WEST YORKSHIRE POLICE

ROLE PROFILE

Role Title	Digital Forensic Technician	***Reporting to***	Senior Digital Forensic Investigator
Section	Digital Forensics Unit	***Division/Department***	Protective Services Crime
Tenure		***Rank/Grade***	Scale 5

Part A – JOB DESCRIPTION

Overall purpose of role *(To be completed in line with the Excel principles)*	To contribute to intelligence led digital forensic investigations by extracting data from mobile phones, imaging digital devices and running forensic processes over digital data. Identify, retrieve and collate CCTV footage to support investigations.

Key outputs for role –		***% time***
	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. To inform investigations, use Forensic software and hardware to recover an image from witnesses or suspects digital devices, including mobile phones in accordance with NPCC guidelines and maintain a log outlining steps taken during the process. Where necessary photograph or video proceedings. 3. Commence forensic processes on digital devices and images in accordance with DFU processes, and prepare reports for investigators. Data retrieved will be of a sensitive and confidential nature and is highly likely to contain material of an indecent, extreme and offensive material, including graphic child abuse imagery. Data must be retrieved and dealt with in a professional and forensically sound manner; recognising and handling sensitive information with the utmost confidentiality, discretion and integrity at all times. 4. To identify and collate the recovery of CCTV material using relevant software and hardware for intelligence and evidential purposes in line with requests, including fast-time assessment and recoveries; ensuring relevant legislations, policies and procedures are adhered to. 5. Provision of professional advice and guidance to Investigating officers to ensure opportunities for CCTV retrieval is made in accordance with best practice guidelines. 6. Prepare statements and attend court when required in the capacity of the Digital Forensic Technician 7. Application of the NPCC Good Practice Guide for Digital Evidence and associated best practice ensuring compliance at local, regional and national levels with relevant legislation e.g. ISO 17025 and the Forensic Science Regulator Codes	

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

- Undertake acquisition, processing triage on approximately 2,000 exhibits per annum
- Carry out the recovery of approximately 1600 CCTV footage requests per annum.

Work/Business contacts

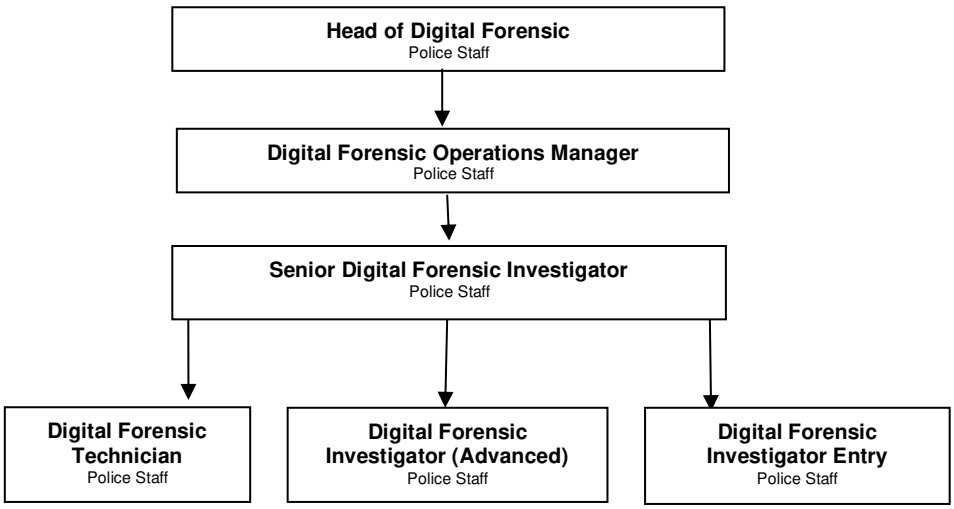
Internal:	DFU Staff, Victim Identification Officer, District Safeguarding, OIC's, SIO's, HMET staff, Crime Managers, NPT Supervisors, Crime Scene Examiners, Force Scientific Support Unit, Protective Services Crime Specialist Units
External:	Regional Cyber Unit, National Crime Agency, CEOP, Other Police Forces, Suppliers, Local Authorities, Corporate organisations, service users.

Expertise in Role Required (At selection - Level 1)	**Essential or Desirable**
• Intermediate knowledge and expertise of common operating systems and applications, and ability to use software packages relating to Digital Forensics and CCTV recovery.	Essential
• Capacity to concentrate for long periods on technical tasks pay attention to detail	Essential
• An aptitude for problem solving, in a methodical and orderly manner.	Essential
• Level 3 qualification or above in a technical based discipline or relevant experience and expertise in a technical environment	Essential
• Willingness & ability to complete the core courses in relation to the recovery and analysis of digital evidence, as specified by NPCC.	Essential
• Has an understanding of the Forensic examination of digital devices.	Desirable
Other (Physical, mobility, local conditions)	
• Ability to conduct visual quality control practices	Essential
• Physical and emotional resilience to deal with 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
• Ability and willingness to work flexibly when required	Essential
• Willingness and ability to travel for business purposes when organisational need requires and work at other West Yorkshire locations	Essential

Expertise in Role - After initial development - Level 2

- Ability to operate a variety of forensic hardware and software tools relevant to the role.
- Has developed detailed knowledge of CCTV systems.
- Ability to perform the role with minimal supervision.
- Ability to complete a recognised manual handling course
- Awareness of criminal law and procedures relevant to the role.
- Successfully completed the recommended internal and NPCC recommended training courses.

Structure



Signatures
Approved by : Line Manager Approved by : Post Holder/or Representative

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
Select one level Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)
• To be a recognised expert in this field

PART D - ACCESS & VETTING

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