City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Forensic Media Specialist I and II</th>
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<tr>
<td>Job Code:</td>
<td>MDTC, MDT2</td>
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<tr>
<td>Pay Grade:</td>
<td>PN16, PN18</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>3/4/2022</td>
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**General Summary:** This position is responsible for providing forensic multimedia analysis support to the Rapid City Police Department, the Pennington County Sheriff’s Office, and other local law enforcement agencies, as well as County, State, and Federal prosecutors. This support includes, but is not limited to, the collection, duplication, analysis, and redaction of Digital Multimedia Evidence (DME) to include video, audio, and still image evidence. The Forensic Media Specialist will use state of the art equipment, computers, and software platforms to duplicate, redact, compare, and forensically analyze DME.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

**Level I**

- Respond to crime scenes, businesses, or private residences identified by law enforcement to obtain copies of video and audio evidence;
- Create duplicate copies of video, audio, and still image evidence for use by law enforcement, prosecutors, and defense attorneys;
- Records Digital Multimedia Evidence of major crime scenes, traffic accidents, and crime re‐enactments;
- Produces forensically‐optimized still images from video material, especially problematic recordings;
- Operates and maintains forensic video analysis computers/software, cameras (both still and video) and digital video systems;
- Prepare reports to detail the work performed on a given case assignment, and provides testimony regarding the work performed in legal proceedings;
- Assists local law enforcement agencies in the deployment and maintenance of surveillance video systems;

**Level II**

- All essential duties listed under Level I;
- Provides training and guidance to local law enforcement and other agencies on matters concerning digital evidence;
- Assists businesses to improve effectiveness of CCTV systems;
- Assesses and recommends purchase of technical equipment;
- Uses state of the art digital forensic equipment and software to analyze video, audio and still image evidence to clarify/enhance for identification purposes, prepare video/audio demonstratives for court purposes, recover damaged or otherwise seemingly inaccessible DME, establish identifying characteristics of vehicles and potential suspects, and do photographic/video comparisons.

This position requires flexibility to work limited occasional evening and weekend hours, and may require limited out of town travel for providing testimony and/or attending training seminars, conferences or department business. This role includes a variety of responsibilities and requires a high degree of sensitivity with confidential matters, including forensic evidence.
Qualifications:

**Education and/or Experience:**

**Level I:**
An associate’s degree in a field such as information technology or criminal justice (or related degree), or a combination of education and experience acceptable to the hiring authority. Ideal candidate will have a high technical aptitude in modern digital technology.

**Level II:**
Must Meet Level I requirements and certification as LEVA Certified Forensic Video Analyst (CFVA) or, at least 3 years’ experience working in the Forensic Media Analysis field, and be a LEVA Certified Forensic Video Technician (CFVT) or a BS or MS in Forensic Science with a Forensic Media Focus and 1 year of experience working in Forensic Media Analysis and proof of working towards LEVA CFVA or CVFT certification or some other combination of education and experience acceptable to the hiring authority.

**Certificates, Licenses, Registrations:**
Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. In general, they must be willing to obtain certification as a Forensic Video Technician.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts; outside weather conditions; risk of electrical shock. The noise level in the work environment is usually moderate.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit; reach with hands and arms and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**Other Skills and Abilities**

Demonstrated knowledge of still cameras, audio and video recorders and related equipment and computer-based editing systems. Ability to produce videotape programs for training and public safety, deal effectively with the public, record and videotape crime scenes and establish credibility to give expert testimony in court.