



ROLE PROFILE

Post Title:	Digital Media Officer – BCU Based	
Grade:	LC5-6 (Progression Arrangements Apply)	JE:1383
Location:	Geographic BCU	
Responsible to:	DMIU Digital Media Supervisor	

Job Purpose:

To provide technical support to division in relation to the retrieval, analysis, examination and presentation of electronic forensic information, Intermediate level mobile device forensic examination, CCTV and video intelligence and evidence.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Act as Divisional advisor on mobile device forensics and interrogation of mobile phone data reports as well as providing support on CCTV viewing stations
- Attend premises, in order to retrieve CCTV video footage from both analogue and digital systems that require advanced recovery methods.
- Receive CCTV footage, in all formats, and provide stills for intelligence and / or evidence. Analyse multiplex CCTV footage and process into viewable format.
- Provide facilities for viewing and copying CCTV and other digital material onto relevant formats suitable for officers, briefings CPS and courts. Ensure there are adequate viewing facilities for playback in interview rooms.
- Undertake intermediate mobile device forensic examinations in line with DMIU ISO 17025 standard operating procedures. While incorporating all forensic disciplines and adhering to strict guidelines.
- Provide forensic mobile device examinations using a wide variety of software based applications and choose the most appropriate solution using professional experience. Examinations will include, Logical, file system and physical extractions
- Ensure all processes and procedures relevant to the role are carried out to national guidelines and departmental standard operating procedures.
- Prepare master and working copies of CCTV and mobile device examination data reports with

related material for investigating officer.

- Record and monitor receipt and movement of all items as per the force and departmental ISO 17025 exhibits policy. Ensure appropriate storage and maintenance of integrity of master copies.
- Obtain digital evidence from mobile devices including mobile telephones and tablets. Produce reports in a forensic manner incorporating all examination related material for use by investigation officers
- Produce compilations and reports of material for both CCTV and Mobile forensics for investigative and court purposes.
- Prepare intermediate level video edits exporting to a range of different mediums for presentation of digital material suitable for Magistrates and Crown Court.
- Provide reports, statements and evidence in court as and when required.
- Maintain awareness of current research and development in areas of mobile forensics, CCTV technology and upcoming releases of major software platform changes for mobile devices. This includes platforms such as iOS, android and windows mobile. As well as major widely used mobile application platforms.
- Be responsible for review of divisional CCTV systems liaising with both public and private space CCTV owners.
- Ensure any significant intelligence from mobile examinations and CCTV work is recognised and passed to relevant personnel as soon as possible in order to maximise the potential of the information.
- Be responsible for maintaining DMIU office equipment and ensuring it is fit for purpose.
- Work as team member within both divisional DMIU team and HQ DMIU.
- To undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading of the post.
- Provide on the job training to officers across division on using the divisional based CCTV viewing stations for use in converting and producing CCTV stills and video clips
- Provide on the job training to officers across division on interrogating phone reads and explain terminology in an easy manner and how this can aid there investigation
- Conversion and compilation of video evidence from dash cam and body cam systems when requested by investigating officers
- Attend and pass the below training and certification courses to the required standard in order to fully undertake forensic disciplines
 - Core Skills in Mobile Phone forensics
 - Core Skills in CCTV Retrieval
 - Cellebrite Certified Physical Analyst
 - Cellebrite Certified Logical Operator
 - MSAB XRY Intermediate Training
 - MSAB XRY Certification Training

- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

Intelligent, creative and informed policing

We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

Integrity	Impartiality
Public Service	Transparency

Qualification

Essential	Desirable	To be identified by
	A qualification in the use of IT based technology using windows systems i.e.CLAIT	Application Form/ Interview
	Advanced or Ordinary National Diploma in a computing or video related subject.	Application Form/ Interview
Knowledge / Experience		
Knowledge of basic platforms for mobile device operation (e.g IOS and Android etc)		Interview
Detailed working knowledge of video and digital technology	Knowledge of mobile phone technology and downloading of information	Interview
Working knowledge of equipment connectivity, digital CCTV equipment and computers sufficient to fully utilise appropriate equipment.	Working knowledge of internet and search procedures for sourcing of relevant software.	Interview
Experience of working on own initiative with minimum supervision, seeking advice when appropriate	Demonstrate self-motivation and willingness to develop self within the role	Application Form/ Interview
Experience of communicating effectively with people at all levels (internally and externally)		Application Form/ Interview
Experience of working to deadlines and tight timescales, within a busy environment	.	Application Form/ Interview
Experience of producing accurate information and demonstrate attention to detail		Application Form/ Interview
	Basic knowledge of police procedures including evidential procedures and continuity.	Interview
Detailed working knowledge of computer operating systems including Mac OS and Windows platforms		Application/ Interview
Others		
Full current UK driving licence - there is a requirement that the post holder completes and passes the 'Basic Driver Assessment' in order to drive Constabulary vehicles within 6 months of appointment		Application Form/ Interview
Demonstrate a flexible approach to working practices, hours and location.		Interview
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: November 2019

Progression Arrangements

(The following arrangements are all subject to the needs of the post and not the post holder and can be superseded by management if there is a demonstrable link to CPD)

LC 5 On basic level appointment

LC 6 Progression to LC6 will be awarded once the post holder is able to perform the full duties of the post independently, duties will include:-

1. Achieve a distinction level in the Digital Media Officer ISO 17025 competency exam.
2. Achieve a pass grade in all related mobile device and CCTV training courses outlined in DMO job specification.
3. Provide advice to senior officers, SIO's, OICs and other investigation managers on complex and details enquiries on related mobile device and CCTV examinations.
4. Undertake research and development in areas of mobile device forensics and CCTV based technology and provide regular feedback and learning to others.