



Role Title	Digital Forensic Investigator (Entry)	Reporting to	Senior Digital Forensic Investigator
Section	Digital Forensics Unit	District/Department	Protective Services Crime
Tenure		Rank/Grade	Scale 6

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.
--------------------------------	--

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 at scene and lab environments, 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 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. Ensure compliance with departmental and organisational standards and Quality Assurance processes; working to and in compliance with ISO17025 and ISO17020 standards in line with the Forensic Science Regulators requirements.
6. Liaise with the Digital Support Unit Victim ID Lead to maximising opportunities for Victim Identification from Online CSE investigations.
7. 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.
8. 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.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • Responsibility for the scene triage of approximately 1000 exhibits per annum and approximately 200 examinations • May be required to act as an 'witness' in both internal and external investigations

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, Home Office</p>

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**

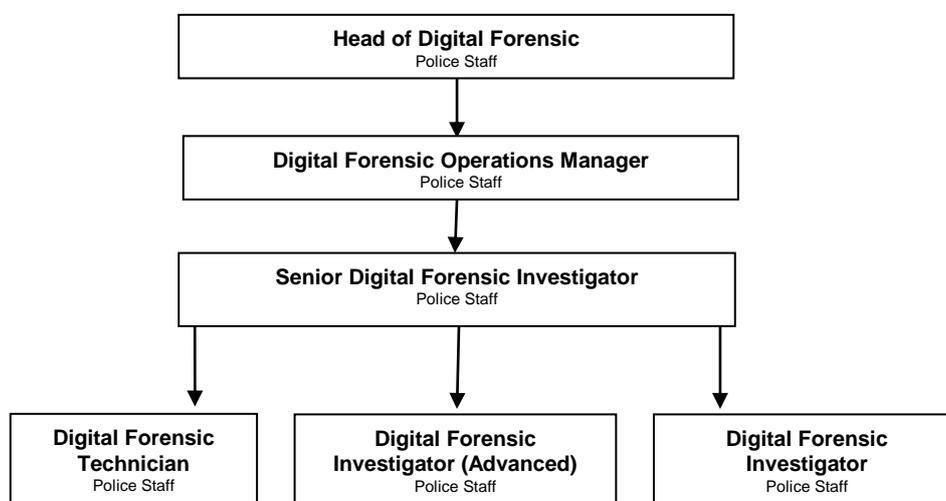
- Good knowledge and expertise of common operating systems and applications. Essential
- Good experience of problem solving, in a methodical and orderly manner. Essential
- Educated to Level 3 or above in a computer-based discipline or experience and understanding of working in a Digital Forensic environment. 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 experience of the Forensic examination of digital devices. Essential
- Knowledge and understanding of the definitions of Indecent Image categorisation guidelines of indecent images and videos. Desirable

Other (Physical, mobility, local conditions)

- Physical and emotional resilience to deal with large amounts of 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
- Full current UK / European driving licence. Essential
- Willingness and ability to travel for business purposes. Essential
- Ability and willingness to work flexibly if required Essential
- Successfully undergo vetting procedures to Management Vetting (MV) level 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 at scene and within the lab environment with minimal supervision.
- Ability to produce high quality detailed reports explaining the outcomes of investigations.
- Awareness of criminal law and procedures relevant to the role.
- Successfully completed the recommended internal and NPCC recommended training courses.
- Has acted as a mentor to less experienced staff.
- Has completed required online training.

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.
- Has successfully contributed to the conviction of offenders through the investigation of a variety of offence types.

PART D - 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	6 th February 2020