



Code: 9120
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: DIGITAL INTELLIGENCE ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, the class performs specialized technical and analytical work to provide support to detectives with post-crime investigations and investigative leads by leveraging technology resources; and performs related duties as required

The work of the Digital Intelligence Analyst is of a highly confidential nature due to the restricted and classified information sources that will be accessed within the Area Technology Centers (ATC). Positions in this class report to a sworn or civilian member of higher rank, typically a Sergeant of Police.

ESSENTIAL DUTIES

- Uses established protocols to search and collect devices for any information that can be used to support investigations in a manner that maintains its integrity and a proper chain of custody
- Conducts digital forensic examinations of digital media sources
- Recovers, repairs, clarifies and analyzes audio and video information for the purposes of supporting investigations
- Synthesizes information into actionable reports for detectives and investigative staff that establishes links between criminals and crime groups or patterns of criminal activity
- Logs caseload into Tableau application to log where and what type of cases the Area Technology Centers investigate
- Assists investigators in the review of audio and video evidence and other digital media sources
- Performs document conversion and extraction in support of an investigation
- Tests new forensic software, creating test data sets, and test scripts and documents findings
- Conducts on-site forensic analysis previews of digital evidence
- Collects, preserves, labels, catalogs, and stores evidentiary items for presentation in criminal proceedings in accordance with legal standards and best practices
- Presents findings as testimony or in affidavits regarding chain of custody, processing and analysis of digital evidence
- Troubleshoots, repairs, assembles, and disassembles digital media devices to access evidence
- Prepares and maintains accurate records and reports and manages computer databases
- Conducts research concerning proprietary audio and video codecs and file formats, locates and acquires proprietary viewers/players, and installs, configures, and operates viewers and players
- Stays abreast of tools, techniques, and trends in digital forensic analysis and participates in trainings, webinars, and other activities for professional development purposes
- Provides recommendations for changes to departmental policy or procedure and the purchase of equipment as it relates to digital forensics
- Provides courtroom testimony regarding the information recovered, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree, plus one (1) year of work experience conducting digital forensic examinations and analyses, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- As a condition of employment position(s) must be able to obtain and maintain SECRET Clearance issued by the Department of Homeland Security

One of the following certifications is preferred

- Certified Forensic Video Technician (CFVT) from LEVA International, Inc.
- Forensic Video Certification from International Association for Identification (IAI)
- Computer Examiner from the International Association of Computer Investigative Specialists
- LEVA Level I – Law Enforcement and Emergency Services Video Association
- Attendance at video forensic vendor courses (i.e., INPUT-ACE, Resvid, Ocean Systems, Amped Software and/or DiVRT)

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *tools and techniques used in the collection and processing of digital evidence
- *analytical techniques used in the development and dissemination of actionable information
- *operating in a Windows environment, including paths, folder / file structures and extensions.
- *various computer based media players such as Windows Media Player, VLC, ALSHOW and GOM
- law enforcement databases, including assessing data and appropriate dissemination of information
- *Microsoft Office application suite, including Excel, PowerPoint, Word
- tools, techniques, and equipment used in the handling, copying, and clarification of video and audio

- video and audio recording using a variety of media including computer-based editing
- the use of a non-linear video editor
- tools, techniques, and best practices in the acquisition of digital multimedia evidence
- the structure of digital files and how to transfer them
- federal, state, and local laws related to the collection, preservation, and handling of digital evidence
- specialized equipment and software to extract and process data such as writeblockers, Cellebrite

Some knowledge of:

- Geographic Information System (GIS) software such as ESRI, ArcGIS
- specialized software (Tableau)

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
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- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- WRITE – Communicate information and ideas in writing so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- IDENTIFY PATTERNS – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material

Other Work Requirements

- ADAPTABILITY - Able to adapt to different environments and roles while remaining alert and ready to take intelligent action in the event of a security crisis or situation

- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2020