

# **LEVA Forensic Video Technician Certification Requirements and Process**



Effective January 1, 2023

## **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.

### **1. General Qualifications**

#### **1.1. An individual will be conferred certification after:**

1.1.1. Successfully achieving a passing score in LEVA *Level 1 "Forensic Video Analysis & the Law"* and *\*Level 2 "Processing Digital Multimedia Evidence"*. \*Effective with the March 2013 Level 2 course.

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. No fee will be assessed for initial certification.

#### **1.4. Required Training**

##### **1.4.1. A candidate must have successfully completed the LEVA Level 1.**

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

- ◆ A basic understanding of forensic video technology
- ◆ 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 proficiency in performing technical functions

##### **1.4.2. A candidate must successfully complete the LEVA course *\*Level 2: Processing Digital Multimedia Evidence*. \*Effective with the March 2013 Level 2 course.**

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

- ◆ Understand legal concepts regarding Digital Multi-Media Evidence
- ◆ Understand how to present digital video evidence in court
- ◆ Working with the prosecution

- ◆ Working with the defense
- ◆ Prepare Technical report
- ◆ Understand digital multimedia recording issues
- ◆ Perform synchronization of DME to real-time presentation
- ◆ Recognize and correct aspect ratio

## 2. Renewal:

2.1 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.

2.2 The applicant must continue processing digital multimedia-evidence with a public safety / government agency or private sector company on a regular basis for investigation purposes.

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

2.4 **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.

2.4.1 A renewal application must be submitted to the LEVA Certification Program Manager no earlier than ninety (90) days prior to Certification expiration. All CFVT certificates have an expiration date. Each certified technician is responsible for renewing the certification every three (3) years. LEVA will not send reminders to certified technicians – that is the responsibility of each certified technician.

2.4.2 A current CV or résumé must be submitted with the application.

2.4.3 At the time of the renewal application, proof of an additional **minimum** eighty (80) hours of applicable training must be provided. On the job training (OJT) hours are not accepted. Proof can be digital copies of any of the following:

- Certificate
- Receipt
- Roster
- Diploma

The 80 hours may be from any combination of the areas listed below. Contact LEVA's Certification Program Manager if you have questions regarding any other courses that could be applicable.

- 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
- 23) Computer / Mobile Forensics (Only 30 hours maximum can be claimed)

**2.4.4 Those who are listed as an instructor for courses that are pre-approved by LEVA may earn up 30 credit hours, on an hour per hour basis, per three-year certification period.**

2.4.5 Lab Assistants can be awarded 20 credit hours per three-year certification period by participating at least twice during that same period.

**2.4.6 The maximum number of hours for a combination of instructing and lab assisting is 30 hours.**

**2.4.7 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.**

2.4.8 A one-time administrative extension may be given to complete the renewal process and will be reviewed by the Certification Manager on a case-by-case basis.

2.4.9 If unable to fulfill all requirements, the renewal Technician's certification will expire.

2.4.10 An applicant whose Certification has lapsed for 6 or more months must satisfactorily complete LEVA Level 2: Digital Multimedia Evidence Processing at their or their agency's expense. The 80 hours of training, as outlined in Section 2.1.3, must also be completed.

2.4.11 Suspension or Revocation of Certificate: LEVA may revoke or suspend a certificate or deny an application for just cause, including but not limited to:

- LEVA Code of Ethics and / or Code of Conduct violations.
- No longer performing forensic video analysis.
- Having a criminal record

### 3. Grievances and Appeals:

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

### 4. Liability

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.