



JOB DESCRIPTION

TITLE: Digital Forensic Technician

DEPARTMENT: Police Support Services

LEVEL: 12 (Subject to JE)

Position Last Evaluated: N/A

Job Desc. Last Updated: N/A

JOB SUMMARY

Reporting to the Manager, Police Support Services, the incumbent provides specialized, technical support to RCMP Investigators by conducting digital forensic analysis and extracting data from various electronic devices, such as but limited to computer hard drives, cell phones, tablets, external hard drives and other data storage devices. The incumbent also provides follow up and recommendations in regard to criminal investigations and evidence along with preparing comprehensive reports. Work is completed under limited supervision and considerable independence of judgement and action is exercised within specific guidelines of policies, procedures and legislation.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Handles, searches and analyzes a variety of seized digital media devices for evidence related to criminal investigations; prepares and provides observation reports of criminal findings of evidence.
2. Extracts a variety of data from electronic devices, including but not limited to documents, photos, SMS conversations, messenger information, and emails.
3. Updates and maintains a variety of forensic electronic equipment, hardware, tools and software.
4. Provides support to investigators, making recommendations and suggestions for follow up related to criminal investigations and evidence.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Prepares audio and video evidence for investigations or court proceedings and provides opinion evidence.
6. Ensures data security, integrity, and compliance with established policies, procedures, and legislated regulations governing data access and use.
7. Appears in court to present credible testimony on any work performed.
8. Prepares and maintains related files, correspondence, reports, information summaries, and documentation and carries out other administrative duties.
9. Safeguards, handles and recovers evidence from various devices and media.
10. Attends and participates in investigative briefings and meetings related to the work.
11. Liaises with, responds to and provides information to internal and external clients.
12. Attends crime scenes with police investigators to provide direction on the seizure of a variety of technological devices and data.
13. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Sound knowledge of modern office methods and procedures including the technical aspects for Digital Field Technician and applicable digital data software/application systems of the RCMP.

Considerable knowledge and utilization of the DICE (Digital Investigator of Computer Exhibits) program to conduct forensically sound triage searches on computers and other types of digital storage exhibits to locate evidence and produce reports.

Considerable knowledge and utilization of the Cellebrite UFED Touch 2 (Universal Forensic Extraction Device) program in conjunction with UFED Physical Analyzer to extract data from cellular devices, tablets, SIM cards, Micro SD and SD card exhibits and produce customized reports for investigators.

Thorough knowledge of the Memorandum of Understanding (MOU) concerning the disclosure of information between Police and Crown Counsel, and an understanding of the business rules related to this document and the processes involved.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Thorough knowledge of the Criminal Code of Canada, Privacy Act, Canada Evidence Act, along with the rules of privilege, rules of evidence, RCMP policy and case law as applicable to the requirements of investigative material, and handling of exhibits and evidence in criminal prosecutions.

Thorough knowledge and ability to design and deliver effective professional presentations.

Exceptional verbal, written, and interpersonal skills and ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.

Ability to work in a fast paced team environment and follow established policies and procedures.

Ability to time manage and organize workload, prioritize tasks and achieve results on a deadline.

Ability to process highly confidential and sensitive material with discretion.

Ability to cope and maintain self-control when dealing with serious and sensitive situations including graphic, personal and potentially disturbing information.

Ability to identify, initiate and/or carry out research or studies.

Ability to prepare and maintain concise reports, records, and correspondence.

Ability to perform with minimal supervision, exercise independent action and judgment in accordance with rules, regulations, policies, and procedures.

Strong organizational, analytical, problem solving, record keeping, and time management skills.

Ability to work varied hours to meet the requirements of the position.

Proficient computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel), presentation programs (such as Powerpoint) and Adobe programs.

Thorough knowledge of RCMP data systems, such as PRIME, CPIC, CABS, IIS Database, etc.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Diploma in Computer Science or related discipline from a recognized educational institution.

A minimum of 3 years' investigative experience conducting digital forensic searches and analysis.

MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.

Or an equivalent combination of education and experience.

Attainment and maintenance of RCMP Reliability/Security Clearance is mandatory.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.