



CREST HILL POLICE DEPARTMENT

20590 City Center Blvd., Crest Hill, IL 60403
Administration: (815) 741-5115 Fax: (815)-741-5142
cityofcresthill.com

Crest Hill Police Department Audio/Video Specialist Salary

General Purpose of Position

The general purpose is to maintain all video and audio footage, including but not limited to Police Department audio/video, arrest and booking room audio/video, squad car in car camera audio/video, and body worn camera audio/video.

Provide the Records Supervisor and Deputy Chief of Operations assistance with all F.O.I.A. requests.

Essential Duties and responsibilities

- Maintain proficiency in FOIA's by completing and passing the yearly FOIA Officer training as required by the Illinois Attorney General and attending additional training (online or in-person) as it relates to FOIA's.
- Must be knowledgeable and remain updated on any laws and/or regulations relating to FOIA and its requirements such as, but not limited to, the Law Enforcement Officer-Worn Body Camera Act (50ILCS 706), Freedom of Information Act (5 ILCS 140/1), and the Illinois Attorney General's Binding PAC Opinions regarding FOIA's.
- Interpret and properly apply exemptions and redactions concerning all FOIA requests.
- Listen to different levels of audio volumes and quality with the ability to discern multiple voices during chaotic scenes for proper redactions.
- Understand rules of evidence and chain of custody. Be able to testify and appear in court if deemed necessary.
- Ability to watch and/or listen to videos and/or audio files for extended periods of time while viewing and/or redacting video and audio footage (containing potentially disturbing and graphic content)

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Minimum Qualifications

- Associate degree and two (2) years of related experience or equivalent combination of related education and experience is preferred.
- Previous FOIA experience a plus but not required.
- Working knowledge of Windows, Microsoft Office, Adobe Pro software programs or their equivalent.
- Basic knowledge of editing digital video and audio files.
- Ability to learn and understand new technological software and platforms used in the capturing, editing, and redacting of video/audio files, including the ability to convert proprietary videos/audio files to a working format for redactions.

Required Knowledge, Skills, and Abilities

- Knowledge and understanding of the Crest Hill Police Department Policy and Procedure involving the handling of evidence, both digital and physical.
- Ability to learn and process the Crest Hill Police Department record systems such as Motorola P1Records, BEAST Evidence Management System, DACRA, etc.
- Excellent Analytical and technical skills.
- Ability to use discretion, good judgement and maintain confidential information.
- Ability to work independently under general guidance.
- Strong organizational, clerical, and customer service skills.
- Ability to prioritize and manage tasks simultaneously and effectively.
- Good time-management skills.
- Strong interpersonal proficiency, including excellent written and verbal communication skills.
- Ability to view and listen to graphic and disturbing content.

Equal opportunity employer