HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Digital Evidence Analyst

Job Code: W0123
Pay Grade: WO
Pay Scale: $31.57-$59.01 Hourly; $65,665.60-$122,740.80 Annually
Exempt: No

OVERVIEW

Under administrative and technical direction, perform a variety of highly technical digital/video forensic examinations in support of criminal and administrative investigations undertaken by the Sheriff's Office.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Collect, preserve, and process video evidence for use in criminal investigations as directed, including, but not limited to, physical digital/electronic devices collected from crime scenes by detectives.
- Drive to crime scenes and other locations to collect and preserve digital multimedia evidence from physical electronic devices as directed; assist with securing, returning, and connecting processed equipment.
- Assist agency personnel with converting/transcoding proprietary video/audio files into standard playable formats.
- Evaluate the reliability of video evidence by conducting a forensic examination of important technical issues that may impact reliability.
- Analyze diverse items of digital media using forensic software and hardware to acquire/ extract the data from the digital media.
- Assist with performing advanced cloud stored video acquisitions.
- Author supplementary reports.
- Respond to subpoenas for deposition and provide courtroom testimony as an expert witness as required.
- Prepare any forensic multimedia work performed and exhibits incorporating digital multimedia evidence for investigative use and trial presentation; orally communicate technical presentations in court and to a large audience.
- Continue advancing skills through research and attendance at educational conferences and relevant courses and/or workshops.
- Perform advanced forensic imaging/cloning and examinations of recording devices, such as digital video recorder (DVR)/network video recorder (NVR) hard drives.
- Develop and provide digital evidence training to agency personnel.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of federal, state, and county laws, ordinances, and regulations governing the dissemination and retention of criminal information.
- Working knowledge of legal issues for digital/video evidence as it relates to search and seizure laws and the examination of the evidence.
- Working knowledge of records management system standard operating procedures.

- Working knowledge of the practice of digital/video forensics, including but not limited to the collection, processing, preservation, analysis, and the presentation of digital/video evidence, industry best practices and their day-to-day applications.
- Ability to cope with objectionable images and disturbing situations (e.g., crime scenes) and willingness to work with biohazard evidence.
- Ability to respond to crime scenes and/or search warrants outside of normal hours to forensically recover and document digital evidence.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions and/or solutions.
- Ability to handle confidential information.
- Ability to learn specialized department software applications.
- Ability to safely operate a motor vehicle.
- Ability to traverse uneven terrain, wooden, and marshy areas.
- Ability to climb, bend, stoop, kneel, or crouch at ground level.

SKILLS

- Evidence Collection
- Evidence Handling
- Evidence Preservation
- Evidence Processing
- Digital Evidence
- Search and Seizure
- Digital Investigation

WORKING CONDITIONS

- Work within a laboratory environment within a law enforcement agency.
- Work outdoors in a subtropical climate in potential adverse weather conditions.
- Work with items of evidentiary value, which may contain body fluids (e.g., blood, saliva, semen) that have been processed with chemicals that are known to be carcinogenic or toxic.
- View objectionable images and/or disturbing situations.
- Remain in a stationary position for extended periods of time at a keyboard or workstation and/or microscope.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- May be required to work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Four years of experience practicing digital/video forensic examinations for a law enforcement agency.

OR

- An associate degree from an accredited institution of higher education with a major in computer science, forensic science, criminology, criminal justice, or a related field.
- Three years of experience practicing digital/video forensic examinations for a law enforcement agency

OR

- A bachelor’s degree from an accredited institution of higher education with a major in computer science, forensic science, criminology, criminal justice, or a related field.
- Two years of experience practicing digital/video forensic examinations for a law enforcement agency

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Experience with public records.
- Possession of any of the following forensic software certifications: Axon Investigate, DVR Examiner, AMPED FIVE.
- Possession of a Forensic Video certification with Law Enforcement & Emergency Services Video Association International (LEVA) or the International Association of Identification (IAI).
- Bilingual in Spanish.