

COMPUTER FORENSICS SPECIALIST

DEFINITION

To perform a variety of highly technical analyses and procedures in the collection, processing, preservation, analysis, and presentation of computer-related evidence, including data retrieval, breaking passwords, and finding hidden or otherwise “invisible” information; to assist law enforcement in computer related investigations; and to perform general technical duties in support of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff.

May exercise functional and technical supervision over clerical and technical staff.

ESSENTIAL AND OTHER FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Examples of Essential Functions:

Receive, inventory, and sign for physical evidence submitted to computer forensic lab for examination.

Conduct examinations of computers and corresponding computer media to secure and recover data as evidence.

Conduct analysis of submitted evidence utilizing experience and knowledge of a wide variety of advanced computer technologies.

Review laboratory requests and determine type of examination required.

Determine the most appropriate method of protecting original evidence and recovering deleted, erased, hidden, and encrypted data.

Participate in identifying and recommending methods and procedures for preservation, evidence recovery, and presentation of computer evidence.

Assist law enforcement agencies in legal preparation of search warrants, subpoenas, etc. to properly obtain all relevant electronic media as evidence.

Provide technical guidance/assistance in evaluating and investigating cases where computer or related computer media is potential evidence.

Release evidence to investigating law enforcement agency when examination is completed.

Prepare detailed reports of investigative services provided.

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Examples of Essential Functions:

Prepare evidence and present expert testimony in court on results of seizure and handling of evidence, and results of analyses conducted.

Examples of Other Functions:

Provide training to law enforcement personnel in recognizing, legally collecting, evaluating, and preserving computer evidence.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, methods and practices of investigation, evidence identification and collection.

PC operating systems, hardware, and other peripherals.

Rules of evidence and applicable laws is desirable.

Modern office procedures, methods and computer equipment.

Fundamental principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Ability to:

Collect, preserve, label, catalog, and store evidentiary items for presentation in criminal proceedings in accordance with legal standards.

Utilize computer hardware and software and other equipment commonly used in analysis and recovery of computer data.

Learn to interpret and apply Federal, State, and local policies, procedures, laws and regulations.

Work independently with minimal supervision.

Maintain confidentiality related to the area of work.

Operate and use modern office equipment including a personal computer and appropriate computer programs.

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Communicate clearly and concisely, both orally and in writing.

Ability to:

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience providing technical support for microcomputers on multiple hardware and software platforms, preferably in a law enforcement environment.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in computer science, microcomputers, and computer forensic/data recovery.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid driver's license.
Ability to pass an extensive history screening process.
Flexible work hours with some evening and weekend work, as required.
IACIS certification preferred.

WORKING CONDITIONS

Office and patrol environment, as well as potential field work; exposure to dust, bodily fluids, and noise; some climbing, stooping, light lifting and investigation in confined areas.

OPERATING PRINCIPLES

Individuals are expected to work in a manner consistent with the City of Vancouver's Operating Principles; specifically: Work and act as a team player in all interactions with other city employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

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