

WILTSHIRE POLICE



Job Description

Post Title: Digital Media Investigator	Department: Digital Investigations & Intelligence Unit (DIU)
Post Number: Generic	Work Location: Devzies HQ
Grade W8	Security Vetting Level: CTC
Responsible to: Detective Sergeant	Date June 2018

Reporting Structure:

Digital Investigations & Intelligence Department (DIU)

Head of Digital Investigations - Detective Superintendent



Detective Inspector (DIU)



Detective Sergeant (DIU)



Digital Media Investigator

Digital Media Investigator

Job Purpose

DMIs will provide expert tactical advice in relation to digital media evidential opportunities for all types of crimes. DMIs will provide technical assistance and support to officers and staff involved in investigations, producing and implementing digital search and interview recommendations, preparing and presenting prosecution files and conducting open source intelligence. DMIs will be in a key role to influence and advise SIOs and investigators on all elements of digital evidence.

DMIs will liaise with learning and development to lead the progression in standards of all staff across the organisation around digital media opportunities in investigations.

The DMIs would also hold responsibility for building local, regional and national intelligence, ensuring that volatile data and evidence is evidentially secured and preserved, providing coordination and liaison between investigators and the force “cyber prevent” officer, raising awareness of emerging crime trends patterns in this field.

In addition, DMIs within the DIU will be responsible for co-ordinating ancillary digital media investigators working on divisions.

Main Responsibilities

- Leading the development of the technology and data strategy (developed in conjunction with analysts, SPoCs, digital forensics teams, open source researchers and other relevant technology functions and channelled into the overall strategy managed by the SIO)
- Advising senior investigating officers (SIOs) and police leaders on the most effective and efficient strategies to harness communications data and other digital media. This will involve supporting SIOs with sound judgement and tactical advice to ensure that all investigative opportunities and evidence are identified and captured.
- Leading in the development of a digital profile for a victim, witness or suspect on a major or serious investigation
- Having advised and agreed on a strategy, work with the investigative team to lawfully acquire data, reduce it into an admissible format and attend court to present findings.
- Coordinating returned digital media products with related products from ANPR/CCTV/Financial Investigation teams
- Coordinating the input of expert witnesses such as cell site engineers or RF technicians to support work around communications data
- Taking guidance and input from experts in SPoC unit, intelligence, digital forensics and other technology teams and feed this into the investigative process
- Use these inputs to prioritise workload to be passed to the SPoC unit, intelligence and Digital forensics teams
- Coordinate meetings, discussions, planning and review sessions between SPoCs, analysts, intelligence, digital forensics and ANPR / CCTV functions as part of the investigative or intelligence gathering / analysis process, including maintaining minutes, actions and keeping a record of all technology and data lines of investigation

- Work closely with prosecutors (as well as the analyst and SIO where applicable) on the technology and data elements of a case and the preparation of evidence, drawing on SPoC, digital forensics, intelligence and ANPR / CCTV or other technology team's expertise to ensure evidential files and products are fit for purpose
- Handle excess data appropriately, assess its impact on the case and take relevant action to ensure that it is passed to the disclosure officer where required in accordance with CPIA
- Work with intelligence analysts to analyse a wide range of data, presenting the results and recommendations from the research in order to address specific intelligence requirement or provide high quality evidence to enable the effective prosecution of offenders through the criminal justice system.
- Promote the use of digital media as a significant source of intelligence and evidence through attendance at briefings and ensuring that operational police officers both understand and are aware of the benefits of such investigative tools.
- Proactively identify opportunities for exploiting technological solutions, to deliver an effective and efficient digital media investigation service for Wiltshire police in support of the force's strategic priorities.
- Post holder will be required to attend and successfully complete the Radio Frequency Propagation / Wi-Fi survey course.
- Post holder will be on the Thatcham list and have the ability to explore vehicle telematics and forensic capture the data stored within vehicles.
- Maintain own personal and professional continuing development including an up to date knowledge of all relevant legislation and force policy with emphasis on IPA, RIPA part 1, Chapter 2 and associated Codes of Practice, Data Protection Act and CPIA, attending training seminars both internally and externally, ensuring that all investigations can be conducted in accordance with the current legislation and policy at all times.
- Maintain own personal and professional continuing development including an up to date knowledge of all relevant disciplines within digital media. This will include training seminars, tradecraft days and distance learning to ensure that knowledge of digital media is current.
- To develop and maintain close professional working relationship with other specialist units; Mobile Telephony Unit (MTU), Data Forensics Unit (DFU), Covert Authorities Bureau (CAB), Regional Cyber Crime Unit (RCCU) and other DMIs within the region (including attendance at the practitioner meetings and forums).
- Responsibility for creation and maintenance of a reference library on the Wiltshire police intranet for all members of staff to access.
- To provide technical and administrative support to assist police officers and staff with the gathering of evidence to support criminal investigations, securing and retrieving data from digital storage devices (including mobile phones & CCTV systems), predominantly using automated processes, in accordance with national and force guidelines. This includes producing evidential reports in relation to data / information recovered.
- Provide early advice to assist in the creation of an investigative strategy when digital devices have been used, challenging where needed on the requests for services required in order to ensure that the enquiries and work is justified, proportionate and necessary.
- Prepare and present reports at various stages of investigations, detailing the work carried out in a clear and comprehensive manner, to ensure investigating officers are fully and clearly briefed regarding process and findings.

Dimensions

Financial

Non-financial

Provide advice and support on investigations

Manage cyber dependant crime investigations

Ensure all changes of legislation or policy are disseminated to force and changes to relevant systems updated

Provide statistical data in relation to investigations managed and supported

Provide evidence in court

Deliver training

Person Specification
Digital Media Investigator

Attributes	On Appointment	Criteria
Qualifications:	Investigation skills qualification (such as PIP level 2 or equivalent) A-levels or equivalent in technical or scientific fields, or equivalent work experience	<p style="color: red; margin: 0;">Essential or Desirable</p> Desirable Essential
Experience:	Comprehensive report writing Working within an environment of dealing with the public Working within judicial systems (work within a police, solicitors or criminal courts environment) Experience in investigating matters Experience in carrying out interviews Experience in working with digital and technical equipment Experience of working with the Thatcham database	Essential Essential Desirable Essential Desirable Essential Desirable
Skills:	Must be computer literate to a good standard and proficient in the use of Microsoft Word, Outlook and Excel. Good planning and organisational skills. A good aptitude, ability and familiarity with computer systems in order to utilise them in the research and solving of investigative problems High degree of problem solving ability Excellent team working abilities Strong, competent investigative skills Ability to work unsupervised in important and complex investigative related matters Excellent communication and interpersonal skills - incorporate a professional image when dealing with outside agencies Ability to build strong working relationships with other teams e.g. Intelligence Unit, Digital Forensics, SPoC Ability to develop clear, concise and articulate technology and data strategies Ability to evidence self motivation, self management, innovation and decision making skills Interviewing skills - ability to conduct an interview to the point of reporting a person for an offence Enquiring mind to be able to ask the right questions Methodical approach to your work Work well under pressure and to tight deadlines Good communication and presentation skills, both written and spoken Ability to deal with contentious information Ability to influence SIOs, investigators and all staff members in relation to digital media Ability to challenge and influence an SIO or investigator, being able to successfully articulate the rationale behind the challenge Confidence if required to give evidence at court either locally or elsewhere Ability to manage and coordinate multiple inputs of information from a number of individuals or teams	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Desirable Essential Essential Essential Essential Essential Desirable Essential

Knowledge:

Working knowledge of the Regulation of Investigatory Powers Act 2000, and Investigatory Powers Act 2016	Desirable
Understanding of fundamental digital media opportunities, for example the internet, routers, mobile telephones, computers, radio frequency propagation, vehicle telematics and cryptocurrencies	Essential
Understanding of legislation impacting upon digital media and investigations	Essential
General awareness of equality and diversity issues in the working environment	Essential
Awareness of workplace health & safety issues	Desirable
Understanding of confidentiality and Data Protection/Freedom of Information issues	Essential

Attributes	After Training
Qualifications:	DMI qualification PIP level 2 qualification
Experience:	Experience of operational performance in relation to digital media opportunities within investigations
Skills:	<p>Extensive practical, applied knowledge and understanding of legislation in Data Protection Act, Police & Criminal Evidence Act, RIPA, IPA and crime trends</p> <p>Understanding of your responsibility under Equal Opportunities and the way in which your role and the organisation may impact on minority and more vulnerable communities within Wiltshire</p> <p>Able to provide expert advice on all aspects of digital media</p> <p>Ability to conduct interviews in compliance with PACE, to include covering the points to prove the elements of the offence</p> <p>Ability to precisely record evidential statements</p> <p>Ability to complete a communications data application form to the right level of detail for the type of request</p> <p>Ability to carry out Radio Frequency Propagation and Wi-Fi surveys</p> <p>Ability to manage enquiries on behalf of Wiltshire police with vehicle manufacturers, and be on the Thatcham database</p> <p>Undertake and complete file preparation to appropriate standards and make considered decisions on own initiative within guidelines and procedures.</p> <p>Confidence and knowledge of Court procedures in order to provide oral evidence when required</p> <p>Ability to seek obtain, understand and appropriately disseminate intelligence.</p> <p>Ability to address all matters in relation to disclosure as legally required by CPIA.</p> <p>Ability to carry out Police National Computer (PNC) checks and interrogate NICHE for information and intelligence</p> <p>Ability to use relevant IT systems currently used by the Force.</p> <p>The ability to identify evidential requirement and attention to detail and accuracy.</p> <p>Ability to develop and adapt to changing working practices in order to meet the demands of Wiltshire police, new legislation or new policies introduced within the force</p>
Knowledge:	<p>In depth knowledge of Police National Computer, Force Intelligence and Crime Recording systems</p> <p>In depth knowledge of the Regulation of Investigatory Powers Act 2000 and its implications relating to intelligence gathering and recording following attendance at specified training course</p> <p>An understanding of the importance of confidentiality especially in relation to sensitive areas such as Covert Human Intelligence Sources (CHIS) and technical equipment</p> <p>Knowledge of court disclosures and PII</p> <p>Knowledge of current legislation and authorities relating to telephone analysis, computer analysis, communications data and other available digital media evidence</p> <p>Understanding of the impact of the Human Rights Act on the organisation and the role that you undertake</p>

Greater understanding of Data Protection and Freedom of Information issues within your working environment
Understanding of your responsibility under Equal Opportunities and the way in which your role and the organisation may impact on minority and more vulnerable communities within Wiltshire
Greater understanding of relevant health & safety issues within your working environment

Other Information

Digital Media Investigator

Wiltshire Police provides a 24 hour 7 day a week service therefore applicants should be prepared to be flexible in their approach to working hours, and when necessary the post holder may be required to work anywhere within Wiltshire at the discretion of the chief officer.

The post holder will be required to attend meetings, briefings and debriefings both within and away from the everyday workplace.

It is not expected that this post will require shift working, however, the post holder must have a flexible approach to work with a willingness to respond to and meet force requirements in relation to major and critical incidents.

The post holder will be required to attend all necessary and relevant training and development courses in respect of your employment to ensure compliance with the policies of the force, both within and outside the home force area.

The post holder will hold a current full driving licence and be prepared to undertake and pass a force driving test to become a force authorised driver. The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

Wiltshire Police is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

The post holder will be expected to wear smart business dress at all times when on duty.

USERS - MoPI (Management of Police Information);

Share information where appropriate with community partners and other agencies, paying regard to force procedures for recording such sharing. Ensure information recorded is relevant, accurate and adequate, meets legal requirements and data quality standards.