

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
CALIFORNIA POLICE SHOOTING INVESTIGATION TEAM PROGRAM
420-526-0111-009**

JOB TITLE: Crime Analyst III

STATEMENT OF DUTIES: The Crime Analyst (CA) III is responsible for providing the most complex analytical and technical support related to audio/video review as it correlates with the investigation of California Police Shooting Investigations Team (CaPSIT). These assignments include the recovery, enhancement and analysis with interpretation of all recorded and audio/video evidence including the forensic extraction related to mobile electronic devices, body worn cameras, dashboard cameras, CCTV, etc. The CA III must consistently demonstrate a high level of expertise in this arena while working collaboratively with CaPSIT to produce the highest level of technical analysis and review of all audio/video evidence for the most comprehensive investigations. Good judgment, professionalism and excellent analytical and communication skills are essential on a daily basis.

SUPERVISION RECEIVED: Reports directly to the Special Agent Supervisor or Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Lift heavy objects and equipment up to 50 pounds on an occasional basis, climb ladders and stairs, walk long distances over rough terrain, and sit or stand for long periods of time. The CA III will be required to utilize computers to perform and/or complete typical daily tasks, projects, reports, and forensic examinations in support of the OIS Program.

TYPICAL WORKING CONDITIONS: Non-smoking enclosed environment, occasionally required to travel, operate a state vehicle, work extended hours during duty days and weekends/holidays.

ESSENTIAL FUNCTIONS:

35% Acts as the subject matter expert and lead for other Crime Analysts in CaPSIT. Prepare records for public disclosure for CA Public Records Act (PRA) requests. Analyzes complex audio and visual situations for performs highly technical audio and video edits and/or redactions any PRA requests. Provides training to CA I/II related to the PRA request process. Reviews work product of CA I/II's or other CaPSIT staff for PRA requests, and performs the most complex technical work in the PRA preparation process.

- 30% Demonstrates expertise in forensic recovery, enhancement, review, and conduct critical analysis of the evidence obtained during the course of the CaPSIT investigation. Masters the utilization of various computer software in the analysis process of audio/video evidence in order to present the most accurate use of evidence during the investigative process. Provides expert level audio/video investigative support and make recommendations to management while collaborating with the investigating agents in the review of audio/video evidence. Conducts training for audio/video analysis to sworn and non-sworn staff in relation to criminal investigations.
- 20% Prepares comprehensive investigative reports directly related to the review and analysis of audio/video evidence. Provides testimony in court proceedings as an expert witness related to the evidentiary analysis of audio/video exhibits.
- 10% Maintains knowledge of the current statutes, rules, and regulations related to audio/video evidence and forensic examination of mobile communications, privately owned business audio/video recordings as well as related legal precedence in this arena.
- 5% Prepares correspondence and reports for projects and services that may be requested by the CaPSIT. Advise and recommend selection and purchase of audio/video equipment.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date