



**Code: 1250**

Family: Legal and Regulatory

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Examining and Licensing

---

## **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

**CLASS TITLE: DIGITAL FORENSIC ANALYST - COPA**

---

- **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