

LINN COUNTY CLASSIFICATION

TITLE: DIGITAL EVIDENCE EXAMINER
NUMBER: 689
PAY RANGE: 17 (SO)
CATEGORY: MANAGEMENT/EXEMPT (SO)

APPROVAL ORDER
NUMBER: 2012-042
DATE: February 21, 2012

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Conduct digital evidence investigations and examinations by acquiring, preserving, analyzing and interpreting digital evidence. This level of investigation is distinguished by the intensity and scope of the investigations as well as the responsibility for preparing complex cases for presentation in Court. Advise Uniformed Officers and Detectives in the investigation of crimes handling digital evidence in criminal investigations. Provide investigative services regarding professional standards and conduct.

SUPERVISION RECEIVED: Works under the general supervision of the Detective Sergeant who assigns cases, provides advice and counsel upon request. As it pertains to professional standards investigations, works under the general supervision of the Division Captain who assigns cases, provides advice and counsel upon request.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of positions in this classification. As it pertains to professional standards investigations, may be responsible for acting in a "lead" or "senior" capacity.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform all duties of a Detective (681).
2. Investigate misdemeanor and felony crimes including initial crime scene familiarization and follow-up information review as it may apply to digital evidence analysis. Reinvestigate cases on the basis of District Attorney or Supervisor recommendations; prepare cases for court and testify as needed. Qualify, as necessary, as a fact or expert witness in criminal court proceedings.
3. Conduct undercover operations online or through the use of technology, as well as facilitate and perform account takeovers of suspect or victim accounts, based on appropriate legal authority. Conduct database research using a variety of public information database systems to cultivate leads, tips and investigative information for criminal investigations.
4. Conduct professional standards investigations for Linn County and other law enforcement agencies to safeguard and maintain public trust and confidence by its responsiveness to community needs.

5. Collect, examine and perform technical analyses of digital related evidence such as magnetic media storage devices; collaborate with law enforcement officers to seize and image various digital devices and provide information about the devices to assist investigations. Apply industry accepted principles in acquisition, analysis, documentation preservation and presentation of digital evidence.
6. Prepare clear and comprehensive reports of findings, through effective and strong communication skills.
7. Provide training and presentations on technology-related issues to civic groups, schools students and personnel, law enforcement professionals, prosecutors and others requesting information.
8. Serve as liaison with other law enforcement agencies, the computer industry, and forensic community through participation in organizations and working groups.
9. Review new products to keep abreast of the latest information and technology available and studies computer literature, attend seminars/training.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of criminal investigation techniques and practices. Considerable knowledge of the rules of evidence, arrest for probable cause and similar laws and statutes relating to the judicial system. Considerable knowledge and ability to interpret the laws and ordinances enforced by the Sheriff's Office. Considerable knowledge and skill in the use of digital devices and technology, computer and digital evidence forensic analysis, photographic equipment, fingerprint removal and analysis techniques, crime investigation kits, firearms, vehicles and radios.

Ability to review a multitude of information related to a criminal incident, identifying key elements and, from this, develop a case which can be successfully prosecuted. Ability to effectively interview persons involved in a crime. Ability to testify clearly, cogently and credibly in Court. Ability to plan and organize work independently. Ability to prepare comprehensive and accurate reports. Ability to supervise others in the investigation of a crime scene. Ability to develop and maintain effective working relationships with other officers, supervisors, representatives of other law enforcement agencies, suspects, witnesses, court personnel and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two-year college with an Associates Degree in Law Enforcement or Criminal Investigation plus four years of experience as a Law Enforcement Officer with at least two years in intensive criminal investigative work. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above. Academic studies in computer-related fields, experience in computer forensics and digital evidence handling, as well as training in digital evidence fields is a plus.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Intermediate Certificate at the time of appointment. Possession of the Advanced Certificate within one year of appointment. Must possess basic computer forensics/digital evidence certifications at the time of appointment and obtain a non-commercial certification in computer forensics within 12 months of appointment, and maintain certification through recertification processes and continuing training. Successfully pass a general physical examination as required by the Department of Safety Standards and Training and must pass a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.