

Police Surveillance Specialist (3687)
Task List 2022

Overall Function: Performs skilled working the installation, operation, maintenance, design, fabrication, testing, and inspection of electronic surveillance equipment and mobile digital device data acquisition equipment used in the investigation of criminal activity; supervises one or more groups of employees engaged in the above work as assigned; and does related work.

1. Designs, procures, installs, operates, maintains, fabricates, tests, and inspects electronic surveillance including audio and video transmitters, receivers, recorders, digital media recorders, time lapse recorders, time base correctors, video camera and printers, audio and video enhancing equipment, and other digital electronics utilized in the investigation of criminal activity.
2. Analyzes field situations, incidents or environments to determine the best use of specialized electronic surveillance equipment for investigative and officer safety purposes.
3. Advises sworn officers on the utilization of electronic surveillance equipment during field incidents to ensure officer safety and successful investigative operations.
4. Ensures that investigative personnel are aware of the limitations imposed by the use of electronic surveillance equipment.
5. Ensures that all laws and Departmental regulations relevant to the use of electronic surveillance equipment are observed.
6. Duplicates and converts digital media, including audio/video tapes and digital audio/video files.
7. Enhances digital audio media and analog audio files for clarity for use in prosecution of cases.
8. Operates software and hardware used in mobile digital device data acquisition.
9. Repairs, monitors, and maintains digital and analog recording systems.

10. Reviews pending legislation to determine its impact on Department operations involving electronic surveillance activities.
11. Serves as instructor at Police Department schools, roll calls, and training sessions to provide training to Police Department personnel on the laws pertaining to the use of audio and video electronic surveillance equipment and their restrictions.
12. Responds to emergency situations requiring the installation or operation of electronic surveillance equipment.
13. Maintains evidence records and generates reports for work performed.
14. Drives an automobile, light truck or undercover surveillance van in performing these duties.
15. Serves as a lead worker of a small group of Police Surveillance Specialists as assigned.
16. Plans, lays out, schedules, assigns, supervises directly or through subordinate supervisors or lead workers, and evaluates the work of one or more groups of Police Surveillance Specialists as assigned.
17. Disseminates safety information to subordinates and assures that safe working conditions exist.
18. Fulfills supervisory Equal Employment Opportunity responsibilities as set forth in the City's Racial Equity Plan.
19. Evaluates and prioritizes work assignments for crime scene response.
20. Establishes routine maintenance procedures and lays out and assigns non-routine work.
21. Acts as liaison to investigative personnel, as well as department supervisors and managers, to coordinate the technical aspects of the work with department surveillance activities.
22. Supervises and works with a group on the more sensitive or complex investigations as assigned.

23. Conducts special studies, investigations, and tests of electronic surveillance equipment being considered for purchase.
24. Writes specifications and prepares costs estimates and justifications for the purchase of equipment.
25. Provides expert testimony in local, state, and federal courts regarding the installation and use of digital/analog audio and video evidence.
26. Verifies the authenticity of recordings in criminal investigations.