

FIREARMS & DIGITAL FORENSICS TECHNICIAN

DEFINITION

Under general supervision, works closely with law enforcement officials focused in the review of firearms associated with criminal investigations; determines if the firearm can be safely test fired; identifies proper bullets and caliber for each firearm and performs test fires; collect bullet casings and documents findings informs staff of any case associations or leads in the systems; maintains instruments and equipment for safe test firing usage; may assist in performing extractions of digital media devices; and performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Police Sergeant or designee. Exercise no supervision.

DISTINGUISHING CHARACTERISTICS

Firearms & Digital Forensics Technician is a single level classification where the incumbent is focused in reviewing firearms and assisting with digital media extractions associated with criminal investigations. Responsibilities include determining if a firearm can be safely test fired; identifying the proper bullets and caliber and performing test fires; collecting bullet casing, documenting and entering information into electronic systems; reviewing electronic systems for any case leads and notifying law enforcement officials; maintaining instruments and equipment for safe test firing; assisting in performing extractions of digital media devices including computers, digital video recording systems, electronically stored media and cellular phones; and performing related duties as required.

Incumbents must be able to work effectively in an environment in which they may be exposed to sensitive/confidential information and data that contains violent, graphic and explicit content. Incumbents may be assigned to work any shift including nights, evening weekends, and holidays.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Reviews firearms associated with criminal investigations to determine if they can be safely test fired.

Identifies the proper bullet and caliber and performs test fires.

Collects bullet casings and documents casing and firearm under the corresponding case number; provides summary information of case findings to law enforcement officials; enter information into electronic systems as needed.

Notifies law enforcement officials of any associations and leads associated with the test fired firearms and casings.

Ensures the safe operation and maintenance of equipment for test fire related resources such as bullet collection and recovery systems and test fire facilities.

May assist in performing digital extractions of media devices such as cellular phones, DVR systems, electronically stored media and computers; may physically disassemble and reassemble devices for access to information; may review information for leads as requested by law enforcement officials and provide the requested information.

Provides information and answers inquiries from law enforcement officials, agencies and related personnel as appropriate.

Maintains inventory of firearms, equipment and cartridges for test fires and supplies.

Maintains chain of custody and integrity of evidence.

Maintains logs and records and may testify in court.

Monitors updates to policies, procedures, technical developments and communicates this information as appropriate.

May operate vans, trucks, and similar equipment and may transport items to and from the Police Department and other locations.

May travel to crime scenes and related field locations to review firearms and digital media information.

Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Federal, state and local statutes, rules and regulations governing the operation and use of firearms and digital media reviews.

Departmental policies, rules and regulations governing the safe usage and storage of firearms and digital media.

Firearm components and bullet calibers and casings.

Digital media devices including cellular phones, DVR systems, computers and electronic media.

Software applications for digital media extractions and uploading case information.

Safety policies and safe work practices.

Proper English usage, grammar, spelling, and punctuation.

Current trends and issues affecting firearms and digital media reviews.

Skill/Ability to:

Read, understand, interpret and apply ordinances, laws, departmental policies, rules and regulations.

Safely operate firearms to perform test fires; maintain bullet collection and recovery systems and test fire facilities.

Collect bullet casings and document associated case information.

Operate software applications, electronic systems and digital media extraction programs.

Utilize the appropriate tools to assemble and disassemble digital media devices.

Establish and maintain effective working relationships with law enforcement officials, agencies and staff.

Communicate effectively both orally and in writing.

Prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Operate modern office equipment including computer hardware and software applications.

Operate a motor vehicle safely. (When appropriate)

MINIMUM QUALIFICATIONS

Education:

Completion of thirty (30) semester units from an accredited college or university.

Experience:

Three (3) years of work experience handling, disassembling, and discharging firearms or performing digital media data and device extractions within a law enforcement or governmental agency or a forensic laboratory.

OR

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Two (2) years of work experience equivalent to that gained as a Property & Evidence Technician or a Crime Scene Technician with the City of Fresno.

Substitution:

Additional qualifying experience may substitute for the required education on a year-for-year basis.

OR

Certificate of completion in a job related field as deemed acceptable by the Director of Personnel Services may substitute for one (1) year of the required experience.

Special Requirement(s):

Must be 21 years of age at time of appointment.

Possession and continued maintenance of a valid California Driver's License is required during the entire term of employment.

Must successfully complete a Computer Voice Stress Analyzer (CVSA) and/or polygraph test, a medical examination, a psychological examination, and an extensive background investigation prior to appointment.

Incumbents must successfully complete on the job training while under supervision and become proficient in the operation of Cellbrite, Magnet AXIOM, Magnet GRAYKEY systems to extract data from digital devices.

Recruitment may be limited to a specific area of expertise as required by operational needs.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 1/13/2025

NEW: SM:vd 12/2/2024