

Digital Forensic Investigator – Job Description

Service Unit	Crime and Justice
Team	Scientific Support Unit
Responsible to	DFU Operations Manager / Head of Forensic Investigation
Scale and Salary Range	SC 5 – SO 1
Vetting Status	Management Vetting
Politically Restricted	Not Politically Restricted
CVF Level	CVF Level 2

Job Purpose

To provide the force with the resource of forensic triage and pre-processing of computer devices and the extraction of mobile devices whilst ensuring the continuity of all exhibits. To maintain integrity throughout so as to prove or disprove the presence of criminal offences under investigation, give advice and guidance to investigating officers, and compile extensive forensic findings.

To conduct intelligence led digital forensic investigations across all required digital devices and produce forensic evidential reports and expert interpretation of the evidence for the use of the courts.

This Job is a career progressive role allowing for applicants to apply with differing levels of experience within Digital Forensics. The Job is split up into 3 skillset stages. As an employee gains or is able to show competence in these skillsets there will opportunities to gain further responsibility and advance within the department.

Applicants should be aware that this role involves the regular viewing of media containing the sexual abuse of children and other media of an extremely offensive and distressing nature.

Principal Duties and Responsibilities

- Provide professional advice to Cleveland Police staff/officers, other agencies & members of the public in relation to best practice and procedures for investigating digital and electronic devices in accordance with nationally agreed protocols, law, legislations and the NPCC (National Police Chiefs Council) Good Practice Guide for Digital Evidence.
- When required to, use forensic software and hardware to capture, retrieve, recover and extract data from mobile phones and portable devices in a forensically sound manner. Maintain detailed contemporaneous notes for all examinations, ensuring that continuity, security, traceability, data protection and disclosure guidelines are adhered to at all times whilst keeping a log of the processes used. Where necessary photograph or video record the steps of the process.
- Using appropriate digital forensic software, hardware and validated processes conduct thorough yet focused digital forensic investigations on computers, and other digital devices. Maintain detailed contemporaneous notes for all examinations, ensuring that continuity, security, traceability, data protection and disclosure guidelines are adhered to at all times.

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- Specific responsibility for the digital investigation of cases.
- Prepare detailed statements, Streamlined Forensic Reports (SFR) and case specific reports in a format suitable for intended purpose, whilst ensuring full disclosure has been provided in accordance with CPIA.
- Responsible for working with investigating officers/SIOs and directing the investigation for digital investigations. All work will form part of a detailed forensic digital strategy.
- Deal with telephone enquiries, offering advice on the services provided by the unit and the appropriate methods of seizing digital devices prior to them being submitted and transported to the unit for examination.
- During the course of the investigation ensure that effective communication is maintained between all relevant parties and agencies (i.e. the OIC, CPS, Barrister etc.).
- Deliver communication and training to officers, staff and colleagues to raise awareness of digital forensic evidence and capabilities and to promote the services of the DFU.
- Assist the Technical Manager/Infrastructure Engineer to install validated software in accordance with ISO 17025 accreditation. Work with the Force IT Department and Infrastructure Engineer for all Windows and Anti-virus software updates.
- Create and upload cases to the CAID database.
- Support, adhere to, comply with, use and participate in the Quality Management System, including the quality procedures, quality manual, standard operating procedures, technical procedures and all documentation relating to ISO Accreditation processes and the Quality Management System, to ensure that quality standards are met at all times.
- Undertake research for new investigation techniques, tools, software and technologies that will improve the quality and quantity of evidence produced or lead to other improvements in procedures.
- Carry out internal audits of the Quality Management System.
- Take part in the peer review process to ensure a high standard of quality assurance, integrity and continuity is followed. To analyse the results assessing if the outcomes support or negate the reported offence and agreed forensic strategy.
- Developing and constantly improving the evidential products provided to investigating officers/SIOs and disseminating these changes to all staff across the unit/force.
- Provide a scene response to digital investigations supporting the investigative case strategy. Carry out on site recovery of digital evidence and on site triage.
- Provide expert interpretation of evidence produced.
- Attend court when required in the capacity of the Digital Forensic Investigator.
- Attend training courses, conferences and development days commensurate with responsibilities of the post to attain and maintain a contemporary knowledge of

developments in the field.

- To act as a mentor for less experienced members of the unit providing continuous development, training, peer review and support.
- When required to, receive property (digital devices) for examination from the officer in the case, and in accordance with H&S legislation conduct initial risk assessment ensuring that the devices submitted are safe to be examined.
- When required to, book property subject of examination into the unit ensuring continuity for evidential purposes. Use the computerised case management system for the storage of data relating to that case, whilst maintaining continuity of evidence with the exhibits.
- A degree of work flexibility will be necessary as you may be required to work in sometimes challenging and demanding environments outside of normal working hours.
- Take part in the on-call rota providing “out of hours “ cover
- To attend regular mandatory counselling sessions as required. This is in relation to the viewing of images involving child sexual abuse and images of an offensive and distressing nature.
- Comply with and promote equality legislation and Cleveland Police policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- Ensure that all equipment is maintained are working to the correct standard and uniformity.

Note

The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.

All employees are to comply with confidentiality laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).

All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all within Cleveland Police.

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Person Specification	
Essential knowledge, skills, and experience (E)	Desirable knowledge, skills, and experience (D)
Knowledge and Qualifications	
A good standard of education, particularly in relation to English and Maths.	Has completed College of Policing Core Skills in Data Recovery & Analysis, Cellebrite UFED and EnCase Forensic courses
Digital related degree, experience working in digital forensics or technological background	Understanding & knowledge of exhibit handling, continuity and storage
Committed to continuous professional development	Experience of working in a public sector organisation
Be knowledgeable of the ISO 17025 standard and ACPO Principles of Digital Evidence.	A good understanding of police procedures, evidential standards and judicial requirements
	Experience and knowledge in performing Mobile Forensic extractions/analysis
Experience	
Ability to make effective decisions and work independently	Ability to liaise and where necessary advise senior investigating officers in complex cases
Ability to plan and prioritise demands effectively in order to deliver a high quality service	Knowledge of the Crown Prosecution Service and experience working with Kings counsel and defence in matters pertaining to digital evidence
Actively seeks to find solutions to problems	
Skills and Abilities	
Excellent customer service skills	Ability to attend court and give cogent evidence
Able to use IT systems effectively	Experience in quality management
Good communication skills, both verbal and written and willingness to participate in meetings and briefings.	Knowledge and experience of auditing – general, quality and technical.
Able to work successfully as part of a team	
Able to take on new responsibilities and keen to develop, implement and maintain new procedures.	
Able to think methodically and take logical approaches	
Report writing skills	
Other	
Flexible attitude towards the operational demands of the post which may require working off site and may be outside of normal office hours.	Current & valid UK driving licence
Treat all people with dignity and respect	

All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.

Competency and Values Framework (CVF) for Policing: Level 2 – Middle Manager

Set out below are Cleveland Police Leadership Behaviours (2017) drawn from the College of Policing's Competency and Values Framework for Policing (2017). A candidate's behaviours/values will be measured at interview.

Competency	Level 2 – Middle Manager
Emotionally aware	<ul style="list-style-type: none"> • I consider the perspectives of people from a wide range of backgrounds before taking action. • I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. • I promote a culture that values diversity and encourages challenge. • I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. • I take responsibility for helping to ensure the emotional wellbeing of those in my teams. • I take the responsibility to deal with any inappropriate behaviours.
Taking ownership	<ul style="list-style-type: none"> • I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. • I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. • I am accountable for the decisions my team make and the activities within our teams. • I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. • I actively encourage and support learning within my teams and colleagues.
Collaborative	<ul style="list-style-type: none"> • I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. • I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. • I understand the local partnership context, helping me to use a range of tailored steps to build support. • I work with our partners to decide who is best placed to take the lead on initiatives. • I try to anticipate our partners' needs and take action to address these. • I do not make assumptions. I check that our partners are getting what they need from the police service. • I build commitment from others (including the public) to work together to deliver agreed outcomes.
Deliver, support and inspire	<ul style="list-style-type: none"> • I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. • I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. • I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. • ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. • I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. • I motivate and inspire others to achieve their best.

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Analyse critically	<ul style="list-style-type: none"> • I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. • I think about different perspectives and motivations when reviewing information and how this may influence key points. • I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. • I understand when to balance decisive action with due consideration. • I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. • I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. • I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.
Innovative and open-minded	<ul style="list-style-type: none"> • I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. • I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. • I am flexible in my approach, changing my plans to make sure that I have the best impact. • I encourage others to be creative and take appropriate risks. • I share my explorations and understanding of the wider internal and external environment.

Values	All Levels
Integrity	<ul style="list-style-type: none"> • I always act in line with the values of the police service and the Code of Ethics for the benefit of the public. • I demonstrate courage in doing the right thing, even in challenging situations. • I enhance the reputation of my organisation and the wider police service through my actions and behaviours. • I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations. • I am open and responsive to challenge about my actions and words. • I declare any conflicts of interest at the earliest opportunity. • I am respectful of the authority and influence my position gives me. • I use resources effectively and efficiently and not for personal benefit.
Impartiality	<ul style="list-style-type: none"> • I take into account individual needs and requirements in all of my action. • I understand that treating everyone fairly does not mean everyone is treated the same. • I always give people an equal opportunity to express their views. • I communicate with everyone, making sure the most relevant message is provided to all. • I value everyone's views and opinions by actively listening to understand their perspective. • I make fair and objective decisions using the best available evidence. • I enable everyone to have equal access to services and information, where appropriate.
Public Service	<ul style="list-style-type: none"> • I act in the interest of the public, first and foremost. • I am motivated by serving the public, ensuring that I provide the best service possible at all times. • I seek to understand the needs of others to act in their best interests. • I adapt to address the needs and concerns of different communities. • I tailor my communication to be appropriate and respectful to my audience. • I take into consideration how others want to be treated when interacting with them. • I treat people respectfully regardless of the circumstances. • I share credit with everyone involved in delivering services.

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Transparency	<ul style="list-style-type: none">• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others.• I am clear and comprehensive when communicating with others.• I am open and honest about my areas for development and I strive to improve.• I give an accurate representation of my actions and records.• I recognise the value of feedback and act on it.• I give constructive and accurate feedback.• I represent the opinions of others accurately and consistently.• I am consistent and truthful in my communication.• I maintain confidentiality appropriately.
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Further detailed information on the CVF can be located by clicking on the following link:

<https://skillsforjustice-ppf.com/competency-values/>