



Code: 9108
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: CRIMES SURVEILLANCE SPECIALIST

CHARACTERISTICS OF THE CLASS

Under supervision, mans a workstation equipped with monitoring equipment to observe real time video images from multiple police surveillance cameras, and performs related duties as required

These are part-time positions.

ESSENTIAL DUTIES

- Operates equipment to manipulate the movement of cameras to observe activities from different angles and directions
- Identifies and reports criminal activity recorded by the surveillance cameras
- Coordinate responses to real-time observations and information received on situations impacting public safety
- Relays and communicates to the Watch Manager and police dispatcher detailed descriptions of observed activities, physical descriptions of individuals, and movement of traffic and individuals in the view area
- Responds to gunshot detection alarms set off by surveillance cameras, attempts to locate source of gunshots and relays information to the Watch Manager and police dispatcher
- Receives notifications of emergency calls in the area of a surveillance camera, observes activities, and reports observations to the Watch Manager and police dispatcher
- Retrieves and records requested segments of video tape, as required
- Testifies in court regarding established protocols, as required

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

- Three years of public safety, video technology or professional security officer work experience, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Emergency communications facility environment

EQUIPMENT

- Surveillance and monitoring equipment

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods of times

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

Moderate knowledge of:

- *surveillance systems, equipment, and control systems
- public safety principles and practices

Some knowledge of:

- geographical locations in the City

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

Skills

- *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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- RECOGNIZE SPATIAL ORIENTATION – Know one's location in relation to the environment or to know where other objects are in relation to one's self

Other Work Requirements

- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- INDEPENDENCE – Develop own way of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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
August, 2018