



JOB DESCRIPTION

TITLE: Enhanced Digital Field Technician

DEPARTMENT: Police Support Services

LEVEL: 11 (Subject to JE)

Position Last Evaluated: N/A

Job Desc. Last Updated: N/A

JOB SUMMARY

Reporting to the Manager, Police Support Services and under the supervision of the Divisional Digital Field Technician Program Coordinator, the incumbent provides specialized, technical support services to RCMP Investigators related to digital evidence and the production of extraction reports. The primary duties of the incumbent are to handle and extract data from various electronic devices in a forensically sound manner and produce an extraction report for the investigation. Work is completed within specific guidelines of policies, procedures, legislation and in line with their specific training.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Performs data extraction of electronic devices including but not limited to computers, mobile devices and electronic storage devices in a forensically sound manner.
2. Liaises with investigators.
3. Receives, identifies and itemizes exhibits from investigators.
4. Maintains proper chain of custody of exhibits.
5. Filters and discloses extracted data according to the parameters of the Search Warrant and investigational requirements.
6. Prepares and provides observation reports of criminal findings of evidence.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

7. Updates and maintains a variety of forensic equipment, tools and software.
8. Manages intake requests from frontline and operational support units.
9. Attends crime scenes with police investigators to provide guidance on the seizure of a variety of technological devices and data.
10. Provides investigational guidance to investigators, making recommendations and suggestions for follow-up according to DFS training and capabilities.
11. Relays pertinent information related to digital evidence in the form of presentations.
12. Assists other agencies/units when necessary in a digital evidence capacity.
13. Appears in court to present credible testimony about any work performed.
14. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of current elements of offences, case law, legislation, policies and procedures.

Stays current by attending courses and DFS training sessions.

Strong analytical, problem solving and troubleshooting skills.

Ability to deliver detailed work in a fast-paced environment.

Excellent communication/presentation skills.

Excellent interpersonal and writing skills.

Ability to plan, organize and prioritize assigned tasks.

Knowledge of a variety of digital hardware.

Strong understanding of operating systems.

Knowledge of the ACPO principles for Computer Forensics.

Ability to process highly confidential and sensitive material with discretion.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

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

A minimum of 1 year of relevant technical experience.

Or an equivalent combination of education and experience.

Completion of the Digital Field Technician course within 6 months.

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 National, Divisional, City policies and objectives.