

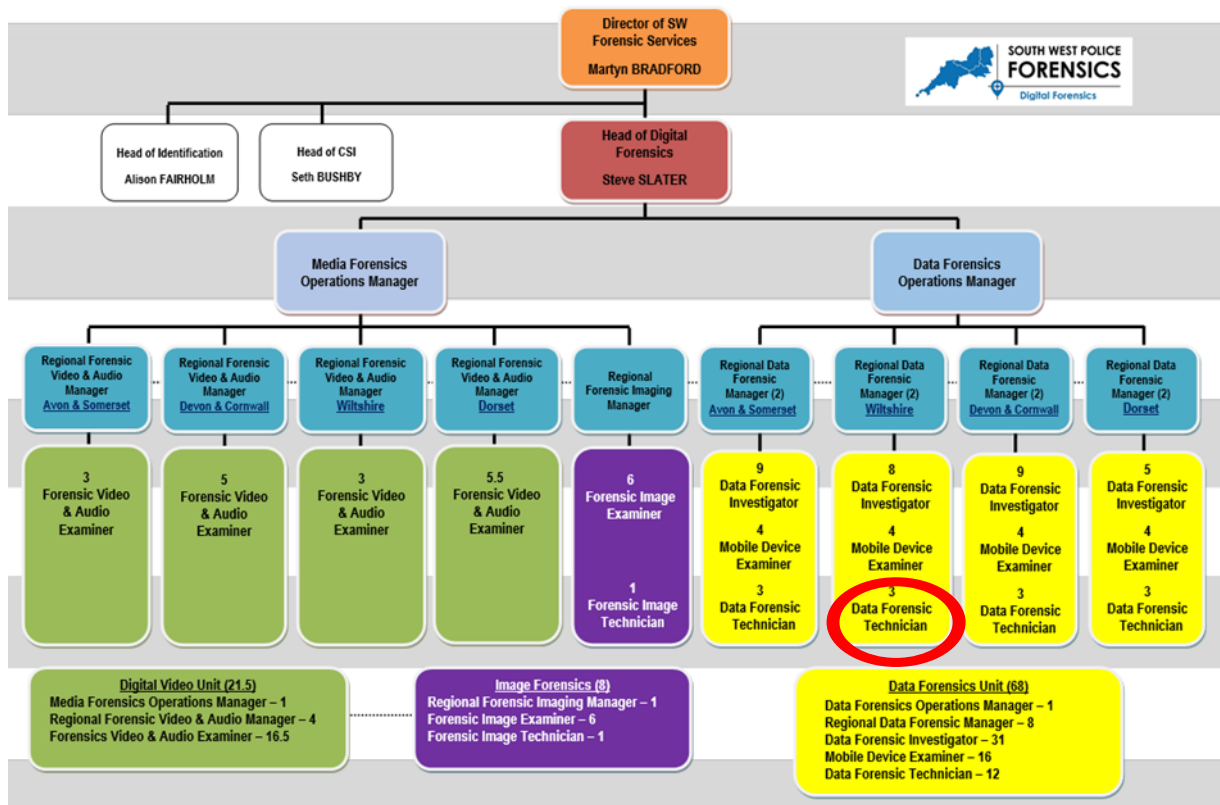
WILTSHIRE POLICE

Job Description



Post Title: Data Forensic Technician	Department: South West Forensics
Post Number: TBC	Work Location: Devizes
Grade: W7	Security Vetting Level: SC
Responsible to: Regional Data Forensic Manager	Date: May 2019

Reporting Structure:



Data Forensic Technician

Job Purpose

To provide efficient and effective technical support capability to Data Forensics and ensuring compliance with Force policies and procedures.

To effectively monitor, manage the reception and return of Digital Forensic submissions (computers, phones, media, other data/image mediums) maintaining administrative systems to ensure their integrity and continuity. To act in the capacity of receptionist for visitors to the unit, including dealing with access control and maintaining the unit's appointments calendar.

To monitor storage levels within the Unit, manage the supply of laptops and liaise with divisional officers and staff to organise, deliveries/collections and meetings. Liaise with specialist companies for the acquisition of software and hardware equipment and specialist training providers.

Forensically screen and prepare devices for examination in line with policy and procedure. 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. 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.

Evaluate and triage submissions against offence, proportionality to the investigation and establish procurement costs where necessary. Undertake the initial risk assessment to establish the magnitude of impact the submission information could have and flag high risk cases to the unit supervisor. To correctly receive and secure exhibits in line with policy and procedure, and continuity of evidence.

Manage all material in accordance with the Criminal Procedures and Investigation Act 1996 (CPIA) concerning the destruction and storage of all Regional Force images.

Main Responsibilities

1. Management of Forensic Submissions, Risk Assessment and Decision Making

On receipt of incoming Forensic submission requests, to take personal responsibility to make firm initial decisions to evaluate, triage/prioritise and gate-keep against offence, risk, proportionality to the investigation. Ensure that all relevant submissions criteria are met. Using specialist software to produce a forensically sound 'image file' (working copy) of computers, laptops, USB devices, CD's/DVD's, Floppy disks.

2. Screening/Preparation of Exhibits for Examination/Investigation

Forensically prepare mobile devices, computers and media for examination by examiners/ Investigators. Identification of the differing devices/makes/models and capabilities to ensure exhibits have met the policy criteria set for examination. Photograph exhibit prior to examination, record make/model details. Check device is operational, charged, not damaged, in aeroplane mode and whether PIN locked to ensure exhibits have met the policy criteria set for examination. Check for SIM/ Memory cards and record details. Complete technical screening process/form. Return any exhibits to OIC if actionable at Level 1 or if criteria not met. Operate specialist technical equipment within the unit to complete required processes. Assess data in relation to current legislation and

grade accordingly. Assess computers and media devices and identify the most appropriate methods to/and forensically image Computers and media devices ready for Investigator. Without supervision, decide upon the varied software/hardware and methods to forensically image computers and associated media. Comply with all ACPO Principles of Electronic evidence.

3. Examination of Data and Media

Use multiple specialist forensic software to examine computer media. Use specialist forensic grading software to create C4. All cases and investigate the images / movies for their evidential content and significance. Use specialist C4All software to export Hash sets for the maintenance of the main HASH database and the new national Child Abuse Image Database. Use specialist forensic ADF Triage examiner software to examine computers/media devices and assess the results for evidential content. Report the findings to OIC and unit supervisor for a full investigation or return to OIC.

4. Continuity of Evidence and Statements 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. Update all work entering or leaving the unit using an appropriate computer systems/Force database. Quality control all forensic exhibits, ensuring all Forensic paperwork/documentation submitted is complete and accurate. Notify officers in respect of exhibits not correctly received. Maintain electronic and document records of the unit's technical equipment issued to divisional staff ensuring the data cleansing process is adhered to using specialist equipment and approved methods as directed. The presentation of material to an evidential standard. Record the handling and processing of images used as evidential material. Provision of statements of evidence and evaluation for continuity of evidence and security of product within office /storage areas using approved encryption methods as directed and attend judicial proceedings/court if required.

5. 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). Raise purchase orders, checking orders against delivery notes and invoices. Manage and maintain records of stock control, ordering of all consumables and media products for the Unit and arrange its distribution as required. 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. Where problems and errors are encountered arrange for service / repair to be undertaken. 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. Liaise with Forensic suppliers to arrange external examinations of hand held devices. Arrange appointments with Officers and outside agencies. Monitor stocks of consumables and raise requisitions.

6. Provide Specialist Technical Advice/Assistance

Provision of first line expert/technical advice on queries, current operating systems, internal/external service availability, capabilities of devices/Forensic examinations, ACESO (Level 1), form completion, time scales, correct forensic submission policy/procedure, packaging of exhibits, and the forwarding to Forensic agency and liaising with Criminal Justice partners who seek advice re forensic questions and procedures. Provide technical and evidential advice to \ Police officers and staff in the use of specialist forensic grading, C4All software and the grading of illegal and legal material.

7. Knowledge/Legislation

Maintenance of ongoing professional personal development for Technical / Criminal law and Procedural aspects of the forensic computing arena. Knowledge of legislation in relation to Hi-Tech Crime, including Regulation of Investigatory Powers Act, Computer Misuse Act, Data Protection Act and ACPO Guidelines for Computer Based Evidence and how this interacts with digital evidence and Freedom of Information Act 2000, The European Convention on Human Rights and Management of Police Information in relation to all work processes.

8. Management of Destruction and Disposal

Manage the destruction and disposal of mobile devices/computers containing illegal material. 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 if required. Ensure the documentation is correct in line with the appropriate legislation (Police Property act, Disclaimer, Court order, Police and Justice Act 2006)

9. Identify and Continually Develop New Techniques and Practices

Take a creative and innovative approach to design and introduce new techniques/practices, development of new systems, new administration systems and forms. In consultation with Forensic Supervisor/Manager introduce changes in procedures/policy to maximise unit efficiency and effectiveness.

10. Research, Training and Development

Develop and maintain specialised and up to date technical knowledge of both general and forensic computer procedures and device capabilities, keeping abreast of developments within the computer industry in order to secure the success of future examinations/investigations and to develop the unit's capabilities. Attend courses, conferences and exhibitions as required. Train staff in use of specialist designated items of imaging equipment within the unit. Keep up to date with relevant Officer Safety Training, if applicable.

Dimensions

Financial

Non-Financial

Person Specification
Data Forensic Technician

Attributes	On Appointment	Criteria
Qualifications:	<p>Maths and English to GCSE or equivalent.</p> <p>Computer related qualification, not limited to, but such as MICROSOFT Certification or Chartered IT professional.</p>	<p>Essential</p> <p>Essential</p>
Experience:	<p>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.</p> <p>Experience of working with specialised forensic software/hardware and understanding of ACPO guidelines and principles for computer based electronic evidence.</p> <p>Experience of working in an administrative capacity within a technical environment, demonstrating attention to detail, within a highly confidential unit.</p> <p>Able to communicate clearly at all levels such as with Police Officers and other professional persons including providing evidential reports for court as required.</p> <p>Demonstrable ability to use information methodically to identify and analyse problems and draw logical conclusions.</p> <p>Experience of using a variety of media devices, software tools and applications.</p> <p>Experience of applying legislation to evidential data.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>
Skills:	<p>Competent in the use of Microsoft Word, Outlook and Excel, computerised databases and other Office software suites.</p> <p>Ability to photograph exhibits and manage continuity.</p> <p>Ability to use specialist software packages to produce forensically sound 'image files' of computers, removable storage devices and mobile devices.</p> <p>Demonstrable ability to use information methodically to identify problems and draw logical conclusions.</p> <p>The ability to work with graphic and traumatic images and information. Individuals will have the ability to recognise and manage their own stress levels in conjunction with their line manager.</p> <p>Good planning and organisational/administrative skills in order to meet deadlines and associated timeframes.</p> <p>Excellent problem solving skills and the ability to undertake multiple complex technical issues.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Knowledge:	Ability to work within a team as well as independently with minimal supervision.	Essential
	Ability to arrange and organise meetings.	Essential
	Ability to maintain accuracy and attention to detail over prolonged periods.	Essential
	Ability to collate statistical and performance related information.	Essential
	General awareness of equality and diversity issues in the working environment.	Essential
	Awareness of workplace health & safety issues and electrical safety issues.	Essential
	Maintain a sound knowledge of relevant parts of legislation to included, ACPO Guidance, Police & Criminal Evidence Act 1984, Regulation of Investigatory Powers Act 2000, Criminal Procedure & Investigations Act 1996, Sex Offences Act (Indecent Images of Children), Coroners and Justice Act 2009 (Prohibited Images), Criminal Justice and Immigration Act 2008 (Extreme Pornography) and Misuse of Computers Act 1990.	Essential
	Basic knowledge of computer/media data storage devices, hand held devices, computer hardware connectivity types, utilising graphics and media software and movie file formats.	Essential

Attributes	After Training
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Qualifications:	<p>Experience of applying legislation to evidential data</p> <p>Experience of maintaining and developing new process and systems</p> <p>Attendance at judicial proceedings/provision of procedural evidential statements</p> <p>Experience of processing, risk assessing, prioritising and evaluating Forensic submissions</p> <p>Experience of producing reports and statistical information both in the respect of performance and budgetary information for presentation purposes</p>
Experience:	<p>Familiarity and ability to learn Force computer packages and systems as required</p> <p>Ability to deal effectively with outside agencies including CPS, training providers, consumables and software/hardware vendors</p> <p>Ability to work unsupervised and make sound judgements/decisions</p> <p>Give advice and guidance to internal and external customers</p> <p>Increased computer skills to enable use of Microsoft Word, Excel, Outlook and other Office software suites and operating systems</p> <p>Ability to attend and make presentations to meetings both internally and externally and respond to queries relating to Forensic matters</p> <p>Ability to develop and adapt to changing working practices in order to meet the demands of Wiltshire Police/SW Forces, new legislation or new policies</p>

introduced within the Force

Skills:

Skills and knowledge to safely interact with computers and mobile devices.
Skills and knowledge of legal and procedural issues involved in preparation of case papers for prosecution.
Ability to adapt to changing processes and software packages as they are introduced
Aptitude and ability to carry out duties within the ACPO Good practise guide for computer based electronic evidence and the principles.
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
Understanding of the impact of the Human Rights Act on the organisation and the role that you undertake
Greater understanding of Data Protection Act 1998 and Freedom of Information Act 2000 issues within your working environment
Detailed knowledge and skill of use for forensic acquisition/imaging hardware and software
Sound knowledge and skills to interact with the various Force databases and packages.

Knowledge:

Sound knowledge of legislation in relation to relevant parts of the Sexual Offences Act.
Basic knowledge and understanding of digital technology and terminology
Sound knowledge of continuity of evidence policy and procedures.
Knowledge of Force policies and procedures particularly in relation to property.
Knowledge of Indecent images of children, Prohibited Images and Extreme Pornography legislation/guidelines and how these interact with the various Investigations
Knowledge of ACPO guidelines, Confidentiality Act, The Regulation of Investigatory Powers Act 2000, The Police & Criminal Evidence Act 1984, The European Convention on Human Rights and Management of Police Information
Experience of applying legislation to evidential data
Experience of maintaining and developing new process and systems
Attendance at judicial proceedings/provision of procedural evidential statements
Experience of processing, prioritising and evaluating Forensic submissions
Experience of producing reports and statistical information both in the respect of performance and budgetary information for presentation purposes

Other Information

Data Forensic Support Technician

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.

Where applicable the post holder will be expected to wear a uniform at all times when on duty.

You will be required to attend all necessary and relevant training courses in respect of your employment to ensure compliance with the policies of the Force.

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.

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.

All successful applicants will be required to submit themselves for drug testing in line with employing Force's Drug Policies.

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.

This post involves exposure and handling of disturbing and graphic images from investigations

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

This post has designated Powers in relation to seizure, handling and creation of exhibits and involves manual handling and movement of hardware and consumables.

The post holder should hold a full UK driving licence.

As this role is part of a Regional Collaboration and there may be occasions when individuals are required to attend another Force in order to support a specific operation or Department resilience. If individuals have undertaken the Force driving test then they will be supplied with a pool car to undertake this journey. If you do not hold a Force driving permit then a discussion needs to take place with your line manager to assess if this is a viable option.