



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

Part A – JOB DESCRIPTION

Overall purpose of role	To provide effective technical and administrative support to the Digital Forensics Unit.
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Key outputs for role –

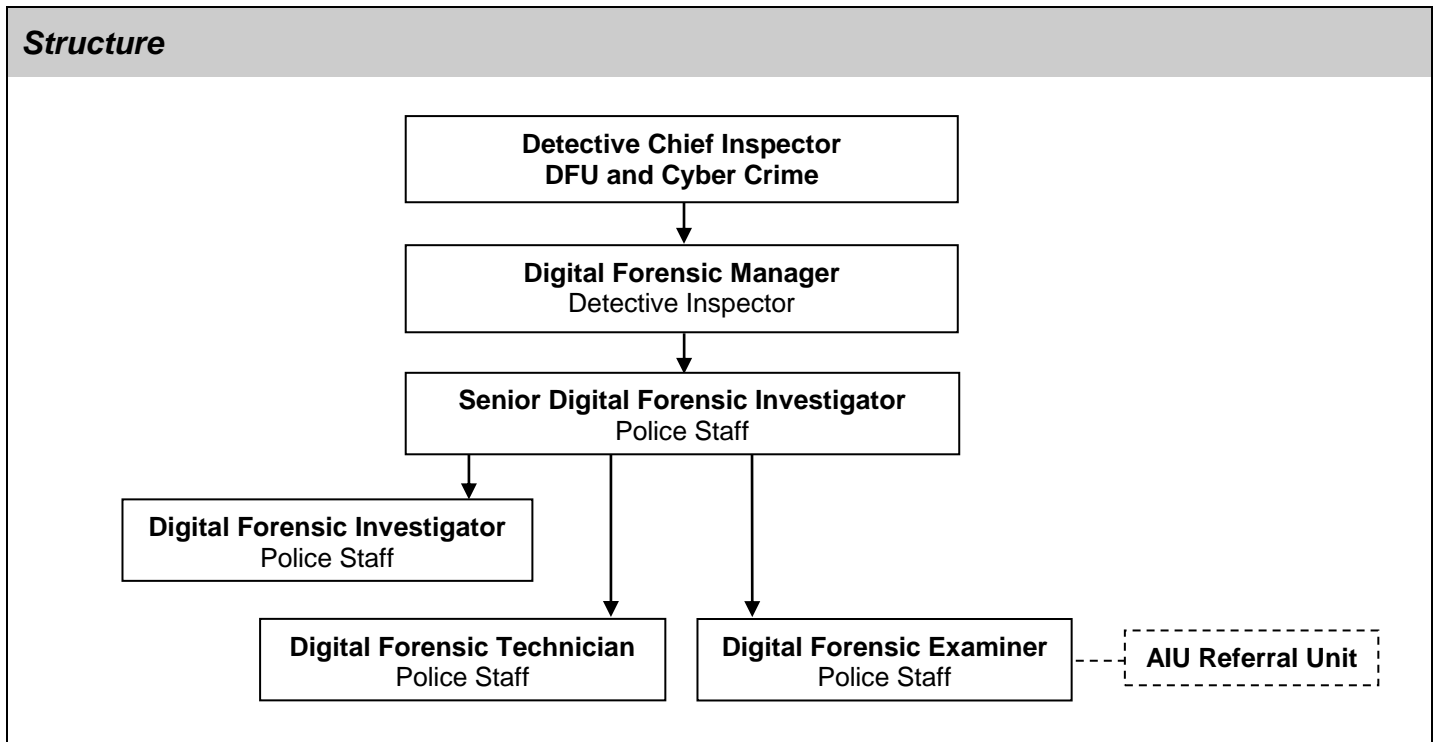
1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.
2. Maintain the secure property / exhibits store with responsibility for ensuring the continuity of all exhibits and maintaining integrity throughout. The continuity of exhibits will be maintained on niche.
3. Management of devices sent for destruction including administering and maximising opportunities for Income Generation
4. Receive exhibits (Digital Devices) for examination from the lead in case, and in accordance with H&S legislation, conduct initial risk assessment ensuring the devices submitted are safe to be examined and adhere with ISO standards.
5. To inform investigations, use Forensic software and hardware to triage and recover an image from witnesses or suspects digital media in accordance with NPCC guidelines and maintain a log outlining steps taken during the process. Where necessary photograph or video proceedings.
6. Produce supporting evidence reports for OICs detailing evidence and categorised images for achieving successful prosecution outcomes. Ensure that they are in an understandable format for individuals with limited computer knowledge, whilst ensuring that full disclosure has been provided in accordance with guidelines, in the capacity of the Digital Forensic Technician
7. Undertake environmental scanning and research for new techniques, hardware and software that are used to capture, retrieve, recover and forensically image digital devices that will improve the quality and quantity of evidence produced or lead to other improvements in procedures.
8. Support the Digital Forensics Unit through the maintenance and asset control of equipment, property, stock control, ordering equipment and other administrative tasks to support the efficient functioning of the unit.
9. Maintain the Digital Forensics Server estate through the use of appropriate routine support and maintenance, access control, security, updates and upgrades and other administrative tasks to support the efficient functioning of the network.
10. 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. Data Protection Act
11. Undertake other duties as required up to a level consistent with the nature, responsibilities and grading of the post.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Undertake primary & secondary triage on approximately 10,000 exhibits per annum

Work/Business contacts
<p>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</p> <p>External: Regional Cyber Unit, National Crime Agency, CEOP, Other Police Forces, Suppliers</p>

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• A good knowledge and expertise of common operating systems and applications.	Essential
• An aptitude for problem solving, in a methodical and orderly manner.	Essential
• Relevant professional qualification in a computer based subject 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
• Willingness and ability to be trained on and have good working knowledge of relevant computer systems	Essential
• Has an understanding of the Forensic examination of digital devices.	Desirable
Other (Physical, mobility, local conditions)	
• Willingness to undergo regular Psychological Assessments	Essential
• Ability and willingness to work flexibly when required	Essential
• Willingness and ability to travel for business purposes	Essential

Expertise in Role - After initial development - Level 2
• Ability to operate a variety of forensic hardware and software tools relevant to the role.
• 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.



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)

- To be a recognised expert in this field

PART E - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to all Police Buildings Force wide
Vetting Level	Management Vetting
Date accepted as a role profile	2016