



Job Title: Body Worn Camera Unit Technician
Department: Police Department
Hours: Part-time, 18 hours per week. Non-Union
Salary: \$59.56 per hour

DESCRIPTION:

The Part-Time Body Worn Camera Unit Technician supports the police department's body-worn camera (BWC) program through technical, administrative, and operational tasks. This position is responsible for video file management, fulfilling footage requests, conducting audits, troubleshooting equipment, and ensuring compliance with policies, privacy laws, and retention schedules. Prior law enforcement experience is strongly preferred to support the unit's sensitive and confidential work.

ESSENTIAL FUNCTIONS:

- Upload, catalog, and archive BWC footage using department-approved systems
- Tag video files with relevant metadata and ensure proper categorization for legal and investigative use
- Respond to internal and external video requests (e.g., prosecutors, defense attorneys, courts, FOIA/public records) in a timely and secure manner
- Perform routine audits to ensure policy compliance and system accuracy
- Conduct basic troubleshooting of body camera devices and coordinate repairs or replacements when needed
- Maintain detailed records of access, downloads, and chain-of-custody for BWC evidence
- Assist with training support, procedural updates, or rollout tasks as directed
- Uphold confidentiality and security protocols for sensitive video material
- Perform other duties as assigned related to body camera operations or digital evidence

QUALIFICATIONS:

- High school diploma or equivalent required. Associate or bachelor's degree preferred.
- Ability to pass a background check suitable for access to police systems and sensitive materials
- Must be able to work flexible part-time hours, including occasional evenings as needed
- Revere residency strongly preferred.
- Prior experience in law enforcement, criminal justice, or a related public safety role

- Familiarity with police operations, evidence handling, and confidentiality protocols
- Experience working with digital evidence systems or law enforcement records management platforms

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Proficiency in Microsoft Office and basic IT troubleshooting
- Knowledge of computer applications and use of the Internet, including printer use, and various browsers including Google Chrome as well as cloud software such as Google apps, Dropbox, etc.

Abilities:

- Ability to work independently with minimal supervision
- Ability to learn new skills easily including new computer software.
- Ability to work effectively and accurately under pressure in a fast-paced environment.
- Ability to use office equipment such as telephones, copiers, scanners, fax machines, and printers, including basic troubleshooting.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively, tactfully, and appropriately with the public.
- Ability to work collaboratively with diverse teams, as well as establish and maintain effective working relationships with co-workers, patrons, community organizations, and other stakeholders.
- Ability to be customer-focused, friendly, able to handle situations with discretion and tact, takes initiative, is resourceful, and practices good judgment, both individually and as part of a team.
- Ability to exercise initiative and independent judgment.

Skills:

- Independent problem-solving skills.
- Strong attention to detail, organizational skills, and discretion
- Strong communication, interpersonal, and organizational skills.
- Excellent program planning and organizational skills.

PHYSICAL ENVIRONMENT:

Work is performed primarily in a classroom-type, open environment, subject to moderate noise during both regular business hours and on some nights and weekends. Daily interaction with the general public in person, by phone, and or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

EQUAL OPPORTUNITY EMPLOYER:

The City of Revere is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability protected veteran status, or any other legally protected basis, in accordance with applicable law.