

FORENSIC MEDIA TECHNICIAN

DEFINITION OF WORK

Under general direction, this position is responsible for providing digital computerized processing, analyses, preservation and continuity for photography and video files, which are used as a forensic aid in the investigations and presentations of crime scenes, the identification of persons involved in criminal activity as witnesses, victims, or suspects and the identification of items of evidential value and to provide information to the media and the public.

EXAMPLES OF WORK

Performs routine and complex digitized computer functions utilizing specialized professional computer hardware and software to process, analyze, preserve, develop, enhance, authenticate, and secure photographic and video images and/or audio recordings taken and/or collected from criminal, civil, and collision scenes and from other forensic media and sources (i.e., computer disks, memory cards, internal and external hard drives, photographic negatives and other pre digital forms of video and photographic mediums). Works with other sections within the agency as well as with other federal, state and local law enforcement agencies on an as needed basis processing all photographic and video work orders from those officers and from attorneys from the District Attorney's Office, Public Defender's Office, Defense and Civil Attorneys, media entities, and other authorized individuals. Develops, prepares, and presents electronic presentations, digital photographs and sketches for courtroom trials and other legal proceedings. Develops and prepares photographs and video for media and/or public relations presentations. Maintains the chain of custody in a secure environment all submitted and produced digital files of photographic and video images. Prepares and maintains reports related to the investigative actions of the position. Testifies in court proceedings. Provides all agency employees with identification and law enforcement credentials. Performs a variety of support duties requiring technical work in the field of police records assisting in retrieving criminal records for records checks using local and state record systems when requested by crime scene personnel. Maintains administrative statistics and prepares daily, weekly, monthly, fiscal, and yearly reports for the CSI Unit and its personnel. Performs related work as directed.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school or GED and three years experience in digital photographic and/or video development using desktop and/or laptop computers and Microsoft Office software; or an Associate Degree in a related discipline and one year experience in the forensic media field; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Working knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Forensic Media Technician; principles and practices of digitized computer photography and development; laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position; organization of the department, and of related departments and agencies; and occupational hazards and associated with the work. Ability to establish and maintain cooperative and effective working relationships. Ability to operate a variety of computerized and digital equipment and

accompanying hardware, software, and peripherals including: desktop, laptop, and tablet computers, scanners, small and large format professional printers and papers, laminators, digital cameras and accessories, cell phones, flash drives, external hard drives, digital and analog Closed Circuit Television (CCTV) and other security and surveillance systems video recording devices and accompanying accessories and peripherals, Video Home System media and recorders, Digital Video Recorders, Digital Video Discs, Compact Discs, Digital Media cards and readers, Musical Instrument Digital Interface (MIDI) equipment, projection and other presentation equipment, varying assortment of monitors and screens, and related office equipment.

SPECIAL REQUIREMENTS

Training, education and experience preferred: Minimum three years experience with a public safety/government agency or in the private sector, processing photographic and video/audio images and recordings. Experience and training in the use of the AVID Ocean System computerized video processing equipment and related software i.e.; Clear ID, Adobe PhotoShop CS3 and newer, dTective, and dCoder. Experience and training in the use of other professional photo and video processing/editing software i.e.; Corel Photo and Video Editor, Apple Final Cut Pro, CyberLink Power Director, Nero, Corel Paint Shop Pro, Smart Draw, Pinnacle Studio and others. Desired after employment: Certification as a Certified Forensic Video Analyst through Law Enforcement and Emergency Services Video Association (LEVA), Division of Criminal Investigation (DCI) certification through the North Carolina State Bureau of Investigation (NCSBI), North Carolina Operator's License. Some positions within classification may require a valid North Carolina driver's license. Background check with local law enforcement agency required. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work requires the ability to perform coordinated movements in operating office equipment, and to perceive and discriminate colors or shades of colors. Some tasks require oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Tasks involve the ability to sit for extended lengths of time. Exerts a minimum amount of physical effort which can involve some combination of climbing and balancing, stooping, kneeling, sitting, crouching and lifting or carrying, pushing or pulling lightweight objects, materials and equipment (12-20 pounds).