CLASS TITLE: DIGITAL FORENSIC ANALYST - COPA

CHARACTERISTICS OF THE CLASS

Under general supervision, provides support to the investigative staff in the collection and processing of various types of electronic evidence; preserves and analyzes data from electronic data sources, including laptop and desktop computers, mobile devices and other sources of audio and video; and performs related duties as required

ESSENTIAL DUTIES

- Preserves, harvests, and processes electronic data according to all applicable rules and law
- Assists the investigative staff in the collection and maintenance of all types of electronic evidence including audio and video material, as well as electronically stored information
- Conducts examinations of digital evidence and assists with the preparation of electronic evidence for litigation
- Conducts forensic audio and forensic video analysis in support of investigative needs
- Produces still images for evidentiary purposes
- Ensures that audio and video evidence is collected in a manner that maintains its integrity and a proper chain of custody
- Assists investigators in the review of audio and video evidence and other electronically stored evidence as needed
- Coordinates with Chicago Police Department (CPD) and other city departments to ensure that all possible relevant audio and video evidence or other electronically stored information related to a COPA investigation has been acquired
- Coordinates with investigative support services to have relevant audio and video material prepared and converted as needed
- Utilizes forensic techniques and forensic toolsets such as EnCase Enterprise, EnCase eDiscovery, Tableau Writeblockers and Imagers, Cellebrite and cell phone forensics and FTK suite
- Collaborates with legal department and Public Information Officer to prepare relevant audio and video evidence for reporting, public dissemination, and litigation.
- Advises agency administration on policies and procedures related to CPD audio and video material (i.e., body cams, dashboard cameras)
- Utilizes specialized equipment to process and enhance audio and video data files
- Researches and maintains proficiency in tools, techniques, and trends in digital forensic analysis
- Stays abreast of sources of audio and video evidence from CPD, other city departments, and other government entities

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.
MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor’s degree, plus one (1) year of work experience in digital multimedia editing and enhancing; computer, audio, or video forensic analysis, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver’s license is required

One of the following certifications is preferred:

- Certified Forensic Video Analyst (CFVA) from LEVA International, Inc.
- Certified Forensic Video Technician (CFVT) from LEVA International, Inc.
- Forensic Video Certification from International Association for Identification (IAI)

WORKING CONDITIONS

- General office environment
- Availability to work any duty watch
- Availability to participate in the on-call rotation
- Exposure to outdoor weather conditions
- Exposure to hazardous situations (e.g., sites where shootings or alleged misconduct occurred)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Digital voice recorder
- Two-way radio
- Photographic and video equipment
- Specialized equipment to process and clarify audio and video data files

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to access locations where shootings or alleged misconduct occurred

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

- Considerable knowledge of:
  - digital video and audio recording devices and the variety of methods of exporting and analyzing these files
  - types of digital evidence used in forensic investigations
  - forensic techniques and forensic toolsets such as EnCase Enterprise, EnCase eDiscovery, Tableau Writeblockers and Imagers, Cellebrite and cell phone forensics and FTK suite
  - specialized equipment to process and enhance audio and video data files
• digital imaging methods used for evidentiary purposes
• *practices and procedures related to evidence chain of custody criteria and requirements
• record keeping and report preparation methods, practices, and procedures
Some knowledge of:
• the criminal justice system, and legal and criminal justice procedures with relation to the presentation and interpretation of evidence
Knowledge of applicable City and department policies, procedures, rules, regulations

Skills
• *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
• JUDGEMENT AND DECISION MAKING - Use initiative, ingenuity, resourcefulness and sound judgment in collecting and developing facts and other pertinent data.
• COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions.
• SPEAK – Strong oral communication skills required such that the digital forensic analyst can communicate information and ideas to both an internal and external audience in a clear and articulate manner.
• WRITE – Strong written skills required such that the digital forensic analyst can communicate information and ideas to both an internal and external audience and write clear, concise, well-organized and thorough investigative reports.

Abilities
• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• PROBLEM SOLVING - Apply rules to specific problems to produce answers in a manner that others can comprehend.
• REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
• REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements
• INITIATIVE - Demonstrate willingness to take on job challenges
• LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

• ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness completing work tasks

• ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problem

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
December, 2017