

**CITY OF FONTANA
POLICE COMPUTER FORENSICS TECHNICIAN**

DEFINITION: Under general supervision, performs a variety of technical duties and responsibilities involved in the collection and analyzing of digital evidence in criminal investigations. Provides support to Police Department personnel as needed.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Collect, analyze, and preserve electronic storage devices (i.e. computers/laptops, tablets, cellular devices, internal/external data storage devices, etc.) for digital evidence of crimes acquired during investigations. Perform field duties as required.
- Maintain the computer laboratory systems, equipment, and software; update and install new software as needed; troubleshoot computer systems to identify and fix computer hardware and software problems; conduct regular scans to ensure that the network and computers remain free of viruses; sanitize the media used to temporarily store computer evidence; archive closed cases.
- Troubleshoot, repair, disassemble, and/or optimize a variety of electronic storage devices, peripheral equipment, software, and networks. Identify and analyze data maintained on electronic storage devices confiscated during investigations. Capture, preserve, and log evidentiary items.
- Disassemble and image various electronic storage devices; conduct data carving, deleted file recovery, program/application based, and physical searches for evidence.
- Prepare clear, concise, and detailed reports and complete required documentation related to computer forensics investigations.
- Assist with search warrants and crime scene, administrative, and criminal investigations.
- Research and prepare policy and procedure manuals related to evidence collection from computers or other electronic devices; coordinate, organize and provide personnel training in the areas of seizure and collection of evidence from computers or other electronic devices.
- Communicate and coordinate with representatives of other agencies and private sector investigators involved in investigating crimes related to computers or other electronic devices.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Provide court testimony as required.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. This

position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near, far and color vision in viewing crime scenes and evidence.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles, practices, and techniques used in investigative computer forensics, including evidence collection, analysis, and documentation of investigations.
- Business and personal computer hardware, software, networks, applications, and the Internet.
- Various operating systems for electronic storage devices.
- Basic principles of information storage and file structures used to store information on electronic storage devices, including encrypted files and password protected devices.
- Ability to remove and install hard drives and other computer components.
- Principles and procedures of record keeping.
- Pertinent Federal, State and local laws, codes, and regulations.
- English usage, spelling, grammar and punctuation.

A typical way to obtain the knowledge and abilities would be:

Education/Experience: Five (5) years of increasingly responsible experience in Information Systems, Computer Technology, or a closely related field **OR** an Associate's Degree from an accredited college or university with major coursework in Computer Information Systems or a closely related field and a minimum of two years applicable experience. Prior experience working for a law enforcement agency is preferred.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and a background investigation.