

Job Title: Digital Evidence Investigator	
Job Evaluation Number	A293

## JOB DESCRIPTION

<b>Job Title:</b> Digital Evidence Investigator	<b>Location:</b> HQ North, Kidlington
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> High Tech Crime Unit Operational Supervisor	<b>Band level:</b> Entry level: 3G Skilled: 3H
<b>Staff Responsibilities (direct line management of):</b> 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 retrieval and examination of evidence and intelligence from all digital devices and related media to the Criminal Justice System when required.

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:**

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 and the Forensic Science Regulators Codes of Practice and Conduct. Utilise proprietary and bespoke forensic hardware, software and complex investigative techniques.
2. Support investigations and prosecutions by providing written and oral evidence that can be presented to Officers in the Case (OIC), the Crown Prosecution Service (CPS) and Barristers to be given as testimony at Court as an expert witness (as indicated by judiciary). Manage the needs of customers and ensure simplification of evidence to ensure it is fully understood by those that have limited technical forensic knowledge.
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. Offer advice and address issues raised by defendants and defence experts to affect the decisions impacting investigation outcomes.
4. Maintain knowledge of current changes in technology and innovation in order to effectively support investigations and enhance the Digital Forensic service for the Force. Undertake independent research, (e.g. developing testing methodologies for new tools and products), personal development training and liaise with other forensic practitioners through professional organisations and forums.
5. Attend case conferences and offer expert advice to developing investigations. 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 Crime Unit; support administrative processes including exhibit continuity and property management, maintaining the unit's software/hardware tools, update the forensic Case Management System, implement and engage with ISO 17025 Quality Standards and the Quality Management System, and uphold professional standards to ensure a regular and successful service.

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

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#### **Further Comments:**

The HTCUC is a small specialist unit providing Force wide support in the delivery of Digital Forensic services. There is an extremely demanding work load which requires effective time management to ensure the unit's Service Level Agreements and case specific deadlines are met. The vast majority of work is related to very serious high risk crime and currently 85% of the cases examined in the unit relate to crimes committed against the most vulnerable in our society; including Child Sexual Exploitation, Indecent Images of Children and Organised Crime.

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 HTCUC and the provision of specialist Digital Forensic knowledge from the HTCUC staff.

In certain cases, particularly those involving Indecent Images of Children, the HTCUC provide the sole prosecution evidence. This often means the HTCUC member of staff is the key prosecution witness thus the quality of the evidence could directly impact whether a suspect is convicted or acquitted.

The Digital Evidence Investigator requires a comprehensive balance of technical, investigative and communication skills. This will be regularly reviewed by way of competency testing and review meetings as part of the units Quality Management system.

It should be noted that the nature of the role will expose the job holder to high volumes of extremely distressing material. The role holder will be expected to undertake regular psychological screening.

#### **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.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>		<b>E/D</b>
<b>Digital Evidence Investigator (3G):</b>		
1. Previous experience in a Digital Forensic environment including experience of exhibit handling procedures and giving evidence in court. Demonstrating a working knowledge of Digital Forensic techniques and software tools across a wide range of hardware and operating systems.		E
2. Proven ability to work well within a team and as an individual; capable of working under pressure and managing a high workload.		E
3. Proven ability to maintain accurate contemporaneous logs and records in a manner that can be easily retrieved by others.		E
4. Proven ability to effectively communicate, negotiate and influence to various skill and sensitivity levels. Reducing highly technical issues into an easy to understand format. Whether within the team or with colleagues from other law enforcement agencies and external providers or advising colleagues, senior officers, barristers and the Judiciary.		E
5. Demonstrable experience of, or willingness to, investigate and analyse considerable amounts of data; focusing on potential and relevant evidence.		E
6. Knowledge or experience of working within a quality system and meeting the requirements of the Forensic Science Regulator Codes of Practice and Conduct.		E

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7. 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
<b>Additional comments:</b> * At interview, candidates will be asked to confirm their willingness to undertake a Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
<b><i>In addition to the 3G Characteristics the 3H Digital Evidence Investigator requires:</i></b>	
1. Proven and documented experience in the full DEI role and evidence of managing the digital part of on-going investigations and how this interlinks with the wider criminal justice picture.	E
2. Successful completion of a recognised qualification in Digital Forensics, demonstrating competency in examining and reporting on computer and mobile devices.	E
3. Capable of imparting specialist advice and knowledge and mentoring in the field of Digital Forensics to fellow colleagues, both in the team and the wider Force personnel.	E
4. Ability to demonstrate commitment to continuous professional development by identifying and undertaking independent technical and operational CPD.	E