

Job Information

Job title	Digital Evidence Technician	Job Code: DIGEVD	Pay Grade: H
Title of immediate supervisor	Sergeant / Inspector		
Department/Division	Police / Detective		
Prepared by	N. Pallan		
Date Created	Mar 4, 2015	Revised date	2017.02.09

Job Purpose

Collects, processes and (organizes/collates/ files/catalogues) all digital media evidence. Follows departmental policies, standardized procedures and legislative requirements for handling, storing, retrieving and cataloguing digital media evidence and operational records. Uses operating systems, software and “gates and docks” digital media management system to properly handle digital media such as photographs, interviews, CCTV footage and voice logger recordings.

Duties and Responsibilities

- Responds promptly to all digital media Preservation Orders thereby facilitating the digital archival process for a variety of media-based evidence and operational records.
- Maintains proper processes for collecting, storing, and backing up digital media evidence and operational records including interviews, telephone calls and photographs, CCTV footage, 911 calls, dispatch recording and other forms of digital media.
- Ensures proper protocols and procedures are adhered to in relation to evidence collection, handling, preservation, documentation, exhibit control and continuity to a standard acceptable in court.
- Extracts digital video interviews for transcription and Crown disclosure.
- Converts proprietary and non-proprietary CCTV footage to formats acceptable by Crown Counsel.
- Appears in Court as a Crown witness as required.
- Receives, tracks and records receipt of materials in a job log book and excel spreadsheet.
- Reviews and processes files that are at time graphic, gruesome and disturbing
- Provides digital evidence exhibits for disclosure to Crown Counsel, as requested.
- Works extended hours and outside regularly scheduled shift to meet operational needs in relation to serious incidents.
- Applies accurate relevant sections of required Federal, Provincial and Municipal statutes, regulations, bylaws, and Departmental policies and procedures.
- Maintains a high level of confidentiality and security of information in all aspects of their work.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent, plus an additional program up to one year full-time post-secondary in a related field.
- Two years of experience in general office practices and procedures. Some related experience working in a police environment.
- An equivalent combination of education and experience may be considered.
- 6 months experience and proficiency using PRIME RMS and current editing and data/file conversion software and ability to keep current in technology.
- Proficient in MS Office Suites for word processing, spreadsheets, email systems and database applications.

- Must pass/maintain the required enhanced reliability security clearance including polygraph.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment. Work involves exposure to disturbing still images, voice recordings and video footage.