



Forensics Examiner Manager

DEPARTMENT: POLICE
GRADE: 45

CHARACTERISTICS OF CLASS:

Under administrative direction, the purpose of the position is to supervise the Forensic Services Unit and, when necessary, to perform the duties of Forensics Examiner II position in support of criminal and administrative investigations undertaken by the Pembroke Pines Police Department.

In addition to unit supervision responsibilities, the work includes all the processes needed for collecting, preserving, analyzing, and presenting digital evidence for investigative consideration, expecting the results to be introduced as evidence in a court of law. In addition to issuing forensic reports and offering expert testimony for associated reported exhibits, findings, and opinions, the Forensics Examiner Manager drafts unit and departmental policies regarding digital evidence.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises the Forensics Services Unit, its personnel, resources, administrative functions, and day-to-day operations.
2. Conducts objective, and impartial digital forensic examination of computers, phones, various digital devices, and video/audio evidence to recover data for use as investigative leads and/or digital evidence exhibits in criminal and administrative investigations.
3. When necessary, responds to crime scenes to discover, recover, seize, and protect digital evidence. This may include the operation of an assortment of digital video recorders/computers in difficult, hard-to-occupy, unpleasant, non-air-conditioned environments.
4. Be subject to off-hour "callouts" and shift adjustments as required.
5. Maintain strict adherence to the "chain of custody" for all evidence received and ensures the integrity of each item handled and analyzed.
6. Candidate must be willing to work in an environment that will expose them to pictures, videos, and imagery that is obscene, offensive, and/or graphic.
7. Prepare reports and notations documenting applicable exhibits, findings, and opinions.
8. Determine the most appropriate method of protecting original evidence.
9. Process digital evidence items identified as bio-hazardous materials in a safe protective manner that minimizes contamination.
10. Conduct validation and verification testing relating to forensic products, forensic methodology, and the validity of forensic findings and opinions.

11. Conduct peer review examinations for other digital forensic examiners.
12. Communicate, coordinate, and cooperate with other agencies (federal, state, and local) as required.
13. Provide consultation, technical guidance, and assistance in evaluating and investigating cases where digital media/video is potential evidence.
14. Provide training to law enforcement personnel through presentations, lectures, and policy development.
15. Assist prosecutors in preparing for the courtroom presentation of forensic evidence and perform litigation support related to digital evidence concerns.
16. Assist judges, magistrates, or hearing officers to help them understand the implications of digital forensic evidence when appropriate.
17. Provide expert testimony in digital/video forensic examination.
18. Interact with investigators, analysts, or computer professionals to acquire information necessary for forensic examinations.
19. Reviews various court decisions, scientific journals, industry journals/articles (forensic, investigative, and IT-related), and industry announcements relating to digital forensics.
20. Continually attends training, workshops, and seminars in digital forensics, new technologies, and methodologies. This includes complying with continuing professional education requirements to maintain certification in the field of Digital Forensic Examination.
21. Due to the vast scope of knowledge and understanding required for this technical, mission-oriented job position, examiners shall ultimately be responsible for their level of technical knowledge, ability, and preparedness. Examiners will adequately prepare themselves for the challenges of their position (and of the day) with personal research and training. Reading volumes of research, instruction manuals, white papers, and other informational material is essential and required for this job position.
22. Maintain strict confidentiality of all investigative/examination matters of the Pembroke Pines Police Department.

REQUIREMENTS:

A. Training and Experience:

College degree or college technical certification with at least twenty-six (26) credit hours in computer science, forensic science, law, crime scene technology, criminal justice, criminology, technical report writing or related field, and standardized IT certifications are desirable.

Candidate must have excellent working skills with Microsoft Office products and the equivalent of computer technician skills for computer configuration and assembly, networking, Microsoft Windows, and the Internet.

Experience with APPLE Mac forensics, phone forensics, Apple Mac OS, Linux, Unix, databases, Powershell, phone applications, IOS and Android OS, digital video recorders and camera systems, computer coding languages, and advanced video editing are also desirable.

A minimum of seven (7) years of experience conducting ten (10) or more digital forensic examinations per year for a law enforcement agency that utilizes a digital forensic standard operating procedure and/or digital forensic industry best practice guideline is required.

The achievement of at least one vendor-neutral certification in digital/video forensic examination.

Attendance of four hundred eighty (480) hours of formal digital/video forensic courses with a per year minimum of forty (40) CPE hours.

B. Knowledge, Abilities, and Skills:

Candidates shall possess good reading and technical writing skills.

Candidate shall have a thorough understanding of computer hardware, software, computer networking, and the use of the internet.

Candidate shall have received both vendor-related and vendor-independent training in the areas of digital forensics.

Candidate shall comprehensively understand state and federal rules of evidence, civil and criminal judicial systems, and regulatory and administrative processes relating to digital evidence's admission and litigation.

Candidate shall have an intimate working knowledge of digital forensic best practices and their day-to-day applications.

Candidate shall comprehensively understand legal issues for digital evidence regarding the search and seizure of digital evidence. This includes, but is not limited to, search and seizure authority, circumstances having exceptions to traditional search and seizure requirements, examination search limitations, public record request requirements, and the implications of contraband data and privileged/confidential data within seized digital media.

Candidate with experience in law enforcement, governmental, military, or civilian (performing law enforcement examinations) digital forensic laboratories are preferred.

Possess and maintain a valid Florida Driver's License throughout employment without any restrictions that affect job performance.

C. Physical Requirements: 4

D. Environmental Requirements: 1

E. Sensory Requirements: 2, 6, 7, 8 and 9