

<b>ROLE PROFILE</b>	<b>Regional Forensics Imaging Technician</b>	 <b>Devon &amp; Cornwall Police</b>
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## SECTION 1: PRINCIPAL RESPONSIBILITY

<b>Principal Responsibility</b>	<p>The principal responsibility is to provide a first line technical support service to the staff, customers and services provided by the SW Forensics Regional Imaging Hub including:</p> <ul style="list-style-type: none"> <li>• Receipt, dispatch and management of image media (physical) and electronic image files and other equipment / products received for work to be undertaken.</li> <li>• Undertaking initial quality assurance assessment of submitted / received work in line with evidential integrity and continuity.</li> <li>• Undertaking basic image viewing / process and system operations for the production of hard copy prints, duplicate media files, annotation and binding of image albums and any other media created by the unit.</li> <li>• Catalogue / store and file all received hard media and electronic product both evidential and non-evidential media.</li> <li>• Performing account administration for any image management or other “software” for user accounts setting up access and permissions for users ensuring integrity of the system.</li> <li>• Managing all imaging material in accordance with the Criminal Procedures and Investigation Act 1996 (CPIA), Data Protection and Freedom of Information, POFA concerning the destruction and storage of all Regional Force images.</li> </ul> <p>In addition there are some functions that are intrinsic to the role. An employer's duty of care and current legislation allows the Force to establish if a potential applicant could carry them out, either with or without reasonable adjustments. These functions are:</p> <p>Manual Handling, Lone working, working at night, Working with Chemicals/ Biological Hazards, Working with Equipment / Machinery with Potential to Cause Harm, Working with Disturbing Evidence/Observation of Disturbing Circumstances.</p> <p>To assist in ensuring applicants would be able to undertake these functions of the role, it will be necessary for the enhanced medical questionnaire provided with the application material to be completed. A medical assessment of the information provided in that questionnaire will be undertaken and may subsequently require a consultation with Occupational Health.</p> <p>Designated Powers in relation to seizure, handling and creation of exhibits.</p> <p>The postholder may be required undertake other duties which are not necessarily specified on the role profile, but which are commensurate with the role.</p>				
<b>Role Type/Family</b>	Police Staff				
<b>Grade</b>	<b>3</b>	Location	Forcewide	Vetting Clearance	SC
<b>Medical Assessment</b>	Enhanced				
<b>Political Restrictions</b>	None specific to this role – refer to PSD20 working practice for more information				

<b>Role-Specific Training and CPD to be undertaken.</b>	
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## SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(For selection purposes)*

<b>Formal Qualifications required</b>	<ul style="list-style-type: none"> <li>• Administrative qualification or relevant equivalent experience of working in a busy office in a confidential environment.</li> <li>• Hold a full UK driving licence or have suitable personal arrangements to be transported to various locations as and when required.</li> </ul>	
<b>Essential experience and specialist skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working with IT systems including Microsoft office applications and databases.</li> <li>• High level of accuracy of data inputting with a methodical approach to work.</li> <li>• An outline knowledge and understanding of digital imaging techniques and processes.</li> <li>• Experience of working with library and archiving systems.</li> <li>• Able to communicate clearly at all levels such as with Police Officers, Crime Scene Co-ordinators, Home Office Pathologists and other professional persons including the production of evidential reports/statements for court.</li> <li>• Ability to view and deal with scenes of violence, death and Forensic Post Mortems without undue distress.</li> <li>• Basic knowledge of:- <ul style="list-style-type: none"> <li>- Computer/media data storage devices</li> <li>- Computer hardware connectivity type</li> <li>- Utilising graphics and media software</li> <li>- Graphics and movie file formats</li> </ul> </li> </ul>	
<b>Essential Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• Openness to Change</li> <li>• Respect for race and diversity</li> <li>• Teamworking</li> <li>• Community and customer focus</li> </ul>	<ul style="list-style-type: none"> <li>• Effective Communication</li> <li>• Problem Solving</li> <li>• Planning and organising</li> <li>• Personal responsibility</li> </ul>

## SECTION 3: BEHAVIOURS

### BEHAVIOURS

#### LEADERSHIP

##### Openness to change

Understands the need for change and is willing to adapt to it. Is flexible and prepared to try out new ideas.

#### WORKING WITH OTHERS

##### Respect for race and diversity

Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences

##### Teamworking

Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.

**Community and customer focus**

Provides a high level of service to customers. Maintains contact with customers, works out what they need and responds to them.

**Effective communication**

Speaks clearly and concisely, and does not use jargon. Uses plain English and correct grammar. Listens carefully to understand.

**ACHIEVING RESULTS****Problem solving**

Gathers enough relevant information to understand specific issues and events. Uses information to identify problems and draw logical conclusions. Makes good decisions.

**Planning and organising**

Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures

**Personal responsibility**

Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.