

CITY OF CHATTANOOGA

Classification Specification Title: Photographic Lab Technician

Department: Police

Pay Grade: GS.05

Supervision Received From: Police Sergeant

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/3/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification perform administrative and technical duties for the Police Department and Crime Scene Unit as it pertains to case sensitive photographic and video evidence and case management. Duties include: Managing and maintaining photographic and video evidence using best practices while maintaining a secure chain of custody in accordance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards. Coordinating with local, state and federal law enforcement agencies, the District Attorney and City Attorney's offices, and complying with the requirements of and testimony pertaining to subpoenas in regard to photographic and video evidence.

Performing legally required technical redactions as required by the Tennessee Open Records Act and Freedom of Information Act, and maintaining a working knowledge of protected information under current TORA and FOIA law. Work is performed with minimal supervision.

SERIES LEVEL: The Photographic Lab Technician is a stand-alone classification in the Police Department. It is distinguished from other classifications by its responsibility for photographic and video case management and administration, and video redaction ability required pursuant to current TORA and FOIA law.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Redact legally protected information from dash and body cam videos requested through Tennessee Open Records and FOIA requests as required by local state and federal law using Axon Redaction Studio.

Create, update, administrate and share case related digital photo and video case files needed for investigation and prosecution of criminal cases; coordinating with local, state and federal government agencies and complying with subpoenas for evidence and testimony as required.

Download and compile digital video segments and transfer video files onto applicable mediums; copy and duplicate digital and analog video to and from various mediums, and perform recovery operations on deleted or damaged SD cards, and convert analog image mediums to digital formats.

Respond to outside locations to recover patrol dash cameras involved in crashes for direct upload to Evidence.com as required by the City Attorney's office for investigation and litigation.

Maintain accurate and secure records of incident related forms, images, discs, videos, and negatives in accordance with departmental policy and Commission on Accreditation for Law Enforcement Agencies (CALEA) recommendations to ensure evidentiary integrity.

Print photos for investigators and HCDA as needed.

Attend various meetings, training sessions and conferences to maintain an up to date understanding of job responsibilities and applicable laws pertaining to the required duties.

Create and maintain a variety of reports and lists and/or other applicable documents.

Assists officers and investigators.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Vocational training in Photography or a related field and two (2) years photographic lab experience and/or on the job related experience.

LICENSING AND CERTIFICATIONS: NCIC (National Criminal Information Computer) certification required within six (6) months of hire.

SUPPLEMENTAL INFORMATION:

Knowledge of photography principles and practices; photo lab operations; customer service principles; database management principles; and Axon/Evidence.com database management and video editing principles modern office equipment and procedures.

Skill in providing customer service; compiling digital video segments; taking evidentiary photos; using a computer and related software applications; maintaining applicable records and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

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WORK ENVIRONMENT: Medium Work. Exerting up to 80 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving fumes, odors, chemicals, and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

Residency: State of Tennessee from the date of hire

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.