



<b>Role Title</b>	Victim Identification Officer	<b>Reporting to</b>	Senior Digital Forensic Investigator
<b>Section</b>	Digital Forensic Services	<b>District/Department</b>	Protective Services Crime
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 6

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To examine digital, visual and audio content of images and videos for the purpose of identifying victims and abusers and to coordinate all Victim Identification Referrals for West Yorkshire Police in line with Force and National Policy.
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<b>Key outputs for role –</b>
<ol style="list-style-type: none"><li>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.</li><li>2. To lead the implementation of the Victim Identification, acting as a liaison for West Yorkshire and partners internally and externally to ensure effective safeguarding of the communities we serve.</li><li>3. To train and support all investigators within West Yorkshire Police, other Forces and external agencies in the Categorisation of Indecent Images ensuring they are all aware of their responsibilities in Victim Identification and the use of CAID to ensure we safeguard the communities we service .</li><li>4. Keep an accurate record of Victim ID cases for West Yorkshire Police (and provide management information in relating to numbers of identifications), ensure that all images uploaded to CAID meet national standards and that any victims or suspects are identified, referenced and the appropriate referral is completed in line with local and national best practice.</li><li>5. To carry out image analysis on suspected first generation and scene images, working with investigating officers to progress their cases, providing specialist advice to others involved in relevant offending, producing or assisting in the production of Victim Identification strategies to maximise safeguarding and investigation opportunities.</li><li>6. To maintain the Victim Identification process for West Yorkshire Police and review this on a regular basis, attending National training courses, forums and visiting other agencies to drawn upon best practice, technical advances and national policy and guidance.</li><li>7. Review Indecent Images, Videos or audio extracted from Digital Evidence utilising categorisation software to grade indecent images and upload to the Child Abusive Images Database (CAID) to assist in the protection of victim and prosecution of offenders.</li></ol>

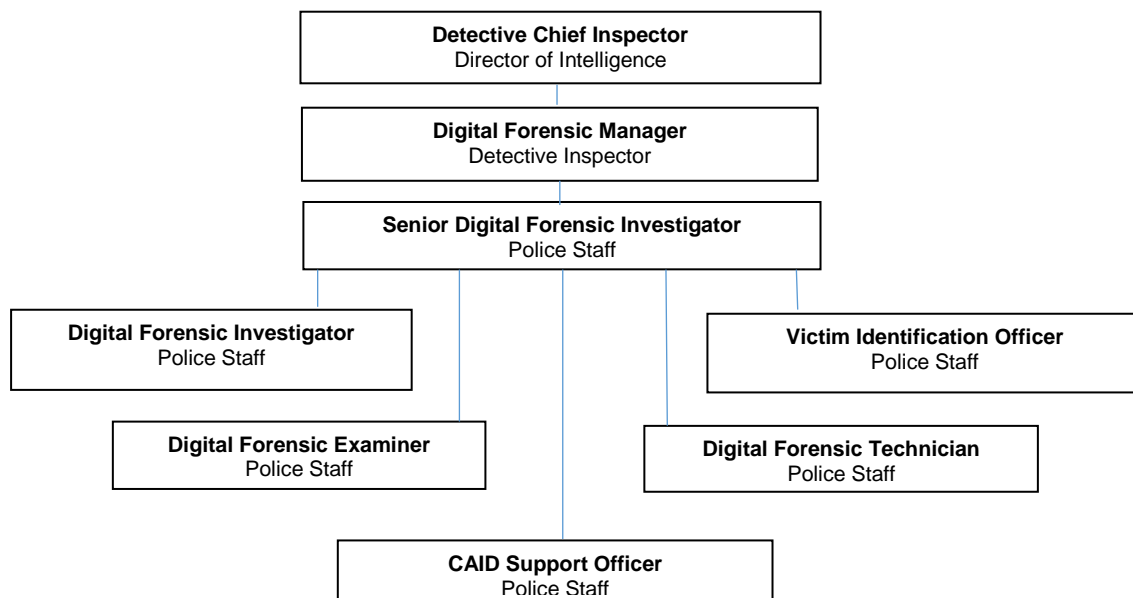
<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>• Use of the CAID System and other computer systems.</li><li>• The Digital Forensic Unit deals with around 1200 cases per year, any of which could potentially require the involvement of the Identification Officer.</li><li>• The Identification Officer will have direct involvement in up to 150 cases per year.</li><li>• Investigation of the cases is likely to involve the review of several million images per year</li></ul>

<b>Work/Business contacts</b>
<b>Internal:</b> Police Officers and Police Staff at all levels
<b>External:</b> Home Office, College of Policing, National Crime Agency, CEOP, Other Forces (National and Regional); Partner Agencies, ACPO and Professional bodies and Academic Institutions

<b>Expertise in Role Required (At selection - Level 1)</b>	<b>Essential or Desirable</b>
<ul style="list-style-type: none"> <li>• Willingness and ability to undertake relevant courses for the role</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Good knowledge of and ability to operate computerised databases and spreadsheets.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Previous experience of working with partners internally and externally</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Knowledge and experience of accurately grading abusive images and videos</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Knowledge and understanding of the definitions of indecent images together with the appropriate guidelines issued by the sentencing counsel</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Previous experience of delivering training and advice in differing environments using various communication styles</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Knowledge and experience of using the CAID system</li> </ul>	Desirable
<b>Other (Physical, mobility, local conditions)</b>	
<ul style="list-style-type: none"> <li>• Physical and emotional resilience to regularly deal with abusive and offensive imagery of extreme violence, obscenity and depravity.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Willingness to undergo regular Psychological Assessments.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Prepared to successfully undertake management vetting procedures including financial checks.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability and willingness to work flexibly when required.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Willingness and ability to travel for business purposes both within WYP and nationally where required.</li> </ul>	Essential

<b>Expertise in Role - After initial development - Level 2</b>
<ul style="list-style-type: none"> <li>• A good understanding of Digital Forensic Investigations</li> <li>• Has undertaken and passed relevant courses for the role</li> <li>• A good understanding and knowledge of safeguarding in child sexual abuse offences and child sexual exploitation cases</li> <li>• Detailed knowledge and experience of accurately grading abusive images and videos</li> <li>• Detailed Knowledge and understanding of the definitions of indecent images of children together with the appropriate guidelines issued by the sentencing counsel</li> </ul>

## 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](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)

- Recognised as expert in Victim Identification and Abusive Images Grading.

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to buildings where based
<b>Vetting Level</b>	Management Vetting
<b>Date accepted as a role profile</b>	26/10/17