

# LEVA Forensic Video Analyst Certification Requirements and Process

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## **LEVA Certification Program Manager:**

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**IMPORTANT UPDATE:** Effective January 1, 2023, the LEVA Board of Directors has mandated a non-refundable fee of USD 25 will be assessed for all LEVA certification renewals. Renewals will not be processed until this fee has been paid. The fee is necessary to offset administrative costs for renewals which LEVA has absorbed since 2009.

## **Requirements**

### 1. General Qualifications

- 1.1. An individual may apply to enter the Certification Mentorship Program (CMP) if LEVA membership and Technician certification are current and upon successful completion of LEVA Level 4, “Advanced Forensic Video Analysis & the Law”.
  - 1.1.1. After completing the following requirements and receiving an endorsement by their assigned mentor they may submit an application for Analyst Certification. See section 5 (Certification Evaluation Process) for further application requirements.
- 1.2. An individual must be a LEVA member in good standing and remain in good standing when applying, working toward, possessing and renewing a LEVA Certification.
- 1.3. Submission of Application
  - 1.3.1. By applying, an applicant affirms the LEVA Forensic Video Analysis Code of Ethics and Code of Conduct.
  - 1.3.2. A current CV or résumé must be submitted with the application.
  - 1.3.3. Proof of completed training must be provided. Proof can be digital copies of any of the following:
    - 1.3.3.1. Certificate
    - 1.3.3.2. Receipt
    - 1.3.3.3. Roster
    - 1.3.3.4. Diploma
  - 1.3.4. There is no fee for initial certification.
  - 1.3.5. Application and CV / résumé will be reviewed to confirm that requirements have been met for entry into the program.
  - 1.3.6. LEVA will notify the applicant in writing within ten (10) working days of receipt of the application if it was accepted or denied.

## 1.4. Required Training

1.4.1 A candidate must have obtained the necessary credits for the basic LEVA *Level 1: Forensic Video Analysis and the Law* course within the preceding 6 years.

Students are given instruction to demonstrate the following knowledge, skills and abilities:

- ◆ A basic understanding of forensic video technology
- ◆ Perform capturing, playback and analysis of video
- ◆ Understand the scientific methodology of forensic video analysis
- ◆ Understand the application of video evidence in the legal setting
- ◆ Understand the fundamentals of digital CCTV systems
- ◆ Understand ethics for the expert witness
- ◆ Demonstrate analytical presentation proficiency

1.4.2.A candidate must have obtained the necessary credits for the LEVA course “Level 2: Digital Multimedia Evidence Processing This course fulfills 40 of the 80-hour requirement for Image/Video training.

Students are given instruction to demonstrate the following knowledge, skills and abilities:

- ◆ Understand legal concepts regarding Digital Multimedia Evidence
- ◆ Understand how to present digital video evidence in court
- ◆ Working with the prosecution
- ◆ Working with the defense
- ◆ Prepare final report in detail
- ◆ Apply accurate methods of calibrating DVR video
- ◆ Understand digital multimedia recording issues
- ◆ Perform processing of digital multimedia evidence
- ◆ Understand compression technology
- ◆ Demonstrate higher level of analytical presentation proficiency

1.4.3. A candidate must have obtained the necessary credits for the LEVA Level 3: *The Principles of Video/Image Compare and Contrast* course.

Students are given instruction to demonstrate the following knowledge, skills and abilities:

- ◆ Understand and articulate consistencies and inconsistencies between similar objects
- ◆ Identify class characteristics and unique characteristics in known or questioned objects.
- ◆ Develop effective Standard Operating Procedures, including note taking.
- ◆ Prepare video evidence for court.
- ◆ Understand the boundaries for the forensic video expert in court.
- ◆ Develop competency in the production of comparison charts.
- ◆ Develop skills in the process of identifying patterned clothing.
- ◆ Produce effective courtroom presentations.

1.4.4. A candidate must have obtained the necessary credits for the LEVA Level 4: *Advanced Forensic Video Analysis and the Law* course.

Students are given instruction to demonstrate the following knowledge, skills and abilities:

- ◆ Know current law and trends regarding video evidence
- ◆ Know advanced legal issues regarding digital video
- ◆ Prepare expert reports and curriculum vitae
- ◆ Perform forensic image comparison
- ◆ Perform visual presentation of evidence
- ◆ Understand TV engineering principles
- ◆ Understand effect of light on images
- ◆ Prepare and complete moot court

## 2. Additional Training:

- 2.1. A candidate must complete the minimum hours of additional training as described in Section 2.2. Additional training may be acknowledged, and appropriate training credit applied if it is in the approved class list.
  - 2.1.1 Candidates who are listed as an instructor for courses that are pre-approved by LEVA may earn up to 30 credit hours, on an hour per hour basis, per three-year certification period.
  - 2.1.2 Lab Assistants can be awarded 20 credit hours per three-year certification period by participating at least twice during that same period.
  - 2.1.3 The maximum number of hours for a combination of instructing and lab assisting is 30 hours.
  - 2.1.4 Whatever number of hours that are credited as instructor and/or lab assistant, the candidate must still fulfill the overall minimum 80 hours of approved training.
- 2.2. Subject areas not included below may be added. To be added, the class syllabus and the instructor's CV must be submitted to the LEVA Certification Program Manager for review by the Certification Committee that will determine if training credit will be awarded for that class. Classes in the following categories will be considered:
  - 1) Professional Training (certified by agency or another training source) on Standard Operating Procedures (SOPs) related to digital multimedia evidence, to include: chain of custody and department specific procedures
- 2.2.2. Image/Video Training - minimum 80 hours total
  - 1) Video technologies (understanding analog and digital video) – minimum 40 hours
    - 1a) An undergraduate degree or higher in a video-related discipline may satisfy this requirement.
  - 2) Image technologies – minimum 16 hours total
  - 3) Digital image processing – minimum 16 hours
  - 4) Vendor specific equipment training – maximum 16 hours allowable
- 2.2.3. Courtroom Training for Forensic Video Analyst  
The focus of the training in this section is to help the Forensic Video Analyst perform effectively in the courtroom setting. Training that would meet this requirement must address all the following topics:
  - testimonial techniques, handling direct and cross-examination,
  - effective communication in the courtroom, testifying before a jury, moot court,
  - courtroom procedure, and the role of the expert witness in the trial process.

Previous court experience does not count for this requirement. (24 hours)

Elective Specialization areas – minimum 48 hours total from any combination of areas listed below.

**Contact LEVA's Certification Program Manager with questions regarding other training that may be acceptable:**

- 1) CCTV systems
- 2) Security systems
- 3) Covert recording surveillance techniques.
- 4) Photogrammetry
- 5) Photographic comparisons
- 6) Image analysis and interpretation
- 7) Forensic application of digital image effects
- 8) Reverse projection
- 9) Digital audio technologies
- 10) Audio enhancement
- 11) Audio authentication
- 12) Crime scene videography

- 13) Video encoding
- 14) Digital media recovery
- 15) Digital video systems calibration
- 16) Video workstation engineering
- 17) Scientific method
- 18) Technical writing
- 19) Digital video Interpretation
- 20) Moot court
- 21) Video editing
- 22) Image authentication

### 3. Basic Experience Required:

- 3.1 At the time of certification, an applicant must have a minimum four (4) years of experience processing digital multimedia-evidence.
  - 3.1.1 With a public safety / government agency.  
Or
  - 3.1.2 In the private sector, processing digital multimedia evidence on a regular basis.
  - 3.1.3 College degree programs may substitute a maximum of two (2) years' experience if learning how to properly work with multimedia evidence. The Certification Committee will review the curricula to determine if appropriate for credit.

### 4. Endorsements:

- 4.1 An applicant under Section 3.1.1 must include two letters of endorsement with the application. If the applicant is employed by a public safety agency, one shall be from a senior official within the applicant's department or agency and at least one shall be from an associate in the field of Forensic Video Analysis who is a member in good standing with LEVA.
- 4.2 If the applicant is claiming experience in lieu of educational requirements as described in Section 3, the applicant's CV will be reviewed.

### 5. Certification Evaluation Process:

- 5.1 Certification shall be determined by Ready/Not Ready evaluation. The certification evaluation criteria are developed and conducted by the LEVA Certification Committee. Evaluation will take place at the LEVA Annual Training Symposium or other appropriate venue. The criteria follow:
  - 5.1.1 The Certification Application package must be submitted to the LEVA Certification Manager by September 1<sup>st</sup>. The package must contain any and all relevant reports, supporting documentation, derivative work product and all original audio/video media.
  - 5.1.2 When the Certification Committee confirms the applicant's eligibility to take the evaluation, the applicant will be provided further details. The evaluation by the Committee will assess the candidate's:
    - 5.1.2.1 Proficiency
    - 5.1.2.2 Submitted comprehensive expert case report that must have been processed within 36 months of the submission date.
      - \*5.1.2.2.1 The submitted case must demonstrate the analytical proficiency of the candidate along with the ability to properly articulate a scientific opinion or conclusion. Examples of such analytical work include, but are not limited to, image comparison, reverse projection, byte level analysis or determining the authenticity of questioned video.
      - \*5.1.2.2.2 Only an actual case that the candidate has worked on as part of his/her position may

be submitted for certification unless special circumstances exist and approved by the Certification Program Manager and Executive Director.

5.1.2.3 Effectiveness to present expert evidence in the courtroom setting.

5.2 If the Certification Committee determines a candidate is not yet ready for Certification, the candidate may enter the Continued Assessment Phase. A mentor will work with the candidate to prepare him/her for the next opportunity to face the Committee.

5.2.1.1 A new application package must be submitted using the submission criteria in effect at the time.

## 6 Renewal:

6.1 Certification will be effective for (three) 3 years from the date of certification, unless revoked or suspended by LEVA as described in Section 8. The bearer of the certificate may apply for renewal.

- 6.1.1 **Effective January 1, 2023**, the LEVA Board of Director has mandated a non-refundable fee of USD 25 will be assessed for all LEVA certification renewals. Renewals will not be processed until this fee has been paid. The fee is necessary to offset administrative costs for renewals which LEVA has absorbed since 2009.
- 6.1.2 An individual must be a member in good standing and remain in good standing when applying, working toward, possessing or renewing a LEVA certification.
- 6.1.3 The renewal application must be submitted to the LEVA Certification Program Manager no earlier than ninety (90) days prior to Certification expiration.
- 6.1.4 Renewing applicants must be engaged in processing or have processed digital multimedia evidence with a public safety / government agency or private sector company in support of investigations past and present.
- 6.1.5 Candidates who are listed as **an** instructor for courses that are pre-approved by LEVA may earn up to 30 credit hours, on an hour per hour basis, per three-year certification period.
- 6.1.6 Lab Assistants can be awarded 20 credit hours per three-year certification period by participating at least twice during that same period.
- 6.1.7 The maximum number of hours for a combination of instructing and lab assisting is 30 hours.
- 6.1.8 Whatever number of hours that are credited as instructor and/or lab assistant, the candidate must still fulfill the balance of 80 hours of approved training.
- 6.1.9 At the time of the renewal application, proof, as described in section 1.3.3, of the minimum eighty (80) hours of training earned during the three-year certification period must be provided. Acceptable course topics are listed below.

**Contact LEVA's Certification Program Manager with questions regarding other training that may be acceptable.**

- 1) CCTV systems
- 2) Security systems
- 3) Covert recording surveillance techniques.
- 4) Photogrammetry
- 5) Photographic comparisons
- 6) Image analysis and interpretation
- 7) Forensic application of digital image effects
- 8) Reverse projection
- 9) Digital audio technologies
- 10) Audio clarification
- 11) Audio authentication
- 12) Crime scene videography

- 13) Video encoding
- 14) Digital media recovery
- 15) Digital video systems calibration
- 16) Video workstation engineering
- 17) Scientific method
- 18) Technical writing
- 19) Digital video interpretation
- 20) Moot court
- 21) Video editing
- 22) Image authentication
- 23) Computer / Mobile Forensics (Only 30 hours maximum can be claimed)

6.1.10 Once a certification expires, in order to reinstate the certification, an applicant must complete the [Expired Certification Reinstatement Process](#)

## 7 Suspension or Revocation of Certificate

7.1 LEVA may revoke or suspend a certificate or deny an application for just cause, including but not limited to:

- 7.1.1 LEVA Code of Ethics violation(s).
- 7.1.2 LEVA Code of Conduct violations
- 7.2.2 No longer performing duties processing digital multimedia evidence.
- 7.2.3 Having a criminal conviction

## 8 Grievances and Appeals

8.1 All grievances, including reports of misconduct or ethical violations, will be administered in accordance with the LEVA By-Laws.

## Process

1. At the time the Application for the Certification Mentorship Program is accepted, the applicant will complete the requirements outlined in Section 2 (Additional Training Requirements), Section 3 (Basic Experience/Education), Section 4 (Endorsements) and Section 5 (Certification Evaluation Process).
2. Once accepted, the candidate enters an independent forum to share information and promote mutual learning opportunities for those pursuing this certification. A qualified mentor will be assigned to the candidate to provide guidance and suggested resources.
3. There is no actual or presumed shared obligation or liability by LEVA to ensure or guarantee an applicant's successful completion of this program. It is the responsibility of the applicant to acquire the training and meet the requirements.
4. To be evaluated, the candidate must submit the Certification Application package to the LEVA Certification Program Manager for review. Once approved the candidate will be scheduled for the evaluation described in Section 5.
5. When the applicant meets the requirements in Section 5, the applicant will be presented a certificate and will be recognized by LEVA as a Certified Forensic Video Analyst for three (3) years.
6. A candidate may apply for certification renewal as described in Section 6.