| Job Title: Digital Evidence Investigator | |
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| Job Evaluation Number | A293 |

## JOB DESCRIPTION

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| **Job Title:** Digital Evidence Investigator | **Location:** HQ North, Kidlington |
| **Job Family:** Operational Support | **Role Profile Title:** BB3 Police Staff |
| **Reports To:** High Tech Crime Unit Supervisor (HTCU) | **Band level:** Entry level: 3F/3G <br> Skilled: 3H (Investigator) |
| **Staff Responsibilities (direct line management of):** Nil | |

a. **OVERALL PURPOSE OF THE ROLE**: Defines the role, put simply, why it exists.

*The overall purpose of the role is to:* Provide the forensic examination and retrieval of evidence and intelligence from all digital devices and related media, that, when required, can be provided to Crown Court as reports / statements of findings and presented orally as expert evidence.

Higher skill level (3H) will provide enhanced forensic results and investigative opportunities following detailed complex forensic examinations from digital devices.

b. **KEY ACCOUNTABILITY AREAS**: Defines the important aspect of the role for which the job holder is responsible for results or outcomes.

| *The key result areas in the role are as follows:* | % time |
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| 1. Undertake forensic examinations of all digital devices and related media. Where applicable secure and retrieve relevant data from those devices in accordance with national guidelines. Utilising proprietary and bespoke forensic hardware and software and complex investigative techniques. | 45 |
| 2. In support of investigations and prosecutions provide written and oral evidence that can be presented to officers in the case (OIC) / Crown Prosecution Service (CPS) / Barristers and given as testimony at Court as an expert witness (as indicated by judiciary). This includes managing the needs of customers and ensuring simplification of evidence to ensure it is fully understood by those that have limited technical forensic knowledge. | 30 |
| 3. Provide advice and guidance to investigating officers and prosecutors in relation to evidence from computers, other digital devices and the Internet including urgent operational requirements whilst on call and writing of the digital forensic strategy for the case. Such advice often affects the decisions regarding the direction/continuation of an investigation or addresses issues raised by defendants and defence experts. | 10 |
| 4. Maintaining a current knowledge of changes in technology and innovation in order to effectively support investigations and to enhance the digital forensic service for the Force. This is achieved by independent research, (e.g. developing testing methodologies for new tools and products), personal development training and liaising with other forensic practitioners through professional organisations and forums. | 5 |
| 5. Provide operational support by attending case conferences and offer expert advice | 5 |

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| to the developing investigation.  Participate in search warrants and suspect interviews. Attend crime scenes to complete in situ forensic examinations to maximise evidence gathering opportunities. | |
| 6. Contribute to the effective and efficient running of the High Tech Unit; support the administrative processes including exhibit continuity and property management, maintain the units software/hardware tools, update the forensic case management system, implement and engage with a quality management process, and uphold professional standards to ensure a regular and successful service. | 5 |

c. **DIMENSIONS**: Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

**Further Comments**:

Extremely high work load which requires ability to effectively manage own time whilst still meeting deadlines. Due to nature of demands on the department the vast majority of work is related to very serious crime and is required to be completed urgently; currently 85% of the cases examined in the unit relate to force priority crime types including Child Sexual Exploitation and Indecent Images of Children.
Key and annual demands:
- Computer submissions (multiple items per submission): 450
- Phone submissions (multiple items per submission) : 335
- Examinations: 2100
- Reports: 1800
- Internet enquiries: 228
- Statements produced: 600
- Contribute to running of consumables budget (high priced equipment)

Staff are responsible for managing the digital aspects of on-going investigations and need to be aware of how this interlinks with the bigger criminal justice picture.  Serious high risk crime investigations are often dependent on the results from the HTCU and this specialist Force wide unit are the only department providing this specialist Digital Forensic support.

In certain cases, particularly those involving indecent images of children (IIOC), the HTCU provide the sole prosecution evidence. This often means the HTCU member is the key prosecution witness and the quality of the evidence will ultimately determine whether a suspect is convicted or acquitted. This is an enormous pressure to be placed on an individual especially when essentially public safety depends on them getting this right.

Success in this role requires a balance of technical, investigative and communication skills.

It should be noted that the nature of the role will expose the job holder to high volumes of extremely distressing material.

### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

| *The knowledge or skills required in the role are as follows:* | *E/D* |
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| **Digital Evidence Analyst (3F):** | |
| 1. Good standard of education including excellent numeracy and literacy skills. | E |
| 2. Proven experience and knowledge of a wide range of computer hardware & software. | E |
| 3. Proven ability to work well within a team and as an individual; capable of working under pressure and managing a high workload. | E |
| 4. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner; being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *. | E |
| 5. Proven ability to maintain accurate log / records and in a manner that can be easily retrieved by others. | E |
| 6. Proven ability to competently communicate on a number of levels whether within the team (teamwork and relationships being support, sharing knowledge and experience/mentoring) with colleagues from other law enforcement agencies and external providers or advising colleagues, senior officers, barristers and the Judiciary. | E |
| 7. Previous experience in the forensic computer environment or academic achievements related to the role i.e. computer forensic degree, previous attendance of computer forensic course. | D |
| 8. Previous use/exposure to computer forensic techniques/software e.g. Encase, Forensic Tool Kit (FTK) etc. | D |
| **Additional comments:**\* At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle. | |

| **Digital Evidence Analyst, to progress to (3G) to all the above, plus the following:** | |
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| 1. Proven ability to effectively communicate, negotiate and influence to various skill and sensitivity levels. | E |
| 2. Proven ability to investigate and analyse considerable amounts of data; focusing on potential and relevant evidence.<br>**Entry level (3F):** Limited knowledge: training will be given | E |
| 3. Proven ability to reduce highly technical issues into easy to understand format.<br>**Entry level (3F):** Limited knowledge: training will be given | E |

*Updated on 04/09/2015v4*

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| 4. Proven experience of exhibit handling procedures and giving evidence in court.<br>**Entry level (3F):** Limited experience: training will be given | E |

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| **Digital Evidence Investigator (3H) (by selection) all the above, plus the following:** | |
| 1. Proven and documented experience in the full role and evidence of managing the digital part of on-going investigations and how this interlinks with the bigger criminal justice picture. | E |
| 2. Successful completion of the National Foundation qualification in Computer Forensics. | E |

Signed………………………………………………………………………………………….     Dated………………………………….

Print Name………………………………………………………………………………………………………

*Updated on 04/09/2015v4*