



<b>Role Title</b>	Digital Forensic Unit Assessment Officer	<b>Reporting to</b>	Senior Digital Forensic Investigator
<b>Section</b>	Digital Forensic Unit	<b>District/Department</b>	Digital Forensic Unit (DFU)
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 5

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To carry out an evaluation and authorisation service for volume and serious crime forensic requests submitted by West Yorkshire Police Officers and Staff, ensuring compliance with all regulatory, quality and legislative requirements; develop forensic submission strategies involving sequential analyses that ensure the most effective use of the resources.
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### Key outputs for role –

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; reinforcing and influencing them through all interactions and processes.
2. Consider evidential value, forensic viability, limitations and best sequential examination processes in the DFU, including computer, phone and other digital devices in order to effectively evaluate the forensic submission request in offences of all crime types; apply forensic knowledge and critical analysis to decide which exhibits/examinations to authorise or reject. Decide which devices will be investigated by the DFU and those to be examined in districts.
3. To assist in the formulation of a disclosable case specific Forensic Submission strategy for each investigation, which identifies the key investigative information and provides clear rationale for forensic examinations; to reassess and adapt the strategy in light of examination results / new information and take appropriate action.
4. To identify the appropriate external Forensic Service Provider who is able to deliver the specific examination in the time frame required to meet the investigation and authorise accordingly. Prioritising and managing the submission of urgent examinations and sequential forensic examinations, in line with pre-determined contractual agreements and departmental policies.
5. To communicate via the case management system, email and phone with Forensic Experts, Scientists, Police Officers, CPS external providers and Police staff to ensure all relevant information is effectively shared and recorded in a timely manner.
6. To understand and apply the principles and relevant policies of the Force, Forensic Information Databases, Criminal Prosecution Service (CPS) and all relevant legislation, including ISO, PACE and CPIA when evaluating forensic submission requests.
7. To support the evaluation of content, quality and timeliness of the forensic results to ensure that they are in keeping with those authorised and expected. Identifying and recording discrepancies and omissions, including disclosable compromised evidence information. Maintaining records of forensic outcomes on the case management system and responding to inaccuracies by challenging, negotiating and reporting as per policy.
8. To contribute and engage in the development of department operating procedures to promote efficient and cost effective delivery of service which is supportive of the appropriate quality management system. Engage in the maintenance of the quality management system, assisting in audits where required, to ensure organisational conformance with standards.
9. Maintain records of forensic strategies that are consistent, accurate, and complete, meeting the investigative need in a cost effective manner.

10. Maintain databases and provide general administrative support to the DFU, as required, to help ensure the efficient running of the department.

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

- Evaluate all requests for forensic analysis involving digital devices including phones and computers in the region of 4,000 submissions per year.
- Identify and arrange for exhibits to be outsourced to private sector companies, up to a cost of £300,000 per year.
- Evaluate the results of these submissions delivered by the Forensic Service providers through dip sampling and compare with authorisations to identify quality and budgetary anomalies.

#### **Work/Business contacts**

**Internal:** All ranks of Police Officers and Police Staff in West Yorkshire. To liaise, advice, provide and receive information and offer guidance.

**External:** Police Officers and Staff in other UK Forces, CPS, Forensic Service Providers, Commercial organisations and other agencies. To liaise, provide advice and guidance, receive information.

#### **Expertise in Role Required (At selection - Level 1)**

#### **Essential or Desirable**

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| • Can demonstrate good knowledge of forensic analysis and digital investigations   | Desirable |
| • Can demonstrate experience of routinely understanding and commitment to improving and delivering services to meet Service Level Agreements and relevant performance indicators.  | Essential |
| • Can demonstrate experience of writing Forensic Strategies that are consistently accurate and complete, ensuring they meet the investigative need and in a cost effective manner. | Desirable |
| • Detailed working knowledge of and ability to operate computerised systems and databases such as Microsoft Office and force IT systems.   | Essential |
| • Knowledge and understanding of Forensic Service Providers, forensic procurement and product specifications.  | Desirable |
| • Knowledge and engagement of ISO 17025 Quality Management System and its application to the policies, procedures and documentation of Forensic Assessment.                        | Essential |
| • Demonstrates excellent organisational skills; prioritising workloads to deliver services to meet the customers requirements in agreed time frames                                | Essential |
| • Ability to accurately compare and update data.   | Essential |

#### **Other (Physical, mobility, local conditions)**

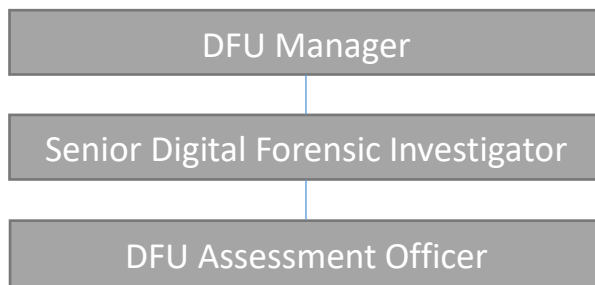
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| • Flexible approach to working hours to ensure efficient forensic assessment processes                        | Essential |
| • Has an enhanced ability to critically analyse data and demonstrates and ability to pay attention to detail. | Essential |

#### **Expertise in Role - After initial development - Level 2**

- Has demonstrated a detailed knowledge and understanding of forensic considerations, evidential value, forensic viability / limitations and best sequential recovery in digital forensics
- Has demonstrated a good understanding of how decisions made in the Forensic Assessment Team impact on investigations, customers and victims of crime and recognises when cases require escalation to a Senior Digital Forensic Investigator.
- Good understanding of how forensic reporting mechanisms align with procedures and initiatives within the criminal justice system.

- Independently competent when advising and processing a wide variety of enquiries
- Regularly recognises and contributes to improvement of processes and systems.
- Demonstrates high degree of skill in negotiating and communicating with internal and external Departments to achieve a successful outcome

## 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)

- Is recognised as an expert source of information at digital forensic assessment.

## 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>	28.2.19