Staffordshire Police - Role Profile

Digital Forensics Media Supervisor

Grade/Rank:	Grade F
Directorate:	Investigations
Reports to:	Forensics Area Manager
Direct Reports:	Digital Forensics Media Technician, Forensic Investigation Support

Role Purpose

Forensic science is used to support the investigation of crime. It can be used to provide evidence to support or refute an allegation, a version of events, and a person's involvement in an offence. The Forensics Department is committed to providing quality, objective, timely and effective forensic services to inform investigations, identify offenders, safeguard victims and witnesses, and streamline justice through good and early case management. This is achieved by:

- Designing and delivering effective forensic strategies for each and every case that we are involved in.
- Delivering all forensic examinations using recognised, validated and robust techniques
- Maintaining qualifications and competence to deliver techniques.
- Maintaining and following documented procedures that reflect best and validated practice.
- Being committed to and complying with the ISO/IEC 17025, 17020 and the Forensic Science Regulator's Codes of Practice and Conduct.

The primary purpose of this role is to be responsible for the delivery of local forensic services including; Imaging, CCTV, Mobile Devices; providing support to Officers and the Forensic Investigation Team. Attending all types of scenes of incidents; investigating, examining, recording and recovering digital forensic evidence using informed professional judgement, whilst complying with force and local procedures.

Key Tasks and Responsibilities:

- Comply with the Forensic Science Regulator's Code of conduct. Meet and maintain legislative and quality standards requirements as set out by both national guidance and the Forensic Science Regulator. This includes documenting procedures, competence assessments, peer review and audits to deliver a culture of continuous improvement.
- Effectively managing the service delivery of local forensic services to agreed service levels for Imaging, Mobile Device examinations, CCTV investigations and Forensic Service Support.
- Preparing appropriate forensic approaches to investigations, managing and maximising the effectiveness of staff and available resources, giving support to Forensic Investigation (FI) team and providing an advisory service to investigating officers for Mobile devices, CCTV and imaging evidence recovery matters.
- Deploying to crime scenes, recovering and examining evidence of CCTV material, seizing and installation of CCTV equipment at scenes and other locations. Use standard and enhanced photographic and video skills to capture evidence digitally at scenes.
- Undertake initial and dynamic risk assessment associated with scene attendance and examination, revising as necessary.
- Preserve and examine digital devices using configured technology e.g. Level 1 mobile device examinations.
- Supporting the ongoing requirements for imaging services. This includes supporting the maintenance of other forensic imaging solutions including SPIDA and supporting the equipping of front line practitioners.
- Training and developing investigators and staff to improve their use of CCTV and imaging and systems.
- Support the professional development of Forensic Investigation colleagues in Imaging and CCTV and where appropriate CCTV recovery at scenes.
- Reviewing and ordering general equipment, hardware and software used by the teams.
- Working to ensure archive records are kept in accordance with Sentencing Guidelines and Staffordshire Police Policy.
- Supervision and professional development of Digital Forensics Media Technicians and Forensic Investigation Support.
- Ensuring staff welfare is monitored, local team support is provided and there is effective welfare referral and mandatory welfare support compliance is consistently maintained.
- Maintaining a healthy, safe and productive environment, dealing with welfare and personnel issues effectively and sympathetically and have due regard to the needs of the individual and the organisation. Managing grievances, disciplinary and sickness monitoring procedures, developing and maintaining a well-motivated team through pro-active leadership and example.
- Provide factual reports, Streamlined Forensic Reports (SFR) and statements on examinations and recovery for the criminal justice system. Provide evidence in court relating to that evidence, commensurate to the level of competence.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

- Complying with the Forensic Science Regulator's Codes of Conduct
- Ensuring the integrity of evidence recovered and handled through to disposal.
- Comply with quality procedures
- Ensuring forensic facilities are secured from unauthorised access.

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	3	Valuing Diversity	3
		Managing Sensitivities/Political Savvy	3
We take ownership	3	Customer Service	3
		Maintaining Accuracy/Sustainable Working	3

Inclusive, enabling and visionary leadership

We are collaborative	2 / 3	Partner Working	2
		Managing Complexity/Strategic Planning	3
We deliver, support and inspire	2 / 3	(self) Leadership	2
		Supporting Colleagues/Coaching & Mentoring	3

Intelligent, creative and informed policing

We analyse critically	2	Problem Solving	2
		Situational Judgement	2
We are innovative and open-minded	2	Continuous Improvement	2
		Futurology	2

Education, Qualifications and Experience

Essential:	Desirable:
- in-depth knowledge and understanding of professional advanced image processing hardware and software to deliver images. Digital imaging and CCTV technology, operating systems, the internet and software. - Experience of lost data retrieval and system analysis. - training or experience in the use of supporting Digital Forensics	- supervisory experience. - a clear understanding of quality standards including awareness of ISO 17025 and other relevant digital standards. - ACPO Good Practice Guide for Computer-Based Electronic Evidence, in particular its four principles.

technologies e.g. Electronic Presentation of Evidence (EPE). • Full driving licence.	

Technical/Operational Skills Matrix (See Skills Matrix)

Essential:	Desirable
• in-depth knowledge and understanding of digital imaging and CCTV technology, operating systems, the internet and software and its application for evidential and scientific purposes	• *Experience in Mobile device data extraction using configured technology. • *Practical knowledge of electrical safety.

Leadership Passport Level	Practitioners & Team Leaders			
	1			

* Indicates that training will be provided as part of the role in this skill

CPD Requirements

- Maintain a working knowledge and understanding of;
- Quality standards, relevant legislation and criminal justice requirements.
- Relevant emerging technologies in the field of imaging, CCTV and digital devices.

Professional Registration/Licences

- NA

Special Conditions

Own car for business use	No
Higher level vetting required	No
Requirement to wear uniform	Yes - Provided
Requirement for post entry training	No
Fixed Hours	37 hours per week Monday-Friday covering 8-4
Weekend working expected	No (exceptional circumstances)
Shift allowance	No
Fixed term or temporary role	No
Politically Restricted	No
On call/standby rota	Yes, but will reduce over time

Flexitime Role	Yes				
Notice Period			1 month		

Agile Profile (See Agile Matrix)

Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
3	1	4	5	4	3	3