



DEPARTMENT NOTICE

23-070

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Position Opening: Video Retrieval Officer

The Investigations Bureau is accepting applications for the position of Video Retrieval Officer. With the increased use of video cameras, video evidence recovery can be time sensitive and important for the successful investigation of a crime. Training will be provided for the development of specialized skills related to video and audio retrieval and analysis. Advanced training will follow as proficiency in the field is developed. Personnel assigned to this position are required to maintain working familiarity with best-practice protocols for evidence handling, crime scene management, and scientific practices. Members assigned as video retrieval officers will receive specialized training, which may be internal, external training and/or LEVA (Law Enforcement and Emergency Services Video Association International) certified.

This Department Notice and interview process will be used to fill any Video Retrieval openings in the next 6 months.

Duties include but are not limited to:

- Respond to wide variety of crime scenes as requested or directed for Citywide incidents as needed.
- Forensic recovery of digital video evidence from computer systems, digital devices, and digital video recorders.
- Collection, analysis, and preservation of video and/or audio evidence when requested for a criminal or administrative investigation.
- Support investigations on video forensics issues that may arise in the course of an investigation.
- Testify in court as an expert in the discipline of video, audio, and multi-media forensics.

Work Schedule:

The Video Retrieval Officer will work:

- Day shift: (10-hour days), Monday to Thursday or Tuesday to Friday

Note: The Video Retrieval Officer will be required to attend local and out of town training courses and may be required to adjust their schedules for special assignments.

Minimum Qualifications:

*Minimum qualifications must be met by the application deadline, unless otherwise stated.

- Hold the rank of Officer.
- Must have completed probation as an Officer.
- Must have two years of experience with the SFPD at the rank of Q2 calculated from completion of probation.

Additional desirable qualifications include but are not limited to:

- Familiarity with analog and digital, video and audio media or equipment.

- Familiarity with video and/or audio editing in non-linear hardware or software.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Tuesday, May 16, 2023.**

Step 2: How to apply.

- Email Application (blank application attached): to [REDACTED]
 - Subject: Video Retrieval
- Once your application is received, you will receive a confirmation email within 5 business days.

Note:

- Resumes are optional and may include work experience, education, POST course work, awards, special skills and references.
- Applicants who previously applied for positions within this unit, and who were not selected shall re-apply if still interested in the positions.

Step 3: Selection Process

- The selection process will consist of:
 1. A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum requirements.
 2. Candidates who meet the minimum qualifications will be invited to participate in an oral interview.

Please email [REDACTED] with any questions.

Applicant for this assignment must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. Members should contact the Department's Americans with Disabilities Act Coordinator, [REDACTED] with any questions regarding the essential job functions of a sworn member as they relate to reasonable accommodations.



WILLIAM SCOTT

Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information about the directive.