

Effective: 04/28/25

Reviewed: 04/25

**TECHNOLOGY/VIDEO EVIDENCE UNIT DETECTIVE**  
**TECHNOLOGY DIVISION**

**A. SUMMARY**

Under the general supervision of the Chief of Police or his/her designee, the Technology and Video Evidence Unit Detective is responsible for the departments computer systems, related applications and has investigation duties related to Department managed communication and video systems.

**B. GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Technology and Video Evidence Unit Detective to:

1. Operate the technology center's equipment that processes all department software applications.
2. Responsible for the maintenance and security for all computer equipment and peripheral devices, including personal and laptop computers.
3. Responsible for the training of all department personnel in all computer-related functions and procedures.
4. Troubleshoot end users technology related problems.
5. Ensure all radio communication equipment and accessories are maintained according to FCC Standards.
6. Responsible for the operation of all telephone systems and equipment including the "Enhanced" 911.
7. Operation, security, and preservation of digital phone and radio communications tapes and printouts. Ensure storage and preservation of logger tapes as mandated by the Commonwealth of Massachusetts.
8. Work in conjunction with the Office of Professional Responsibility in securing communications and video data for use in investigations.
9. Work in conjunction with court personnel in securing communications and video data for use in court proceedings.
10. Operation, security and preservation of video for the in-house surveillance video camera system and booking tape system.
11. Operation, security, preservation and redaction of body camera video.

12. Coordinate and maintain the home and business alarm system. Prepare and process all invoices for false alarms as mandated by Town-by-law.

13. Perform duties as assigned by the Chief of Police or their designee.