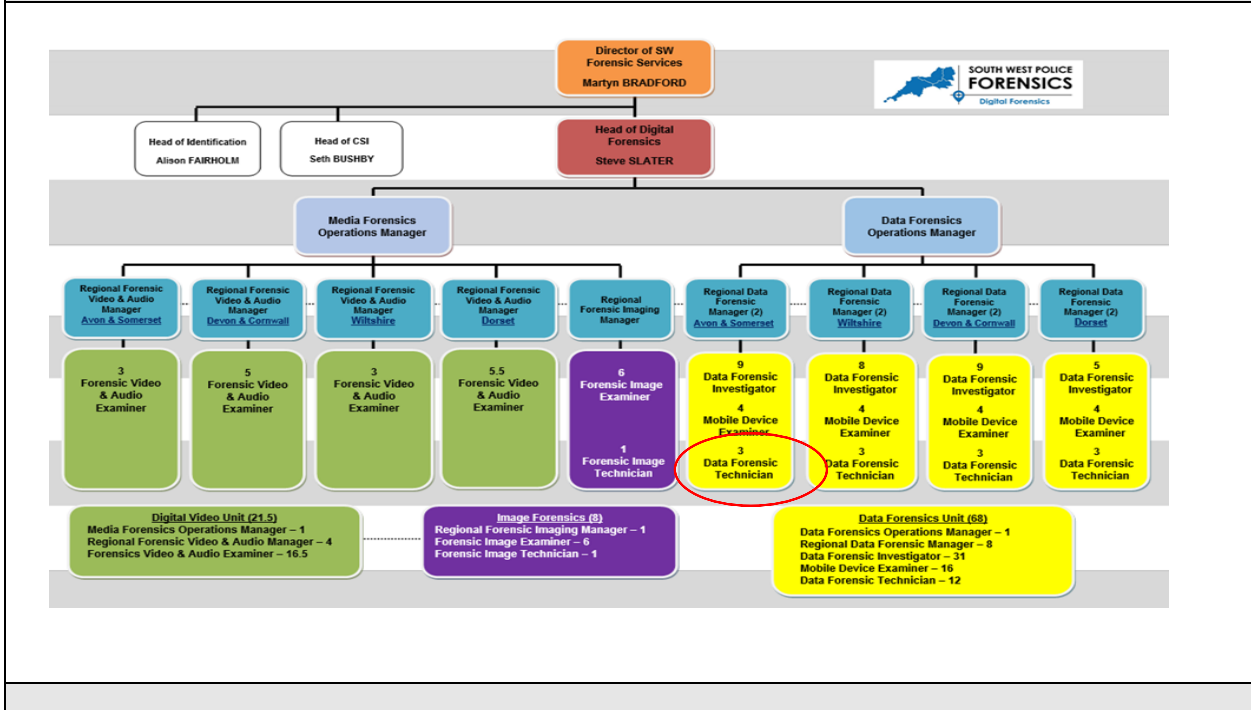


Integrity	Professionalism	Fairness	Respect	
<div> <div> Dorset Police </div> <div>  </div> <div> <h1>Job Description</h1> </div> </div>				

Date:	May 2019
Job Title:	Data Forensic Technician
Post Number:	
Division/Department/Section	South West Forensics
Line Manager (Name/Title & Post Number)	Regional Data Forensic Manager

<p>1. PURPOSE</p> <p>To assist in the forensic examination of exhibits and data held within. Log media submitted, create electronic files for floppy and disc images. Examine CD and DVD evidence and make recommendations.</p> <p>To undertake the examination of all removable media received in the unit and to assist with digital evidence recovery of computers in terms of initial acquisition.</p> <p>Manage all material in accordance with the Criminal Procedures and Investigation Act 1996 (CPIA) concerning the destruction and storage of all Regional Force images.</p> <p>To act in the capacity of receptionist for visitors to the unit, including dealing with access control and maintaining the unit's appointments calendar.</p> <p>To monitor storage levels within the Unit and manage the supply of laptops and equipment etc.</p> <p>Liaise with specialist companies for the acquisition of software and hardware equipment and specialist training providers.</p>

<p>2. POSITION IN THE ORGANISATION</p>



People who work directly for this post	
None	
3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
Management of Forensic Submissions, Risk Assessment and Decision Making – On receipt of incoming Forensic submission requests evaluate, triage and gate-keep against offence, risk, proportionality to the investigation.	Ensure that all relevant submissions criteria are met and evaluated accordingly.
Monitor, maintain and upgrade IT equipment and using specialist software, produce a forensically sound 'image file' (working copy) of computers, laptops, USB devices, CD's/DVD's, Floppy disks.	To ensure IT equipment is working effectively so that evidence can be retrieved effectively and prepare data for subsequent examination.
Continuity of Evidence – Accurately manage, maintain and record handling and storage of Forensic exhibits/paperwork ensuring the ACPO good practise guide for computer based electronic evidence principles are adhered to. Photographing Exhibits where required Notify officers in respect of exhibits not correctly received.	To maintain administrative systems regarding the reception through examination to return to officer, and not to compromise evidence.
Update all work entering or leaving the Department using an appropriate computer system/Force database (Socrates/Niche). Quality control all forensic exhibits (for example, with regards to cross-contamination) ensuring all Forensic paperwork/documentation submitted is complete and accurate.	To manage and ensure integrity and reduction of contamination between exhibits.
Maintain electronic and document records of the technical unit's equipment issued to divisional staff ensuring the data cleansing process is adhered to using specialist equipment as directed.	To facilitate OICs in the reviewing of intelligence and evidence for image grading.
The presentation of material to an evidential standard. Record the handling and processing of images used as evidential material.	For the judicial process and to support the Data forensic technicians and Investigators. To meet the investigative and judicial process and demand ensuring that all work carried out is in line and in accordance to Forensic Regulator standards, ACPO good practice guide lines and ensure that the professionalism and integrity of the department is of the highest standards.
Administration and Customer Services – General administration support to Unit's Supervisor and staff as directed. Manage, maintain, record and input data from all information and activities correctly, regarding all Forensic Submissions for Forensic analysis (including exhibits, software, hardware, media logs and submission form details).	To support the effective running of the office and its processes.
Manage and maintain records of stock control, ordering of all consumables and media products Raise purchase orders, checking orders against delivery notes and invoices.	To support the effective running of the office and its processes.

Monitor defence experts whilst they conduct defence examinations, ensuring that security of exhibits and the unit is maintained during the visit. Organise and attend meetings internally, externally and at regional level.	To ensure confidentiality of systems by external staff whilst within the office and represent the region.
Undertake system and processes for server data back-up and restore routines. Where problems and errors are encountered arrange for service / repair to be undertaken.	To support the effective running of the office and its processes to ensure a good quality of service is maintained.
To act as first point of contact for the Unit, dealing with enquiries from members of staff, members of the public, other law enforcement agencies, CPS and Counsel by phone or in person, giving advice in accordance with guidance or making the appropriate referral.	To support the effective running of the office and its processes and provide accurate advice to assist officers and colleagues.
Develop and maintain specialised and up to date technical knowledge of both general and forensic computer procedures, keeping abreast of developments within the computer industry in order to secure the success of future investigations and to develop the unit.	To support the effective retrieval of evidence in the most efficient manner to ensure continuous improvements and successful retrieval of evidence.
Manage the destruction and disposal of evidence. Responsibility for the movement of evidential product and consumables between offices and storage areas. Catalogue and file all job files and archive data storage. Manage data retention of submissions/exhibits and the weeding process in line with MOPI policy and procedure or subject to court destruction order from stores. Dispose of evidential exhibits in accordance with Force policy - transport to authorised waste disposal and witness/evidence destruction.	To ensure compliance with legislation.
Forensically image Computers and media devices ready for Investigator 1) Using specialist Hardware & Software. 2) Dependant of the type of media imaged, decision to be made where to create the image on a specific mapped networked drive. 3) Comply with ACPO Principles of Electronic evidence 4) Identification of media devices and hardware and method used to create forensically sound image.	To support the Data forensic technicians and Investigators and accurate and effective retrieval of evidence.
Forensically assess/examine media devices for relevance / evidence / counterfeit (Knowledge of file formats and associated software) Use of Forensic software to examine media (isobuster, CD Roller, Izark etc etc.)	To support the Data forensic technicians and Investigators in the effective removal and examination of appropriate evidence.
Create C4All cases and investigate the images / movies for their evidential content. Use C4All software to export Hash values for the maintenance of the Main HASH database and the new national Child Abuse Image Database.	To support the Data forensic technicians in the preparation of data for grading by OICs and Investigators.

Examine Computer and media devices using ADF Triage examiner software Report finding Positive or Negative on the Triage examination results.	To support the Data forensic technicians and Investigators.
Assist Officers as appropriate in the execution of search warrants and provide advice on the correct methods of seizing and removing computer equipment.	To support the Data forensic technicians and Investigators to ensure best practice when removing evidential material.
4. CONTACTS Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.	
1.	Police Officers including Senior Investigating Officers (SIO's) and members of Police Staff concerning submission, conveyance, and continuity of evidential computers and mobile phones.
2.	Other Law Enforcement Agencies concerning liaison between units re procedures, intelligence and advice.
3.	Members of the public, including forensic course trainers, national advisors, outside forensic and software company representatives.
4.	Crown Prosecution Service (CPS), Defence and Prosecution counsel.
5.	Senior Management / Command team regarding Force wide / national issues and strategies of a Hi Tech/Digital nature.
5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION Any special arrangements surrounding the job e.g. 24 hr responsibility, on-call time, and weekend work in this section.	
<p>All successful applicants will be required to submit themselves for drug testing in line with employing Force's Drug Policies.</p> <p>Please note that, due to the nature of security checks undertaken, applicants must have 3 years' continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.</p> <p>When operational requirement to travel and work at other SW Forces locations. Exposure and handling of disturbing and graphic images from investigations</p> <p>Vetted to SC level.</p> <p>You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder. This role requires regular Occupational Health assessments</p> <p>Designated Powers in relation to seizure, handling and creation of exhibits Manual handling and movement of hardware and consumables</p>	

6. HEALTH & SAFETY TRAINING

Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? (**Manager should read appropriate Risk Assessments and identify training required**, eg, manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc)

Manual Handling.

7. HEALTH MONITORING

Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer.

The post holder will need to be aware that whilst in post, (s)he will be working in an environment where forensic examination of computers and mobile telephones and associated media on a regular basis may lead to exposure of images of an explicit, unpleasant and sensitive nature. This post is therefore subject to regular Health Monitoring (please note – this is mandatory for all staff working within the DIGITAL FORENSIC UNIT).

Due to the nature of the role, a high degree of confidentiality is required.

The successful applicant will have responsibility for equipment and there will be a need for hardware and supplies to be physically moved on occasions.

8. VETTING

Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below eg 'this post is subject to vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.

Management vetting.

9. TERMS OF APPOINTMENT

The commencing salary will be within Scale E starting at £22,668 and rising by increments to a maximum of £26,433.

The Force Values together with the National Code of Ethics are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.

10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
<u>Essential</u> Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.	
Criteria to be measured	
Criteria A	Computer related qualification, not limited to, but such as MICROSOFT Certification or Chartered IT professional.
Criteria B	Hold a full UK driving licence – or be able to have suitable personal arrangements to be transported to various locations to undertake role as and when required.
Criteria C	Experience of monitoring, maintenance and upgrading of IT equipment and software within a specialist unit, such as the High Tech Crime Unit, with experience of Microsoft Server platforms and Domain working.
Criteria D	Experience of working with specialised forensic software/hardware and understanding of ACPO guidelines and principles for computer based electronic evidence.
Criteria E	The ability to work with graphic and traumatic images and information on a regular basis without undue distress.
Criteria F	Experience of working in an administrative capacity within a technical environment, demonstrating attention to detail, within a highly confidential unit.
Criteria G	Able to communicate clearly at all levels such as with Police Officers and other professional persons including providing evidential reports for court as required.produce evidential statements and reports for court.
Criteria H	Demonstrable ability to use information methodically to identify and analyse problems and draw logical conclusions.
<u>Desirable Criteria (if applicable)</u>	
<u>Desirable</u> Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.	
Criteria to be measured	Competencies Required