

Job Information

Job title	Digital Forensic Analyst II		Job Code: DFRAN2	Pay Grade: N
Title of immediate supervisor	Director of Information Technology			
Department/Division	Police/Administration			
Prepared by	Chris Drummond			
Date Created	June 18, 2026	Revised date		

Job Purpose

The Digital Forensic Analyst (DFA II) is responsible for the collection, processing, analysis, and identification of digital media evidence from multiple sources and various file states, in accordance with legislative requirements, best practices and industry standards. The DFA II provides technical expertise, training and recommendations in support of Police operations, prepares detailed technical reports and provides court testimony as required. The DFA II works with considerable independence and professional judgement, while contributing positively to a collaborative team environment.

Duties and Responsibilities

- Acts as a subject matter expert and provides technical support in the collection, preservation, processing, analysis, and disclosure of digital media evidence from multiple sources in support of criminal investigations. This includes work involving encrypted, damaged, or partially recoverable data, the use of specialized forensic tools and techniques, and the correlation of multiple data sources.
- Produces digital media evidence according to the legal requirements for disclosure including viewable, open-standard deliverables (sub-clips, stills, redactions, synchronized timelines).
- Attends crime scenes to extract and process digital media evidence.
- Provides facial comparison support, including technical facial feature comparisons for investigative leads.
- Verifies system recording configurations, retention settings and accuracy of date/time information.
- Updates and maintains a variety of forensic equipment, tools and software.
- Makes contemporaneous, legible, and detailed notes when handling evidence or making key decisions.
- Creates ID bulletins for officer briefings to support identification, prepares stills and compilations, contributes to internal training materials and briefings.
- Develops, recommends, and revises policies, procedures and workflow, for digital media and technology changes.
- Prepares technical analyses, reports and disclosure packages in a timely manner suitable for Crown and appears in court to provide technical subject matter expert testimony as required.
- Applies the Criminal Code, Canada Evidence Act, privacy legislation, and departmental policy where applicable to safeguard Police data using appropriate security controls.
- Reviews and processes digital media files that may be graphic, disturbing, or emotionally challenging, while adhering to established wellness and support protocols.
- Develops training materials and trains and educates staff on the collection and handling of digital media evidence.
- Works with community businesses and partners to optimize their media systems and digital media export.
- Maintains confidentiality of police investigations, investigative techniques, and tradecraft.
- Adapts to procedural changes, new technology, and legal updates.
- Performs other related duties as required.

Qualifications

- Two-year diploma in Computer Science, Information Technology, Digital Forensics, Audio/Video Technology or related field from a recognized institution.

- Current industry certification in Forensic Video Analysis and Facial Comparison, from training agencies such as Law Enforcement and Emergency Services Video Association (LEVA), AMPED, Cellebrite or other equivalent industry training providers.
- Five years of related experience in forensic video analysis or related position, along with experience in multimedia video production and editing. This experience includes demonstrated knowledge in;
 - The theory, practice and procedures related to the field of forensic video technology to prepare all documentation and video evidence necessary to support criminal investigations and prosecutions.
 - A wide variety of proprietary software and operating systems commonly encountered in digital video recorders, as well as a solid understanding of network topography and cloud storage solutions.
- Proficient in Adobe Acrobat Pro and current technology to support disclosure. Proficient in MS Office Suites for word processing, spreadsheets, email systems, and database applications.
- Valid Class 5 BC driver's license.
- Must pass/maintain the required enhanced reliability security clearance including polygraph.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Lifting and carrying gear bags containing video extraction equipment and climbing ladders.

Working Conditions

Attends crime scenes in a variety of environments including indoors, outdoors, private residences and businesses. Work involves exposure to disturbing materials and images, interview recordings and detailed graphic, sometimes gruesome information. May be required to work outside of scheduled hours to meet deadlines and investigational needs.