

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE: 4057E FORENSIC ANALYST – DIGITAL EVIDENCE**

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**Exempt:** No

**Pay Grade:** E405

**Approved By:** Sheriff Darren Weekly

**Job Type:** 4057E

**Department:** Office of the Sheriff

**Date:** 01-10-23

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**General Duties:** This position reports to the Douglas County Sheriff's Office and works primarily at Rocky Mountain Regional Computer Forensics Laboratory (RMRCFL).

The RMRCFL provides forensic laboratory and field services to law enforcement agencies within Douglas County and the FBI Region of Colorado and Wyoming. The RMRFCL is an entity designed to support Computer Forensic examinations for the agencies it serves. Responsible for all technical issues regarding the forensic examination of digital evidence submitted by the law enforcement agencies within Douglas County and the region as necessary. Plans, coordinates and directs forensic science activities to include expert examinations, reporting of results, training, and research that involve all aspects of digital evidence.

**Supervision Exercised:** No supervision exercised. May give guidance to crime scene technicians, investigators, and other personnel.

**Supervision Received:** Works under general supervision of the Lab Director or Assistant Director. Work is assigned on a case-by-case basis and reviewed for accuracy and completeness.

**Primary Duties and Responsibilities:**

- Examine and evaluate numerous types of digital evidence. Utilize various software and computer hardware to extract and analyze data for evidence of a crime.
- Properly maintain and document a chain of custody. Inventory, examine, retrieve and performs comprehensive technical analyses of digital evidence without altering the original.
- Provide evidence collection and examinations to outside law enforcement agencies.
- May be required to testify in court as to the procedures and methods used to obtain data.
- Determine the best methods to perform analysis.
- Prepares and furnishes authoritative oral and written reports, opinions and findings to stakeholders within the law enforcement community.
- Assist with ANAB Accreditation process.
- Assist with laboratory maintenance, audits and certifications.
- Complete required proficiency testing or recertifications.

**Additional Duties and Responsibilities:**

- Teaching/training in specific specialty areas.

- Additional duties as assigned.

**Minimum Requirements:**

- Must be eligible to work in the United States.
- Graduation from an accredited college or university with a bachelor's degree with at least 20 semester hours in one or more of the following disciplines: Computer Science, information systems analysis, science/technology, information management, mathematics, computer engineering, or electrical/electric engineering.
- *Minimum of three years of experience in digital forensics or a closely related field involving the identification, preservation, analysis, and presentation of digital evidence. Relevant combinations of experience, education, and certifications may be considered in lieu of direct experience.*
- Knowledge of scientific principles, standard laboratory procedures, and analytic methods.
- Possess a valid Colorado driver's license at time of employment, or ability to obtain a Colorado driver's license within 90 days of hire.
- Ability to pass the following background investigation and qualifications:
- Must be able to obtain a Top Secret (TS) Clearance.
- Applicant must be able to complete the following technical courses: A+ Certification, and FBI Computer Analysis Response Team (CART) Field Examiner Certification.
- Have no convictions for felonies or crimes of moral turpitude.

**Essential Job Functions:**

Computer Skills: Ability to utilize and understand a variety of computer systems and software applications.

Mathematical Ability: Ability to perform and interpret statistical calculations and complex mathematical principles and procedures.

Office Policies and Procedures: Demonstrates considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and regulations.

Legal Knowledge: Demonstrates a working knowledge of criminal and procedural law with an emphasis on the rules of evidence. Ability to testify in court. Ability to read and interpret court documents.

Investigative Knowledge: Ability to recognize, identify, document, and collect physical evidence pertinent to an identified scene and/or criminal investigation.

Mental Abilities: Ability to reason and apply logic in a multi-tasking environment. Comprehends and processes new information quickly and accurately. Retains relevant information. Ability to exercise independent judgment in emergency and routine situations and to adopt quick, effective, and reasonable course of action.

Physical Skills: Must possess sufficient strength to lift, move, and push large items up to 50 pounds. Must be able to walk, stoop, kneel, reach and move about any given area for lengthy periods of time. Must possess visual and fine/gross motor skills for the use of laboratory equipment, processing requirements, and collection techniques.

Safety: Applies appropriate safety precautions in hazardous and potentially dangerous situations. Experience some exposure to inclement weather at scenes.

Shift Preparation: Possess and maintain ability to work and function effectively in a twenty four hour on-call environment, to include rotating shifts.

Social Skills: Establish and maintain effective relationships with peers, supervisors and the public. Ability to interact with diverse groups and cultures in a complex society.

Vehicle Operation: Performs vehicle inspections. Operates vehicles during routing operations under varying road, weather and lighting conditions.

Verbal Skills: Speaks English clearly. Ability to communicate professionally with law enforcement officers, attorneys and peers.

Written Communication and Data Entry: prepares reports, memos, forms, data entry, etc. This includes the documentation of own observations and actions. Writes legibly using acceptable English, grammar, punctuation and spelling. Assures accuracy of information.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

**Consequence of Error:**

Work involves a multitude of responsibilities, which include, but are not limited to storage and custody of evidence, court presentations and testimony, computer entry and data storage. The consequence of error may result in the dismissal of criminal cases, loss of personal and crime lab credibility, expose department to civil liability and sanctions placed upon the Sheriff's Office.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.