



# DIGITAL FORENSICS EXAMINER

## JOB DESCRIPTION

<b>Department:</b> Police	<b>Division:</b> Services
<b>Work Location:</b> Urbana City Building	<b>Percent Time:</b> 100% (1.0 FTE)
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-exempt
<b>Reports To:</b> Services Division Lieutenant	<b>Union:</b> Non-union

## JOB SUMMARY

The Digital Forensics Examiner is a non-sworn, civilian position that supports police investigations through technical forensic examination of digital and multi-media evidence including computer hard drives, external drives, cell phones, network devices, information systems, tablets, digital storage, and other devices for evidentiary value. Responsibilities include, but are not limited to, performing a variety of analyses, interpreting examination results, assisting in training personnel on accessing/interpreting results of data extractions, forming and documenting conclusions in report form, maintaining records, ensuring proper chain of custody of digital and multimedia evidence and related property, and testifying as an expert witness in court. The incumbent may respond to crime scenes, including outside of regular work hours, to collect or advise in the collection of digital and multi-media evidence.

## ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Conducts technical forensic examination of digital and multi-media evidence, including computer hard drives, external drives, cell phones, network devices, information systems, tablets, digital storage, and other devices for evidentiary value.
- Utilizes digital forensic techniques to recover and/or decrypt data from digital and multimedia devices.
- Investigate and analyzes digital records and other types of data to aid in the investigation of criminal activities.
- Interprets and documents examination results in a variety of analytical and/or narrative reports, which may include investigative analyses, findings, and recommendations.
- Take custody of seized items following accepted evidentiary procedures and policies for the storage of computers or computer related items or components and cellular devices; maintain proper chain of custody.

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- Identifies and recommends information technology resources and processes to be used in the course of related work.
- Assists investigators, pursuant to a search warrant or consent, with the proper seizure of computers, storage medium, peripherals, and other items functionally reliant upon computer components such as cell phones, video and still cameras, and other items utilizing microprocessor(s) and/or with data storage capability in an accepted technical manner that ensures preservation of or prevents the destruction of potential evidence.
- Provide ongoing analysis of technology trends to incorporate proven forensic investigation and supporting technologies into best practice; provides training and consultation on proper seizure, access, interpretation, and preservation of digital evidence.
- Provide analytical support for investigators to include social media research, data mining, cell-site mapping, and geo-location of various devices and technologies; creates analytical reports, charts, timelines, and researches new technology to support investigations.
- May respond to crime scenes to collect or advise in the collection of digital and multimedia evidence.
- Works cooperatively with a variety of law enforcement, corrections, and criminal prosecution professionals during all phases of any digital analysis and investigation process.
- Serves as a technical expert and testifies in court proceedings.
- Maintains maximum security of confidential materials.
- Performs other related duties as assigned.

## **JOB REQUIREMENTS**

### **Education & Experience**

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

- Associate's degree or equivalent in Computer Science, Computer Engineering, Computer Forensics, Cybersecurity or a related field **AND** one (1) year of related technical and/or business experience. Three years of related technical and business experience may substitute for the education requirement on a year-for-year basis; **OR**

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- Post high school coursework in Computer Science, Computer Engineering, Computer Forensics, Cybersecurity or a related field and four (4) years of related technical and/or business experience.

**Preferred Qualifications**

- Bachelor's degree in Computer Science, Computer Engineering, Computer Forensics, Cybersecurity or equivalent experience in a computer related field, i.e. programming, networking, troubleshooting systems, user assistance, systems maintenance, etc.
- Experience in or knowledge of law enforcement functions, including investigations.
- Possession of a related industry certification, such as GIAC Certified Forensics Examiner (GCFE), IACIS Certified Forensic Computer Examiner (CFCE), IFSCE Certified Computer Examiner (CCE) or equivalent.
- Experience with network configurations and with Linux servers and workstations is preferred.

**Knowledge of**

- Functional knowledge of principles and practices of digital forensic examination techniques.
- Law enforcement functions and procedures, including investigations.
- Relevant statutes, regulations, rules, laws, ordinances and policies.

**Skills**

- Principles and practices of digital forensic investigations and examinations and making appropriate recommendations.
- Requires continuous, close attention for accurate results and frequent exposure to highly sensitive and/or controversial issues.
- Skill in responding courteously and informatively to requests for services, information and problems of concern.
- Excellent writing and grammatical skills.
- Excellent interpersonal skills.
- Proficiency with Microsoft Office products, particularly Word, Access, Excel, and PowerPoint.
- Effective oral presentation skills.

**Ability to**

- Perform technical report writing.
- Maintain effective working relationships with management, coworkers, external stakeholders, and members of the public.
- Utilize record-keeping systems for information storage and retrieval in accordance with state requirements.
- Develop and maintain positive working relationships with other employees, government officials, external stakeholders, and the public.
- Learn various computer systems used by the Department to acquire crime-related information, including but not limited to ARMS and LEADS.
- Ability to review, classify, categorize, prioritize, and analyze data and reports.
- Learn of the geography of the city and accurately categorize police activity according to response zone and beat structure.
- Show initiative, independent action, and tact under pressure.
- Maintain confidential information and comply with privacy laws and requirements.
- Multi-task.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal supervision.
- Exhibit sound and accurate judgment by supporting and explaining decisions, conclusions and predictions.

**Licenses, Certifications and Memberships Required**

- Possession of a valid Illinois driver's license or have the ability to obtain one within fifteen (15) days of employment.
- L.E.A.D.S. certification within one year of employment.
- GIAC Certified Forensics Examiner (GCFE), IACIS Certified Forensic Computer Examiner (CFCE), IFSCE Certified Computer Examiner (CCE) or equivalent within 18 months of employment.
- Ability to obtain and retain security clearance with appropriate law enforcement information sources.

**Special Requirements**

- May be required to respond to crime scenes outside of regular business hours.
- Works with highly sensitive and confidential files.

## **Supplemental Information**

### **Supervision received**

- This position works under the direction of the Services Division Lieutenant. The incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.

### **Level and complexity of supervision exercised**

- This position is not responsible for supervising any staff positions.

### **Security Level**

- **MVR:** Essential functions require frequent use of City vehicles.
- **PII:** essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.
- **CJIS:** essential functions require unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas (during times of CJIS processing) (CJIS).

### **Physical Demands and Working Conditions**

- Working conditions: primary work environment is a climate-controlled office setting. Work schedule is typically Monday through Friday, 8 a.m. – 5 p.m. with one hour for lunch, but hours may vary with workload. Attendance at evening meetings may be occasionally required.
- Physical demands: vision sufficient to read rules, regulations, policies, procedures, computer screens, and computer printouts with no color deficiencies; hearing sufficient to hear conversations in person and over the telephone; speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone; mobility sufficient to safely move around in an office environment and outdoors and over uneven terrain; some travel to other locations, including outdoors (e.g. crime scenes); strength sufficient to safely lift and carry objects up to 50 lbs.; dexterity sufficient to safely operate office equipment including computers and laptops; and endurance sufficient to maintain efficiency throughout the entire shift and perform during extended hours as required; manual dexterity to use required hand tools, and flexibility to examine and retrieve evidence in tight or elevated locations, with or without reasonable accommodation.

**Job Dimensions**

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

**Hearing:** Hear in the normal audio range with or without correction.

*The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Class Specification History**

New class: 8/31/2022

General revision:

Revised minimum qualifications:

Revised definition, minimum qualifications, and add distinguishing characteristics:

Revised minimum qualifications:

Revised definition and distinguishing characteristics:

New class code:

*For HR/Finance Use*

<b>Job Class Code</b>	<b>Pay Grade</b> 109
<b>EEO Category</b> 6—Administrative Support	<b>LVL</b>