

LINN COUNTY CLASSIFICATION

TITLE: DIGITAL FORENSICS COORDINATOR

NUMBER: 650

APPROVAL ORDER NUMBER: 2019-345

PAY RANGE: 18

DATE: OCTOBER 8, 2019

CATEGORY: MANAGEMENT/EXEMPT (SO)

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform administrative and management duties in the planning, organization, directing and evaluating of Digital Forensics Laboratory operating procedures, record keeping, and equipment and software. Conduct digital evidence and cybercrime examination and analysis by acquiring, preserving, analyzing and interpreting digital evidence. Conduct investigations of reports classified as cybercrimes. Provide investigative services regarding professional standards and conduct.

SUPERVISION RECEIVED: Works under the general supervision of the Detective Sergeant who assigns cases, provides advice and counsel upon request. As it pertains to professional standards investigations, works under the general supervision of the Division Captain who assigns cases, provides advice and counsel upon request.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of positions in this classification. May be responsible for acting in a "lead" or "senior" capacity in forensic investigations, forensic evidence collection and in professional standards investigations. Responsible for training new forensic examiners and assist in training new Deputies and Detectives.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform all duties of a Detective (681) and Digital Evidence Forensic Examiner (689).
2. Develop, implement and evaluate programs and services for the efficient and effective operation of the Digital Forensics Laboratory, including development of an operational budget, activity tracking and reporting procedures.
3. Develop, implement and evaluate procedures for both the physical security of the Digital Forensics Laboratory and the cybersecurity of the digital data processed and stored in the Digital Forensics Laboratory including the safe handling and secure storage of digital devices and digital evidence data, as well as, contraband data in a digital evidence secure storage system.
4. Create and execute strategic plans for the ongoing operation of the Digital Forensics Laboratory, including acquisition and maintenance of specialized hardware and software, and identifying areas for improvement as technology and digital forensics procedures evolve.
5. Develop relationships with other digital forensics professionals, training providers, and vendors.

6. Appropriately assign responsibility for cybercrime investigations and digital forensics laboratory examinations to ensure comprehensive and efficient utilization of Digital Forensics Laboratory resources. This level of investigation, examination and analysis is distinguished by the intensity and scope of the specialization, as well as, by the responsibility for preparing complex cases for presentation in Court. Advise Uniformed Deputies and Detectives in the investigation of cybercrimes and crimes with a technology nexus, and the safe handling of digital evidence in criminal investigations.
7. Provide mentorship and training to officer personnel in cybercrime investigation and digital forensics related areas.
8. Conduct professional standards investigations for Linn County and other law enforcement agencies to safeguard and maintain public trust and confidence by its responsiveness to community needs.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Possess knowledge, skills, and ability of a Detective (681) and Digital Evidence Forensic Examiner (689). Considerable knowledge of criminal investigation techniques and practices. Considerable knowledge of the rules of evidence, arrest for probable cause and similar laws and statutes relating to the judicial system. Considerable knowledge and ability to interpret the laws and ordinances enforced by the Sheriff's Office. Considerable knowledge and skill in the use of digital devices and technology, digital evidence forensic analysis, photographic equipment, fingerprint removal and analysis techniques.

Ability to review a multitude of information related to a criminal incident, identifying key elements and, from this, develop a case which can be successfully prosecuted. Ability to effectively interview persons involved in a crime. Ability to testify clearly, cogently and credibly in Court. Ability to plan and organize work independently. Ability to prepare comprehensive and accurate reports. Ability to lead others in the investigation of a crime scene. Ability to develop and maintain effective working relationships with other officers, supervisors, representatives of other law enforcement agencies, suspects, witnesses, court personnel and the general public.

Considerable knowledge of project management, budgeting, software licensing, standard operating procedures development, purchasing, contracts and procurement. Considerable knowledge of digital forensic hardware, software and laboratory procedures. Considerable knowledge of recordkeeping and statistical data. Considerable knowledge of strategic planning.

EXPERIENCE, EDUCATION AND TRAINING: Associates Degree or higher plus four years of experience as a Law Enforcement Officer with at least two years in intensive criminal investigative work. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above. Academic studies in computer-related fields, experience in digital forensics and digital evidence handling, as well as, training in digital evidence fields is a plus.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or, unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Intermediate Certificate at the time of appointment. Possession of the Advanced Certificate within one year of appointment. Possess a vendor neutral certification in digital forensics such as the Computer Forensic Certified Examiner (CFCE) certification, at the time of appointment, and maintain the certification through recertification processes and continuing training. Able to maintain a commitment to an extensive training regimen which will likely include long absences from home for several weeks to attend training in other states. Successfully pass a general physical examination as required by the Department of Safety Standards and Training and must pass a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.