WEST YORKSHIRE POLICE

ROLE PROFILE

Role Title	Digital Forensic Investigator	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 triaging, securing, retrieving and analysing of evidence from a variety of digital devices, to inform investigations in accordance with national guidelines, utilising proprietary and bespoke software with responsibility for ensuring the continuity of all exhibits and maintaining integrity throughout.

3. Provide a professional 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.

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.

5. Provide expert advice to external users of the Child Abusive Images Database in the application of triage and updating to the triage database and to support the implementation and related activities.

6. Undertake 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.

7. Liaise with the Digital Support Unit Victim ID Lead in maximising opportunities for Victim Identification from Online CSE investigations.

8. 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.

9. Attend court when required in the capacity of the Digital Forensic Investigator to explain the evidential investigation processes in order to confirm the validity of the evidence found.

10. Provide training and the cascading of specialist information regarding Digital Forensics both internally and externally.

11. When required, maintain the Digital Forensics Server estate through the use of appropriate support and maintenance, access control, security, updates and upgrades and other administrative tasks to support the efficient functioning of the network.

12. 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)

- Responsibility for the scene triage of approximately 10000 exhibits per annum and approximately 4000 examinations

- May be required to act as an 'expert witness' in both internal and external investigations

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

Expertise in Role Required (At selection - Level 1)	**Essential or Desirable**
• Good knowledge and expertise of common operating systems and applications.	Essential
• Good experience of problem solving, in a methodical and orderly manner.	Essential
• Educated to degree level in a computer based discipline or significant experience and understanding of working in a Digital Forensic environment	Essential
• Willingness and 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.	Essential
• Willingness and ability to undertake and successfully complete the Force Empty Hand Skills course	Essential
• Knowledge and understanding of the definitions of Indecent Image categorisation guidelines of indecent images and videos.	Desirable
Other (Physical, mobility, local conditions)	
• Willingness to undergo regular Psychological Assessments	Essential
• Full current UK / European driving licence.	Essential
• Willingness and ability to travel for business purposes.	Essential
• Be prepared to participate in a weekend standby rota	Essential
• Ability and willingness to work flexibly if required	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 Force Empty Hand Skills Course
• Successfully completed the recommended internal and NPCC recommended training courses.

Structure
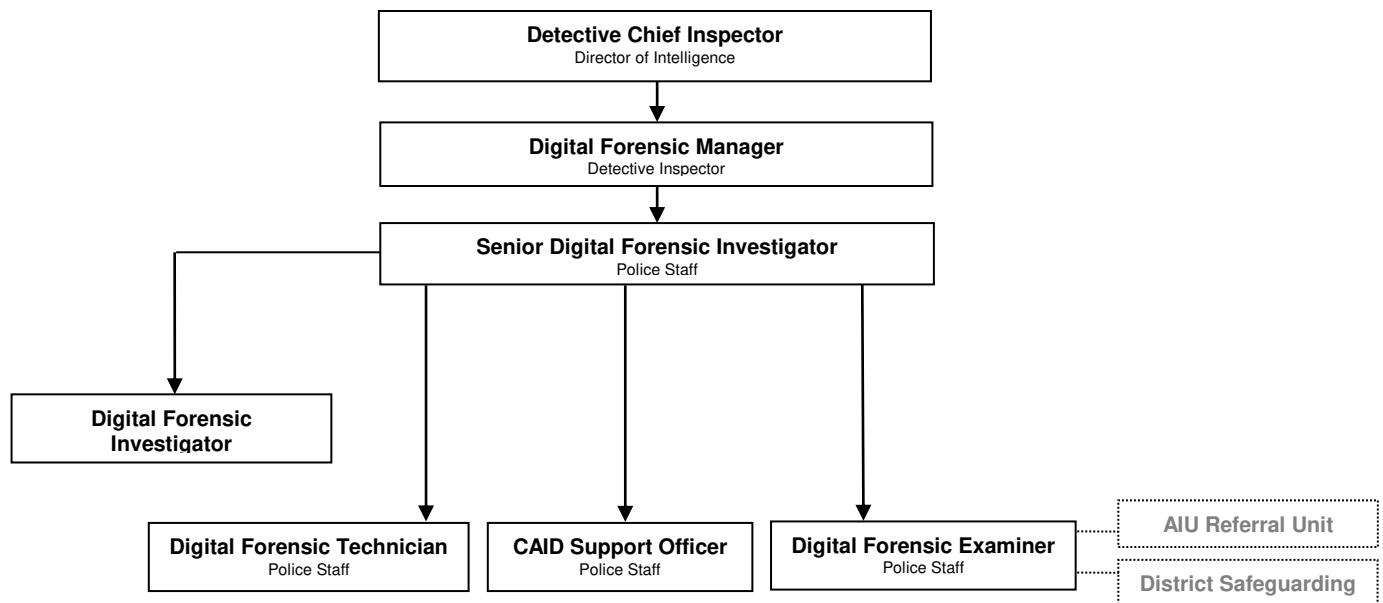
PART B – COMPETENCIES & VALUES

***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)

* Be a recognised expert in the field

* Has directly contributed to the successful conviction of offenders through the investigation of Online CSE sharing of Indecent Images of Children.

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	2016