

# ALSIP, ILLINOIS POLICE DEPARTMENT

## POSITION DESCRIPTION

**JOB TITLE:** AUDIO / VIDEO SPECIALIST

**DATE ISSUED:** 07/02/24

**REPORTS TO:** DEPUTY CHIEF/ADMINISTRATION

**DATE REVISED:** 07/01/24

**JOB CLASSIFICATION:** DIGITAL MEDIA TECHNICIAN

**DATE REVIEWED:** 07/01/24

**FLSA STATUS:** NON-EXEMPT

**COLLECTIVE BARGAINING:** NON-EXEMPT

**SALARY:** \$50,000 - \$58,000 DOQ

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THIS POSITION BASED ON A JOB TASK ANALYSIS COMPLETED IN: **JUNE 2024**

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**BASIC POSITION FUNCTION:** BRIEF DESCRIPTION OF THE TYPES OF DUTIES OR RESPONSIBILITIES OF THE JOB TITLE.

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VIDEO EDITOR IS RESPONSIBLE FOR DOWNLOAD EDITING AND PROCESSING VIDEO COLLECTED BY THE ALSIP POLICE DEPARTMENT. REQUIRES CONSISTENT ATTENTION TO DEPARTMENT MISSION AND GOALS.

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**DUTIES AND RESPONSIBILITIES:** ESSENTIAL AND OTHER RESPONSIBILITIES OR DUTIES. MAY INCLUDE, BUT ARE NOT LIMITED TO:

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### VIDEO EDITING:

EDIT AND PROCESS VIDEO EVIDENCE USING AXON AND OTHER APPROVED SOFTWARE  
ENHANCE VIDEO QUALITY, INCLUDING COLOR CORRECTION, STABILIZATION, AND NOISE REDUCTION  
CROP AND TRIM VIDEOS TO FOCUS ON RELEVANT SEGMENTS  
ADD ANNOTATIONS, TIMESTAMPS, AND OTHER IDENTIFYING INFORMATION

### EVIDENCE MANAGEMENT:

MAINTAIN ACCURATE RECORDS OF ALL PROCESSED VIDEOS  
SECURELY STORE AND MANAGE VIDEO FILES IN ACCORDANCE WITH DEPARTMENT POLICIES  
COORDINATE WITH INVESTIGATORS TO ENSURE TIMELY DELIVERY OF EDITED VIDEOS

### TECHNICAL:

ASSIST WITH THE PRODUCTION AND DISTRIBUTION OF VIDEO REQUESTS  
ASSIST WITH FOIA REQUESTS INCLUDING REDACTIONS AND INTERNAL REQUESTS FOR VIDEO  
THIS IS NOT AN INFORMATION TECHNOLOGY POSITION THIS POSITION IS DESIGNED TO FOCUS ON VIDEO SYSTEMS USED IN LAW ENFORCEMENT

### TRAINING:

PARTICIPATE IN TRAINING PROGRAMS TO STAY UPDATED ON NEW VIDEO EDITING TECHNIQUES AND TECHNOLOGIES  
PROVIDE TRAINING TO OTHER DEPARTMENT PERSONNEL AS NEEDED

MUST BE KNOWLEDGEABLE AND REMAIN UPDATED ON THE LAW ENFORCEMENT BODY CAMERA ACT (50 ILCS 706), FREEDOM OF INFORMATION ACT 5 ILCS 140/) AND THE ILLINOIS ATTORNEY GENERAL BINDING PAC OPINIONS REGARDING FOIA.

MUST COMPREHEND THE RULES OF EVIDENCE AND CHAIN OF CUSTODY INCLUDING BEING ABLE TO TESTIFY AND APPEAR IN COURT AS NECESSARY.

MUST BE ABLE TO LEARN AND PROCESS VARIOUS POLICE RECORDS SYSTEMS.

PERFORMS OTHER DUTIES AS REQUIRED.

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**SKILLS, KNOWLEDGE AND ABILITIES:** TO PERFORM THE REQUIRED DUTIES AS LISTED, BUT NOT NECESSARILY LIMITED TO:

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KNOWLEDGE OF PROPER ENGLISH USAGE; SPELLING AND WRITING; KNOWLEDGE OF POLICE REPORTING AND FILING METHODS; ABILITY TO PREPARE CLEAR, CONCISE REPORTS.

KNOWLEDGE OF POLICIES AND PROCEDURES OF THE ALSIP POLICE DEPARTMENT. ABILITY TO INTERPRET AND EXPLAIN THEM; ABILITY TO WORK IN A PARAMILITARY SETTING.

SKILL IN OPERATING VARIOUS OFFICE MACHINES, WHICH MAY INCLUDE CALCULATOR, FAX MACHINE, COPY MACHINE. KNOWLEDGE OF COMPUTERS AND AUTOMATED DATA ENTRY SYSTEMS, VARIOUS SOFTWARE SYSTEMS.

ABILITY TO MAINTAIN AND ESTABLISH A COOPERATIVE WORKING RELATIONSHIP WITH THOSE YOU COME IN CONTACT WITH DURING THE COURSE OF YOUR WORK; ABILITY TO MAINTAIN CONFIDENTIAL INFORMATION.

ABILITY TO PERFORM BASIC MATH TASKS SUCH AS ADDITION, SUBTRACTION, MULTIPLICATION AND DIVISION.

ABILITY TO TYPE QUICKLY AND ACCURATELY; ABILITY TO ORGANIZE TASKS TO ENSURE TIMELY COMPLETION.

ABILITY TO MAINTAIN PHYSICAL CONDITION AND ABILITIES IN ORDER TO PERFORM ASSIGNED DUTIES AND RESPONSIBILITIES THAT MAY INCLUDE: READING; WRITING; LISTENING; MAKING OBSERVATIONS; TALKING OR COMMUNICATING WITH OTHERS; CLIMBING STAIRS; SITTING FOR PROLONGED PERIODS AND LIFTING BOXES.

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**MISCELLANEOUS QUALIFYING FACTORS:** OTHER FACTORS THAT ARE NECESSARY IN SECURING OR MAINTAINING THE JOB TITLE.

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ASSOCIATES DEGREE OR TWO YEARS OF EQUIVALENT COLLEGE AND/OR EXPERIENCE. BACHELORS PREFERRED.

PROVEN EXPERIENCE IN VIDEO EDITING AND POST-PRODUCTION.

PROFICIENCY IN VIDEO EDITING SOFTWARE (E.G. ADOBE PREMIERE PRO, FINAL CUT PRO OR RELATED EDITING SOFTWARE).

EXCELLENT ATTENTION TO DETAIL AND ORGANIZATIONAL SKILLS.

ABILITY TO WORK INDEPENDENTLY AND AS PART OF A TEAM.

MUST BE ABLE TO PASS THOROUGH BACKGROUND TESTS: MEDICAL, DRUG SCREEN, FINGERPRINT INQUIRY, ETC.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL-INCLUSIVE. THE VILLAGE RESERVES THE RIGHT TO AMEND OR MODIFY THIS JOB DESCRIPTION AT ANY TIME.

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**ACCEPTANCE:** THIS POSITION DESCRIPTION APTLY DESCRIBES THE DUTIES AND/OR ASSIGNMENTS BEING PERFORMED BY THE JOB TITLE.

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**DEPARTMENT HEAD**

**CHIEF EXECUTIVE**

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_ TYPED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_