CLASS TITLE: DIGITAL INTELLIGENCE ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, the class performs specialized technical and analytical work to provide support to detectives with post-crime investigations and investigative leads by leveraging technology resources; and performs related duties as required

The work of the Digital Intelligence Analyst is of a highly confidential nature due to the restricted and classified information sources that will be accessed within the Area Technology Centers (ATC). Positions in this class report to a sworn or civilian member of higher rank, typically a Sergeant of Police.

ESSENTIAL DUTIES

- Uses established protocols to search and collect devices for any information that can be used to support investigations in a manner that maintains its integrity and a proper chain of custody

- Conducts digital forensic examinations of digital media sources

- Recovers, repairs, clarifies and analyzes audio and video information for the purposes of supporting investigations

- Synthesizes information into actionable reports for detectives and investigative staff that establishes links between criminals and crime groups or patterns of criminal activity

- Logs caseload into Tableau application to log where and what type of cases the Area Technology Centers investigate

- Assists investigators in the review of audio and video evidence and other digital media sources

- Performs document conversion and extraction in support of an investigation

- Tests new forensic software, creating test data sets, and test scripts and documents findings

- Conducts on-site forensic analysis previews of digital evidence

- Collects, preserves, labels, catalogs, and stores evidentiary items for presentation in criminal proceedings in accordance with legal standards and best practices

- Presents findings as testimony or in affidavits regarding chain of custody, processing and analysis of digital evidence

- Troubleshoots, repairs, assembles, and disassembles digital media devices to access evidence

- Prepares and maintains accurate records and reports and manages computer databases

- Conducts research concerning proprietary audio and video codecs and file formats, locates and acquires proprietary viewers/players, and installs, configures, and operates viewers and players

- Stays abreast of tools, techniques, and trends in digital forensic analysis and participates in trainings, webinars, and other activities for professional development purposes

- Provides recommendations for changes to departmental policy or procedure and the purchase of equipment as it relates to digital forensics

- Provides courtroom testimony regarding the information recovered, as required

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

- Five (5) years of work experience conducting digital forensic examinations and analyses, **OR**

- Graduation from an accredited college with an Associate's degree or higher, **PLUS** three (3) years of work experience conducting digital forensic examinations and analyses, **OR**

- Graduation from an accredited college or university with a Bachelor's degree or higher, **PLUS** one (1) year of work experience conducting digital forensic examinations and analyses

Licensure, Certification, or Other Qualifications

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

- As a condition of employment position(s) must be able to obtain and maintain SECRET Clearance issued by the Department of Homeland Security

One of the following certifications is preferred

- Certified Forensic Video Technician (CFVT) from LEVA International, Inc.

- Forensic Video Certification from International Association for Identification (IAI)

- Computer Examiner from the International Association of Computer Investigative Specialists

- LEVA Level I – Law Enforcement and Emergency Services Video Association

- Attendance at video forensic vendor courses (i.e., iNPUT-ACE, Resvid, Ocean Systems, Amped Software and/or DiVRT)

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *tools and techniques used in the collection and processing of digital evidence

- *analytical techniques used in the development and dissemination of actionable information

- *operating in a Windows environment, including paths, folder / file structures and extensions.

- *various computer based media players such as Windows Media Player, VLC, ALSHOW and GOM

- law enforcement databases, including assessing data and appropriate dissemination of information

- *Microsoft Office application suite, including Excel, PowerPoint, Word
- tools, techniques, and equipment used in the handling, copying, and clarification of video and audio
- video and audio recording using a variety of media including computer-based editing
- the use of a non-linear video editor
- tools, techniques, and best practices in the acquisition of digital multimedia evidence
- the structure of digital files and how to transfer them
- federal, state, and local laws related to the collection, preservation, and handling of digital evidence
- specialized equipment and software to extract and process data such as writeblockers, Cellebrite

Some knowledge of:

- Geographic Information System (GIS) software such as ESRI, ArcGIS
- specialized software (Tableau)

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *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
- *ACTIVE ENGAGEMENT – Give full attention to what other people are communicating, 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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- WRITE – Communicate information and ideas in writing so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- IDENTIFY PATTERNS – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material

Other Work Requirements

- ADAPTABILITY - Able to adapt to different environments and roles while remaining alert and ready to take intelligent action in the event of a security crisis or situation
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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.

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City of Chicago
Department of Human Resources
June, 2020; May, 2025

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