

Polk County Sheriff's Office Job Description
2307 Forensic Technician

June 17, 2002, Revised October 9, 2006

Position Concept:

The Forensic Technician accomplishes the collection, analysis and preservation of electronic crime evidence to improve the ability to identify, apprehend and prosecute computer criminals. Along with the Computer Crimes Detectives, the Forensic Technician conducts a specified number of computer crime investigations, including economic computer crime. The member assists a specified number of local law enforcement agencies in the recovery and preservation of digital information. The member performs administrative, technical and documentation duties and tasks specific to the position.

In matters and cases of state and national significance, the member of the Computer Crime Unit will accomplish regular and direct communications with entities to include the Central Florida Child Exploitation Task Force, the National White Collar Crime Center and the Internet Fraud Complaint Center.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Forensic Technician may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Testify in court
- Compile reports
- Conduct research
- Facilitate training
- Attend training
- Conduct computer recovery
- Conduct forensic examinations
- Perform computer maintenance
- Modify technical equipment
- Install equipment/provide instructions
- Maintain equipment logs/inventory
- Maintain on-site telephones
- Assist Computer Crimes Unit

Education, Professional Certification or License:

- Two (2) year college degree in Computer Science or related technical fields preferred
- A comparable amount of training may be substituted
- Valid Florida driver's license
- Completion of specialty schools or training programs as requested by the Special Investigation Bureau Commander

Professional Experience:

- Experience in use and installation of personal computers software and hardware
- Experience with information systems in a law enforcement setting

Status:

[X] Civilian [] Sworn [] Certified

Blood and Viral Pathogen Risk:

[] Minimal Risk [X] Foreseeable Risk

Environmental Conditions:

- Works various hours, sometimes for extended periods of time
- Works near high voltage electrical system
- Works on-call status
- Works under stressful conditions

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Required Skills and Knowledge:

Knowledge of:

- Florida State Statutes Chapter 815/934
- PCSO policy and procedures
- Florida State Statutes and Federal Laws
- Court procedures
- Equipment installation
- Technical Equipment
- Various software
- Computer storage devices
- Computer equipment and specifications
- Electrical tools
- Surveillance techniques
- Geographical area
- Specific County Ordinances
- Basic wiring requirements
- Meters
- Proper current measurement unit
- Codes
- *CALEA standards
- Electronic listening equipment
- Available systems
- Computer interface equipment
- Test equipment
- Telephone Instruments
- Programming protocol
- Telephone installation
- Micro computer systems
- Computer peripherals
- Forensic techniques

Ability to:

- Comprehend complex subject matter
- Use tools
- Explain theory of systems operation
- Operate audio/visual equipment
- Operate a motor vehicle
- Read and write English
- Prepare reports
- Operate specialized equipment
- Read schematics
- Read maps
- Read telephone wiring systems

Skills:

- Computer
- Computer repair
- Advanced Electronics
- Basic English grammar
- Mechanical
- Instructor
- Interpersonal
- Basic mathematical
- Intelligence gathering
- Investigative
- Organizational
- Communication

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Lift/drag/carry 80 lbs.
- Climb
- Crawl
- Recognize colors
- Run
- Jump
- Sense of smell

*CJIS: Criminal Justice Information System

*CALEA: Commission on Accreditation for Law Enforcement Agencies