

## THAMES VALLEY POLICE

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### CONSTABLE ROLE SPECIFICATION

<b>Role Title:</b>	Police Constable – Digital Forensics	<b>Department:</b>	SEROCU Digital Forensics Unit
<b>Reports To:</b>	Forensic Supervisor	<b>Location:</b>	Whitchurch / Near M4 Junction 12

<b>Purpose of role:</b>	Conduct forensic digital examinations within investigations and operations into the most serious incidents of network based organised criminal activity in order to detect serious organised crime; gather and distribute relevant and quality intelligence; to provide technical advice and assistance to officers and staff engaged in the investigation of serious organised crime; to produce evidence in a form which is admissible in Court
<b>Principle Responsibilities:</b>	1. Working to ISO 17025 standards conduct forensic digital examinations of computers, mobile phones and other electronic devices using appropriate processes, methodologies, tools and techniques, in accordance with ACPO guidance and court approved investigative techniques. Identify and secure electronic evidence sources to assist with investigations. Identify and mitigate H&S risks associated with electronic devices. Through these activities provide both an intelligence and evidential product for the SEROCU Capabilities
	2. Provide high quality written and oral evidence to support the investigation/operation that can be presented and used by officers/crown prosecution service. Attend Court as a witness in support of such evidence.
	3. Assess all immediately available electronic evidence, conduct risk assessments, assess the factors likely to impact on the investigations, check the necessary authorizations, ensure that all material is retained and recorded in order that it can be accessed and used as part of the investigative process. Pass on any relevant information and intelligence to appropriate person(s) and departments, complying with appropriate legislation.
	4. Assist in network investigations. This may include, but is not limited to, serious network intrusions which overcome IT systems' architectures and defenses. Investigate the nature, cause and consequences of threats based on the evidence, information and intelligence. Identify victim(s) and potential witnesses in accordance with legislation and policy. This will identify further investigative opportunities within the criminal justice process.
	5. Evaluate and report electronic evidence in relation to criminal or civil investigation or to due diligence and maintaining professional standards. Identify further limits of examination as necessary and identify opportunities for further investigation if they exist.

	6. With regard to ISO17025 standards and Best Practice Guide to Securing Digital Evidence, capture and preserve electronic evidence carried out at a scene. Conduct any preliminary risk assessments, select appropriate process, tools and preserve the captured data.
	7. Maintain current knowledge within field of expertise, keeping up to date with changes through personal development, training and other available resources.
	8. Working to ISO 17025 carry out regular checks and validation on equipment held by the Regional Digital Forensic Unit to ensure it remains serviceable.
	9. Maintain a help desk facility for the SEROCU on Computer/digital/mobile phones forensics. Deal with telephone enquiries in relation to all technical and administrative issues. Assist in providing statistical information on the unit's performance and achievements.
<b>Essential role based training:</b>	As directed
<b>Essential Criteria:</b>	<ol style="list-style-type: none"> <li>1. A foundation knowledge and experience of a wide range of computer hardware/digital devices (mobile phones)/software/operating systems/networks.</li> <li>2. Good written skills and previous experience of provision of statistical information, with a methodical approach and ability to analyse and produce solutions to problems.</li> <li>3. A good communicator – confident and assertive when required - who is able to deal with people at all levels both internally and external agencies; as well as working well in a team.</li> <li>4. Provide evidence to demonstrate your commitment and ability to create an inclusive working environment that fosters high ethical standards</li> </ol>
<b>Desirable Criteria:</b>	<ol style="list-style-type: none"> <li>1. Previous experience of computer/mobile phone forensic techniques/software e.g. Encase, Forensic Tool Kit (FTK), cellebrite, XRY etc.</li> </ol>
<b>Competency Value Framework (CVF) – Level 1 The role holder should effectively deliver these key requirements.</b>	<ul style="list-style-type: none"> <li>• We are emotionally aware – level 1</li> <li>• We take ownership – level 1</li> <li>• We collaborate – level 1</li> <li>• We deliver, support and inspire – level 1</li> <li>• We analyse critically – level 1</li> <li>• We are innovative and open-minded – level 1</li> </ul>
<b>Additional Information:</b>	The post holder must be willing to work flexible hours to suit the requirements of the department and must be willing and able to travel for business purposes, regionally and nationally. Full UK driving licence.