



FORENSICS TECHNICIAN

DEPARTMENT: POLICE
GRADE 29

CHARACTERISTICS OF CLASS:

Under administrative direction, the purpose of the position is to learn and subsequently participate in a variety of highly technical forensic functions, including the discovery/recovery of digital evidence and the forensic examination of computers, phones, various digital devices, and video/audio evidence, in support of criminal and administrative investigations undertaken by the Pembroke Pines Police Department.

Work includes training, apprenticeship, and participation in 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.

The employee is responsible for issuing forensic reports and offering expert testimony for the associated reported exhibits, findings, and opinions.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Attends internal and external training. Completes an apprenticeship and participates in collecting, preserving, and objective/impartial digital forensic examinations of computers, phones, various digital devices, and video/audio evidence for use in criminal and administrative investigations.
2. 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 uncomfortable environments.
3. Be subject to off-hour "callouts" and shift adjustments as required.
4. Maintains strict adherence to the "chain of custody" for all evidence received and ensures the integrity of each item handled and analyzed.
5. Applicants must be willing to work in an environment that will expose them to pictures, videos, and imagery that may be obscene, offensive and/or graphic.
6. Prepares reports and notations documenting examination events and methodologies, exhibits, findings, and opinions.
7. Determines the most appropriate method of protecting original evidence.
8. Processes digital evidence items identified as bio-hazardous materials, in a safe protective manner that minimizes contamination.
9. Conducts validation and verification testing relating to forensic products, forensic methodology, and the validity of forensic findings and opinions.
10. Communicates, coordinates, and cooperates with other agencies (federal, state, and local) as required.
11. Assists with training for law enforcement personnel through presentations, lectures, and policy development.
12. Provides testimony as required.

13. Interacts with investigators, analysts, or outside computer professionals to acquire information necessary to perform forensic examinations.

14. Reviews various court decisions, scientific journals, industry journals/articles (forensic, investigative, and IT-related), and industry announcements relating to digital forensics.

15. 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.

16. Due to the vast scope of knowledge and understanding required for this technical, mission-oriented job position, forensic technicians shall ultimately be responsible for their level of technical knowledge, ability, and preparedness. Forensic technicians 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.

17. Maintains 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 (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.

Applicant must have good working skills with Microsoft Office products and equivalent computer technician skills for computer configuration, networking, Microsoft Windows, and the Internet.

Experience with Apple Mac, Linux, Unix, databases, Powershell, phone applications, IOS and Android OS, and various computer coding languages are also desirable.

Applicant must be willing to complete an extensive number of continuing education courses and be willing to travel for training upon request.

B. Knowledge, Abilities, and Skills:

Applicants shall possess good reading and technical writing skills.

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

Applicants 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