tasks while under pressure and with resource constraints
- Can limit distractions, like personal cell phone use, non-work-related internet browsing, and non-work related communications during work hours
- Can work efficiently with minimal supervision and meet deadlines as set out by investigators, Crown Counsel, and the NCO
- Takes initiative to politely and professionally provide assistance to team members and investigators alike



- Liaises with appropriate entities regarding procurement and maintenance of specific hardware and software solutions as directed by the NCO
- Proactively identifies problems and communicates observations to the team and the NCO in a timely manner
- Develops logical and appropriate solutions to challenges at the direction of the NCO
- Constructively participates in meetings and training sessions
- Possesses a valid Class 5 driver's license and a safe driving record
- Is able and willing to drive a minivan or other police vehicle
- Is able and willing to carry or pull a gear bag containing video extraction equipment
- Is able to climb a 5-foot high stepladder
- Is able to work at a desk by sitting or standing for a full shift
- Participates in the annual mandatory high stress debrief program
- Completes other duties in a timely manner as directed by the NCO

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Demonstrates a practical knowledge of the statutes, laws, and legal processes relating to video evidence
- Knowledge of the theory, practice, and procedures related to the field of forensic video technology in order to prepare all documentation and video evidence necessary to support criminal investigations and prosecutions
- Ability to communicate logically in a clear and concise manner
- Ability to write technical and/or analytical reports; proficient in the use of specialized software programs such as AccessDME, Amped FIVE, and Adobe Production Premium, with the ability to archive, review, analyze, edit, and manipulate data to achieve the desired results
- Technical ability to assemble and disassemble digital video recorders and computers
- Ability to maintain a high degree of technical competence using departmental databases, mapping, spreadsheet, and word processing software
- Possesses superior organizational skills
- Ability to use time and resources productively to complete investigations or projects within diary dates and meet the required standard
- Working knowledge of a large variety of proprietary software and operating systems commonly encountered in digital video recorders
- Working knowledge and understanding of network topography and cloud storage
- Must be able to work with minimal supervision and execute a high degree of independent judgement
- Ability to maintain positive working relationships in a team environment

Preferred:

- Sound knowledge of the rules, regulations, and policies which govern the activities in the Forensic Video Unit

EXPERIENCE

Required:

- More than 5 years of experience in a forensic video analyst-like position
- Experience in the field of multimedia video production and editing
- Training or equivalent experience in digital multimedia imaging



Preferred:

- Experience appearing in court and providing testimony

EDUCATION

Required:

- Completion of LEVA Level 2 course

Preferred:

- Completion of LEVA Level 3, or higher, course(s)
- Working toward LEVA Certified Forensic Video Analyst status
- Recognized specific technical and/or computer courses/certifications
- Completion of a diploma program in video technology or related field from an institute of technology or community college

OTHER REQUIREMENTS

- Valid Class 5 BC Driver's licence
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

SELECTION PROCESS

Candidates will be required to achieve 70% on a written test in order to move forward to the interview stage.

- The practical test will account for 60% of overall score
- The interview will account for 40% of overall score

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

We thank all applicants, however, only those short-listed will be contacted.

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. The competition number must be indicated in the subject line in the email.