WEST YORKSHIRE POLICE

ROLE PROFILE

Role Title	Digital Forensic Investigator (Advanced)	***Reporting to***	Senior Digital Forensic Investigator
Section	Digital Forensics Unit	***District/Department***	Protective Services Crime
Tenure		***Rank/Grade***	SO1

Part A – JOB DESCRIPTION

Overall purpose of role	To conduct intelligence led Digital Forensic Investigations on digital devices, providing evidence and expert interpretation of the evidence in a secure format acceptable to the court. Responsible for all levels of digital investigations specifically, complex digital investigations.

1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.
2. Be responsible for the efficient and effective triaging, securing, retrieving and analysing of evidence, both at scene and within a lab environment, from a variety of digital devices; inform investigation teams of findings, and utilising specialist and proprietary software and hardware, with responsibility for ensuring the continuity and integrity of all exhibits and processes throughout.
3. Provide professional and specialist input and guidance to investigating officers when carrying out scene / fieldwork response to Digital investigations from the case strategy through to the investigation into recovered digital media. Work with the investigating team and SIOs in the field to direct searching Officers appropriately to maximise evidential opportunities from digital related material and devices.
4. Provide expert advice and guidance to Investigating Officers to ensure that Digital Forensic investigations are focused and intelligence led, and that the continuity of all exhibits/intelligence is maintained throughout. Be responsible for the provision of expert guidance to officers during pre and post operational briefings. Produce supporting evidential reports and packages for OICs; detailing key evidence items and categorised abusive imagery material to achieve successful prosecution and sentencing outcomes. Ensure all packages are produced to the highest standard and suited to their intended audience whilst ensuring that full disclosure has been provided in accordance with guidelines.
5. Assist in the National Business Administration of the National Child Abuse Imagery Database (CAID). Provide specialist advice to external users of the system from other regional forces and law enforcement agencies in the application of triage and updating to the triage database and to support the implementation and related activities and assist in promoting the system at a National level.
6. Ensure compliance with departmental and organisational standards and Quality Assurance processes, working to and in compliance with ISO17025 and ISO17020 standards in line with the Forensic Science Regulators requirements and Codes of Conduct. Participate in quality audits, competency checks, peer-reviews, and identify and report any non-conformities and issues promptly to the ISO Technical Manager.
7. Liaise with the Digital Forensic Unit Victim ID Lead to maximising opportunities for Victim Identification from CSE investigations and employ proactive steps and processes to identify Victims of CSE during digital investigations you conduct.
8. Represent the DFU at CPS Case Conferences, liaise with Prosecution and Defence legal teams, Defence Experts, and members of Judiciary. Attend court proceedings when required in the capacity of the Digital Forensic Investigator and Digital Forensic subject matter specialist witness to explain the evidential investigation processes in order to confirm the validity of the evidence found.
9. Undertake proactive and reactive environmental scanning and research for new investigation techniques, tools, software and technologies that will improve the quality and quantity of evidence produced or lead to other improvements in procedures.

Dimensions *(Financial/Statistical/Mandates/Constraints/No. of direct reports)*

- Responsibility for the scene triage of approximately 1,000 exhibits per annum and approximately 400 lab-based digital examinations.
- Act as a Digital Forensic 'specialist witness' in both internal and external investigations.
- Provide Streamlined Forensic Reports (SFR) for all examinations completed and their findings for Investigating Officers, CPS or other requesting agency.
- Work at all times in compliance with departmental policies and procedures, Quality Standards Manual, and Forensic Science Regulator Code of Conduct applicable to Digital Forensics.

Work/Business contacts

Internal: DFU Staff, Victim Identification Officer, District Safeguarding, OIC's, SIO's, HMET staff, Crime Managers, NPT Supervisors, Crime Scene Examiners, Force Scientific Support Unit, Protective Services Crime Specialist Units. Police Officers and staff at all levels.

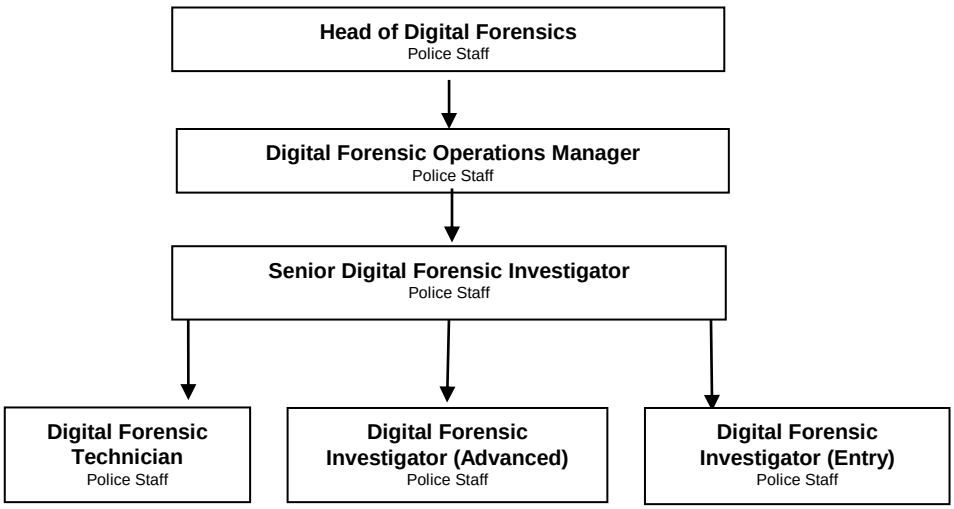
External: Regional Cyber Unit, Regional Scientific Support Unit, Crown Prosecution Service, CTU, National Crime Agency, CEOP, Other Police Forces, Suppliers, Prosecution / legal teams, Home Office

Expertise in Role Required (At selection - Level 1)	**Essential or Desirable**
• Educated to Degree level in a Digital Forensic based discipline and/or significant experience of working within a Digital Forensic environment and/or significant training in these areas.	Essential
• Advanced knowledge and experience of common operating systems, file systems (Windows, MacOS, Linux, Android / iOS), applications and networking technologies	Essential
• Aptitude for problem solving in a methodical and orderly manner; able to work under pressure to imposed deadlines and decision-making.	Essential
• Experience at Level 3 of managing and conducting large and complex digital investigations.	Essential
• Willingness and able to complete the core courses in relation to the recovery and analysis of digital evidence, as specified by NPCC.	Essential
• Willingness to attend at live incidents and scenes to provide digital forensic assistance to investigating officers and conduct necessary work.	Essential
• Has experience in the Forensic examination of digital devices and use of forensic software applications for the examination of devices. (E.g. X-Ways, XRY, UFED, EnCase).	Essential
• Knowledge and understanding of the Best Practice Guidelines, ISO 17025 / 17020 and Forensic Science Regulatory Standards applicable to Digital Forensics, as well as relevant criminal laws, procedures and legislations.	Desirable
• Has experience in preparing complex digital examination reports and has / is able to present digital evidence in a clear and professional manner within Court proceedings.	Desirable
• Knowledge and understanding of the definitions of Abusive Imagery categorisation guidelines, Victim ID processes, and the CAID system.	Desirable
Other (Physical, mobility, local conditions)	
• Physical and emotional resilience to deal with large amounts of abusive and offensive imagery depicting extreme violence, obscenity and depravity; including graphic images of child abuse. Post holder must be willing to undergo regular Psychological Assessments.	Essential
• Full current UK / European driving licence.	Essential
• Willingness and ability to travel for business purposes.	Essential
• Willingness to participate in an out-of-hours call-out rota, and ability and willingness to work flexibly where required to meet departmental and organisational need and demand.	Essential
• Successfully undergo vetting procedures to Management Vetting (MV) level	Essential

Expertise in Role - After initial development - Level 2

- Able to conduct detailed digital forensic examinations on computers, mobile telephones and other digital devices; understanding complex data and being able to present and explain findings and processes written and verbally in a non-technical form to investigating officers, CPS, counsel, and court proceedings as necessary, acting as Digital Forensic expert.
- Has completed the triaging of digital devices at scene to assist in exhibit seizure process and, where required, has successfully conducted the live capture and securing of digital data; communicating to DFU staff, investigating officers, relevant staff as to progression or technical issues.
- Has knowledge of and successfully completed accredited training in relation to the grading of child abuse imagery and abusive / obscene material, including Victim Identification processes, and can apply these to digital investigations that they are conducting.
- Ability to successfully utilise and have good knowledge of a variety of forensic hardware and software tools relevant to the role.
- Has understanding, adheres to, and promotes the ISO17025 and ISO17020 standards, FSR Codes of Conduct and the NPCC best proactive guidelines applicable to Digital Forensic examinations and analysis.
- Awareness of criminal law, legislations and procedures applicable to the role and Digital Forensic investigations, Victim Identification processes.
- Has acted as a mentor to DFI (Entry).
- Has understanding of the function of and has assisted in the administration of the National CAID system; providing assistance to regional forces, officers and other agencies when required.
- Has successfully completed the recommended internal and NPCC recommended training courses in relation to Digital Forensics and other mandatory online training.

Structure



PART B – COMPETENCIES & VALUES

Competency and Values Framework – http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Developed a demonstrable expert knowledge and understand in the field of digital forensics.
- Has successfully managed and investigated complex enquiries involving multiple suspects/victims and exhibits.
- Knowledge of advanced data recovery techniques such as scripting, password bypass, eMMC, rooting, and low-level data recovery techniques.

- Can demonstrate a higher level of knowledge around ISO17025 / 17020 regulatory standards and has assisted the department in developing and maintaining compliance to these standards.
- Has directly contributed to the successful arrest and conviction of offenders through the digital investigation of Online CSE distribution of Child Abuse Imagery and other serious offences, and assisted in the identification of victims of CSE.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to all Police Buildings Forcewide
Vetting Level	Management Vetting
Date accepted as a role profile	6th February 2020