

## **POSITION DESCRIPTION**

**Class Title:** Digital Forensic-Crime Analyst  
**Department:** Police Department  
**Division:** Investigation  
**Reports To:** DC Matlock  
**Employee Status:** Full Time  
**Classification:** Management, Group II  
**Established:** July 2025

### **GENERAL PURPOSE**

To serve as the Digital Forensic Evidence, Data, and Crime Analyst; the employee will perform electronic evidence and data processing to assist detectives with the investigation, analysis, and processing of digital or electronic evidence. In addition, this employee will use a set of systematic, analytical processes directed at providing timely and pertinent information related to crime patterns and trend correlations to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process, and the clearance of cases. The Crime Analyst will work with staff to assist with projects as directed, be responsible for performing specialized administrative or investigative work, and coordinate with various units or personnel within the agency.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Identify, process, analyze, and report on a wide variety of digital and electronic evidentiary items.
- Utilize technical knowledge, training, and experience to assist investigators with digital and electronic evidence.
- Develop and analyze a variety of data sources, including departmental data sets, open-source information and social media.
- Handle physical and digital evidence in legal and judicially acceptable manners.
- May be required to testify in court and travel to crime scenes.
- Provide courtroom testimony related to cases.
- Will work in concert with patrol and investigative functions by immediately leveraging available technological resources to address crime and critical incidents including but not limited to license plate readers (LPRs) and various camera sources available. Responds to requests for video evidence during/after critical incidents as well as post incident investigations.
- Research historical video evidence including officers Body Worn Cameras (BWCs), review, and share the same with the officers, State's Attorney's Office, or other law enforcement partners upon request. Accesses servers and storage media to locate specific video footage and then share files of the video for investigators and officers.
- Perform other duties as assigned or as necessary in the efficient and effective performance of the job functions.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

- Two (2) years' experience in a field such as data analysis, computer forensics, cell phone forensics, or law enforcement experience with concentration in digital forensics/investigations.
- Ability to obtain core certifications in computer, digital, or cell phone forensics within the first year of hire. Additional certifications may be attained as budgetary and staffing constraints allow.

### Necessary Knowledge, Skills and Abilities:

- Effective writing skills to compose, compile and maintain reports in writing so that the product is timely, accurate and understandable to others.
- Time management skills to manage and organize thoughts, information and resources into a logical sequence or workable plan of action.
- Must obtain CCO, CCPA, CCME within the first year, and;
- Have the skills and capability to obtain certification in computer or cellular forensics. (e.g., CFCE, GCFE, EnCE, MCFE, GASF, CCCE, CCRS). This list is not all inclusive and additional certifications may be required to fulfill job duties as technology and systems change.
- Ability to obtain and maintain LEADS access.
- Ability to proficiently use FLOCK and other LPR systems.
- Ability to present ideas clearly and concisely both verbally and in writing and email.
- Ability to interact with others in a professional and business-like manner.
- Ability and willingness to adapt to changing circumstances and needs as the situation necessitates.
- Ability to work independently, with minimal supervision and strong decision-making skills.
- Ability to understand and follow through on verbal or written instructions, and to accurately relate instructions in full or in part to other staff.
- Ethical and professional conduct, utilizing discretion, sound judgement, fairness, respect and integrity.
- Accountability for the information and data being handled.
- Ability to prepare accurate and comprehensive reports.
- Posses and maintains a valid driver's license.

## **SPECIAL REQUIREMENTS (Desired)**

*Certifications defined per the certifying entity or vendor:*

Certified Forensic Computer Examiner (CFCE) certification program is based on a series of core competencies in the field of computer/digital forensics.

The GIAC Certified Forensic Examiner (GCFE) certification validates a practitioner's knowledge of computer forensic analysis, with an emphasis on core skills required to collect and analyze data from Windows computer systems.

### GIAC Advanced Smartphone Forensics (GASF)

The EnCase™ Certified Examiner (EnCE) program certifies both public and private sector professionals in the use of Opentext™ EnCase™ Forensic. EnCE certification acknowledges that professionals have mastered computer investigation methodology as well as the use of EnCase software during complex computer examinations.

MCFE certification is an accreditation that showcases an examiners' expert-level competence with Magnet Forensics products to peers, internal stakeholders and external audiences, including legal teams or clients.

The Cellebrite Certified Operator (CCO) course is a 2-day intermediate level certification program which builds on the CMFF course concepts. This course is designed for participants tasked with extracting data in a forensically sound manner using UFED Touch or UFED 4PC.

The Cellebrite Certified Physical Analyst (CCPA) course is a 3-day advanced level program designed for technically savvy investigators, digital evidence analysts and forensic practitioners. As this course focuses on the analysis and advanced search techniques using Physical Analyzer, participants will not be conducting extractions from devices in this course. Physical Analyzer software will be used extensively to explore recovered deleted data, database contents, advanced search and analysis techniques, verification and validation, and reporting.

The Cellebrite Certified Mobile Examiner (CCME) track is designed to prepare practitioners with the knowledge, skills and abilities of mobile device forensics and investigations.

The Cellebrite Certified Computer Examiner (CCCE) track is designed to prepare practitioners with the knowledge, skills and abilities of computer device forensics and investigations. These course tracks also prepare the candidate to utilize Cellebrite's Digital Collector and Inspector technology to conduct extractions, analyze findings, and prepare reports for legal proceedings.

The Cellebrite Certified Recovery Specialist (CCRS) track is a hardware-based track designed to prepare practitioners with the knowledge, skills, and abilities to identify potential electronic evidence, properly collect data and extract data on multiple digital devices – including smart devices, vehicle GPS, drones, IoTs, and many others. These course tracks also prepare to recover destroyed or encrypted evidence using destructive and non-destructive methods.

## **TOOLS AND EQUIPMENT USED**

Telephone, personal computer, copy machine, fax machine, video/audio equipment, and any other tools of the profession which may come into common use or be necessary to perform needed tasks.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands, fingers, handle, or operate objects, tools or

controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check; job related test may be required;  
Must be able to furnish information for and pass a background investigation and sign a department confidentiality statement.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approvals:

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Police Chief

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Date

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Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date