

City of WILLMAR

Forensic Technology ANALYST

Position Title: Electronic Systems Analyst
Department: Police
Department Head: Police Chief
Immediate Supervisor: Detective Sergeant
Pay Range: 6 **FLSA Status:** Non-exempt

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Purpose

Assist Police Department in installation and repair of all major electronic systems. Conducts and analyzes advanced and highly specialized forensic evidence for possible criminal behavior of computers hard drives, cell phones, and other digital media sources.

Organizational Relationships

Communicates with: *Internally* – Police Department Staff; *Externally* – Kandiyohi County Sheriff's Office, County Emergency Manager, various hardware and software vendors, MN Department of Public Safety, and Various Law Enforcement Agencies
Supervises: None

ESSENTIAL FUNCTIONS

Performs forensic examination on seized digital storage media systems and provides investigative and technical guidance on related digital media evidence.
Provides ongoing analysis of technology trends to incorporate proven forensic investigation and supporting technologies into practice.
Install and repair Squad and Body Camera systems.
Maintain and install Radar and LIDAR systems.
Maintain and operate surveillance systems and thermal imager cameras.
Assist with retrieval and review of video evidence from crime scenes. This includes any department owned equipment and privately owned equipment.
Assist with drone operations.
Install and maintain squad communication systems including, but not limited to, laptops, tablets, printers, emergency systems, power supplies, and GPS units.
Setup and maintain mobile communication systems including cell phones, radios, and surveillance systems.
Suggest changes and improvement to technological requirements for the department.
Understanding of Criminal Law
Understanding of warrants, subpoenas and other official documents as assigned.
Setup and operate any surveillance systems including cameras and audio equipment.
Assist with any department related operations or investigations.
Conducts examinations of computers and media generated by computers to develop evidence as an expert in the specialty area of forensic computer science.
Uses experience and knowledge of a wide variety of advanced computer technologies and theories to conduct analysis of submitted evidence.

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Receives, inventories, and signs for physical evidence submitted for examination.

In data recovery cases, determines the most appropriate method of protecting original evidence and recovering deleted, erased, hidden and encrypted data.

When necessary, identifies and recommends methods and procedures for preservation, evidence recovery, and presentation of computer evidence.

Assists other officers in legal preparation of search warrants, subpoenas, etc. to properly obtain all relevant electronic media as evidence.

Writes reports of investigative services required. Reports covering field as well as lab activities. Maintains strict protocol guidelines for chain of custody and all the evidence to ensure integrity of each item of evidence is handled and analyzed according to meet legal practice requirements that includes: collecting, transporting, receiving, storing, labeling and preserving data collected for digital evidence on submittal for examination and analysis.

Testifies in criminal or civil court and/or provides deposition required on results of seizures and handling of evidence and results of analyses conducted.

Develops and presents training to law enforcement officers in the recognition, collection, preservation, and evaluation of computer evidence.

Monitors and maintains agency issued equipment and inventory of investigative supplies.

Required to be able to respond to search warrants/consent to searches.

Other Duties and Responsibilities

Perform other related duties as assigned or apparent.

Required Knowledge, Skills, and Abilities

Knowledge with electronic forensics systems.

Knowledge of police procedures.

Knowledge of squad car electronics and systems.

Knowledge of video systems. This includes CCTV, squad and body camera systems.

Ability to follow established department procedures.

Ability to keep current on technological issues through relevant training, reading and research.

Ability to write clear and understandable directions.

Ability to manage multiple tasks and prioritize.

Ability to handle confidential information with appropriate discretion.

Ability to analyze problems/situations and take decisive and effective action.

Ability to prepare routine reports, case files, and correspondence with completeness/accuracy.

Ability to maintain required knowledge base and skill sets and keep up-to-date on law changes.

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Machines, Tools and Equipment Used: Computers, keyboard, mouse, printers, squad video, systems, body camera system, surveillance systems, basic hand tools for repairs and installations, CCTV systems,

MINIMUM QUALIFICATIONS

Also must have knowledge and experience in maintenance of electronic system used in squad cars. Must have experience and knowledge of electronic systems used in law- enforcement. Five years of general information technology experience and three years of experience working in forensic technology involving computer forensics, electronic discovery and technical investigations. Must have demonstrated ability to evaluate and maintain hardware and software necessary for the performance of criminal investigations preferably in a law enforcement environment. Additional skills require include understanding and analysis of systems security and forensic acquisition of electronic evidence. Must pass employer-required background check.

Must have extensive knowledge of computers and electronics media. Must communicate effectively, orally and in writing. Demonstrated ability to evaluate and maintain hardware and software necessary for the performance of computer related investigations. Must be able to identify and develop evidence, prepare concise and effective verbal and written reports and testimony, and work cooperatively with other law enforcement personnel.

Preferred Qualifications

Minnesota POST licensed or ability to become Minnesota POST licensed within 24 months. Certified Computer Forensic Technician. Or Certified Forensic Computer Examiner certifications.
Understanding / experience in criminal law.

Experience with computer forensic software such as Encase, Access Data's Forensic Toolkit, Cellebrite, and Internet Evidence Finder etc.

Working Conditions

The work is performed in both and office building and in the field collecting forensic evidence. Some of the work is sedentary and may have extensive periods of time on PC, laptop or network equipment. Travel is required to off-site locations and work in all types of weather conditions

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due to situations such as search warrants and evidence collection. Regularly uses fine motors skills to coordinate eyes, hands and feet for the repair and maintenance of a variety of tools, machines or equipment.

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