



# Chatham–Kent Police Service

## *Internal-External Job Posting #003-2025*

<b>Position:</b>	Special Constable – Digital Forensic Examiner
<b>Rank/Level:</b>	Special Constable
<b>Department:</b>	Investigative Support Branch
<b>Reports to:</b>	Sergeant – Investigative Support Section
<b>Work Location:</b>	Headquarters (Chatham), or as determined by Organizational needs.
<b>Hours of Work:</b>	40-hours per week, the possibility of overtime as required.
<b>Wage:</b>	Pay Grade 7(b) – Starting Salary: \$82,182.16

### **Essential Qualifications:**

- Post-Secondary Education with related Computer or IT Degree or Diploma
- Current COMP TIA A+ Certification
- Knowledge of various file system structures including FAT32, exFAT, NTFS, HFS+, APFS, ext3, and ext4
- Experience with a variety of operating systems such as Windows, Linux, Mac OS, iOS, and Android OS
- Familiarity with the Windows Registry

### **Beneficial Qualifications:**

- Experience with Forensic tools such as Cellebrite, Magnet Forensics, X-Ways, and/or FTK Imager
- Any current forensic certification such as CMFF, CCO, CCPA, CCME, MCFE etc.
- Any recognized IT certifications such as MTA, MCSE, MCSA etc.

### **Competencies:**

- Security clearance check.
- Strong communication skills.
- Excellent analytical and organizational prowess with strict attention to detail.
- Excellent troubleshooting and problem-solving skills.
- Ability to work independently and as a member of a team lead by an investigator.
- Ability to meet tight deadlines, work in a fast-paced changing and high stress environment.
- May have to deal with briefly observing explicit sexual images involving children.
- Ability to provide expert testimony in the field of computer and mobile forensics.
- Previous experience working in a Police environment is an asset.



### **Other Requirements**

- Post Hire: successful completion of Special Constable training program and OPC administered exam (internal)
- Be amenable to wellness monitoring (example: Safeguard)

### **General Responsibilities:**

A Digital Forensic Examiner assigned to the Investigative Support Branch shall be responsible for the investigation and court preparation on any computer forensic analysis offences. They shall report to and be under the supervision of the Sergeant-Section Leader-Investigative Support Section.

Remain current on computer forensic analysis related law enforcement matters and obtain or update training as required.

Prepare and execute search warrants to seize computers, components, data storage devices and other electronic storage media, including systems in a network configuration and preparing complete and accurate documents for the court and other hearings.

Provide evidence related to any investigative assistance related to computer forensic analysis.

Communicate with members of the public, members of this and other law enforcement agencies including the crown attorney's office to ensure a close and effective working relationship.

Provide support and act in an advisory role for Patrol personnel and members of other branches on matters relating to this job function.

Maintain all computer equipment and software assigned to the unit. Be familiar with Powercase and make submissions when required.

Provide assistance to members investigating computer and internet related crimes.

Conduct forensic analysis of seized computer systems, computer related devices, cellular phones, mobile devices, and any other portable devices which store electronic data.

Responsible for ensuring that seized computers and other devices which store electronic data are properly handled to facilitate a forensic examination, including proper storage and preservation of data and images.

Remove, identify, and replace computer hardware components from seized devices to facilitate forensic analysis and evidentiary continuity.



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Examine and report on the data extracted from computer and other electronic devices which store electronic data, keeping investigators informed of the results of the forensic analysis.

Maintain a functioning forensic analysis computer system to conduct forensic examinations.

Develop software tools and processes for use during investigations.

Research and purchase hardware and software tools to improve the function of the unit.

Keep current with respect to trends and developments regarding computer technologies, software, equipment, forensic techniques, and changes in legislation.

Provide support, education, assistance, leadership, and training to the team and to other members within the service and community.

Attend meetings, sit on boards/committees, and attend speaking engagements as required.

Perform any other authorized duties assigned by the Chief of Police or designate.

**START DATE:** March 2025

**CLOSING DATE:** Friday, January 31, 2025, at 16:00 hours.

**Application should include cover letter, resume and list of three (3) references, submitted directly**

**by e-mail to:** Inspector Mike Domony  
Investigative Support Branch  
[mikedo@chatham-kent.ca](mailto:mikedo@chatham-kent.ca)

**NOTE:** The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve.