



Code: 9194
Family: Legal and Regulatory
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: DIGITAL RETRIEVAL SPECIALIST – CPD

CHARACTERISTICS OF THE CLASS

Under general supervision, receives, researches, and responds to requests for video evidence received in the Video Unit of the Chicago Police Department (CPD), and performs related duties as required.

ESSENTIAL DUTIES

- Receives a variety of internal and external information and subpoena requests for video footage (e.g., body worn cameras, in-car video systems, and other video records)
- Reviews video requests to identify requested information and follows up with requestors (e.g., State's Attorney's Office, Law Offices, department legal staff, etc.) to clarify request specifics to ensure requests are completed appropriately
- Researches events on multiple data systems and identifies responsive evidence to the requests
- Extracts video evidence and distributes electronic files
- Retrieves and catalogs body worn camera and in-car videos
- Uploads and shares requested information onto a digital evidence management system
- Ensures video evidence is collected in a timely manner and within the required timeframes
- Records all requests into databases and prepares documents for electronic storage for later retrieval
- Coordinates with department personnel to keep track of requests that are in process and completed
- Sorts, batches, and files documents and video evidence information
- Scans and edits documents for electronic storage
- Prepares, formats, prints, and faxes various reports on processed work
- Prepares productivity reports
- May testify and attend court, as required
- May train new digital retrieval specialists

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's Degree, plus two years of work experience in digital media, retrieving and processing video footage and/or document, records and file management experience; or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Digital evidence and file management systems

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- digital video and audio recording devices and the variety of methods of exporting and analyzing files
- digital imaging methods used for evidentiary purposes
- *clerical methods, practices, and procedures, including data entry
- *applicable computer software packages (Microsoft Office Suite/365)

Some knowledge of:

- legal and criminal justice procedures with relation to the presentation and interpretation of digital evidence
- applicable federal, state, and local laws, regulations, and guidelines
- PC, server, and cloud storage systems
- computer hardware and data transfer

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *ATTENTION TO DETAIL – Finding accurate information requires concentration minds or behavior

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INITIATIVE - Demonstrate willingness to take on job challenges
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2022