

ROLE PROFILE

Post Title:	Digital Forensics Reporting Officer	
Grade:	LC8 – LC9	JE: 2067
Location:	Headquarters	
Responsible to:	DFU Supervisor	

Job Purpose:

To undertake the analysis of evidential data from digital devices, provide evidentially sound expert technical support in matters relating to the investigation of crime with a digital footprint. Provide evidence to the court and judiciary and provide support at crime scenes when necessary. Lead the Digital Forensics Units capability in the production of advanced and bespoke streamlined forensic reporting.

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.

Forensic acquisition and examination of digital devices

- Manage the movement of exhibits within the Digital Forensics Unit Lab, ensuring that exhibits are managed in accordance with policy and procedure.
- Undertake the forensic examination of computers, Mobile Devices, and any other related digital devices using a plethora of validated forensic software and hardware.
- Perform advanced, specialist and bespoke recovery and acquisition from digital devices including chip removal and recovery of data from damaged/destroyed devices.
- Dismantling and reassembling of digital equipment required for forensic examination.
- Complete the Forensic imaging, including the verification, hashing, and processing of data from digital devices.
- Record detailed, comprehensive forensic contemporaneous examination notes, photographs and logs of all forensic activities, performed in accordance with local and national policies and standard operating procedures.
- Attend search warrants and crime scenes where necessary to provide expert advice and guidance on the best methods of seizing, removing, and preserving digital evidence. Carry out at scene acquisition where required using bespoke software and hardware.
- Assist and perform manual examinations of digital devices where advanced methods of recovery and acquisition has failed or is not appropriate.
- Partake in inter-lab comparison/proficiency testing on an annual basis.

- Maintain required levels of competence in the acquisition and examination of digital devices in accordance with accredited policy and procedure both locally and nationally.
- Conduct peer reviews of work carried out by peers in line with accredited procedures..

Forensic analysis and reporting

- Process digital evidence using forensic software, extracting material relevant to the investigation and provide the extracted data in a readable format for investigating officers.
- Provide streamlined forensic reports to investigating officers and the court by reviewing recovered evidence, performing searches and extracting key evidence to aid the investigation of crime.
- Liaise with expert defence to aid facilitation of their investigation of digital evidence in a case under investigation by Lancashire Constabulary including provision of viewing of data within the digital forensic unit and disclosure of encrypted media containing evidence. Provide response to expert defence reports in the form of MG22C forensic reports.
- Advise and give guidance to interviewers on questions to be asked and the validity of answers given when interviewing suspects, explore potential weaknesses in statements to assist officers in obtaining evidence in their investigations.
- Attend court as a witness when required to discuss digital forensic issues in a case and where requested provide expert opinion on matters within your area of specialism.
- Attend court to present oral evidence in support of technical reports, giving relevant guidance to Counsel and the court regarding the implications of technical evidence.
- Where pertinent to an investigation, carry out in depth analysis and testing of applications in order to recover evidence or provide information to investigating officers, this may include examining databases, running virtual environments and performing research online.
- Using forensic software and tools identify encrypted devices / containers and carry out work in order to render the data intelligible where it is relevant to the investigation.
- Prepare files of evidence and associated reports, advise CPS regarding appropriate indictments and attend case conferences to collate and present relevant evidence in support of the prosecution case.
- Carry out verification of findings which are pertinent to an investigation and provide impartial advice to investigating officers where evidence may be weak or there is inability to verify reliability of evidence.

Research, Development, and Innovation

- Liaise on a regular basis with colleagues in other law enforcement agencies in order to share and learn from good practice.
- Develop and maintain specialised and up-to-date technical knowledge of both general and forensic computer procedures, keeping abreast of developments within the computer industry in order to secure the success of future investigations and develop the unit.
- Take responsibility for a specific area of digital forensics and act as a single point of contact (SPOC), providing advice, guidance, and training to the rest of the digital forensics team and wider colleagues around the force. Work closely with the DMIU technical management team to produce procedures and best practice in that area.
- Work closely with external vendors in order to provide the DFU with the best possible support and understanding of forensic tool capabilities.
- Work closely with Digital Forensic and Investigative practitioners to ensure best practise is delivered to DMIU Staff and Lancashire Constabulary as a whole for SPOC role.
- Take lead on the development of streamlined forensic reports, with recognition of national and regional updates. Implement these changes in conjunction with supervision.
- Lead on advanced Digital Forensic reporting methods and associated technical knowledge. Cascade this learning to colleagues within the DFU and work with the supervision team to coach and upskill the DFU

workforce accordingly.

- Be responsible for innovation and change throughout all areas of advanced Digital Forensic reporting. Ranging from but not limited to Computer forensics, Mobile device Forensics and Vehicle Forensics.

Other duties

- Handle exhibits which require 'special handling' in accordance with local policy and procedures, including those which are marked for examination by the Scientific Support Department and those which are marked as hazardous. Use equipment available to examine the device in the safest way possible preserving evidence and being conscious of the health and safety of yourself and others.
- Training and competency – Maintenance of an up-to-date record of training and competency for all Digital Forensics disciplines appropriate the role. Ensure that all performance and competency targets are met to carry our work independently. Work with supervision to develop and maintain CPD.
- Work closely with the DFU Supervision Team and Technical Management Team to ensure that all Digital Forensics equipment is kept up to date, in full working order and that faults are reported promptly.
- Attend all training as identified by Supervision and accredited procedures whilst exploring opportunities to expand your skills.
- Manage sensitive and confidential information in line with the requirements of GDPR, departmental and organisational policies and procedures.
- Qualify as a mentor (in line with progression arrangements) to coach, develop and train new staff to the DFU in all areas of Digital Forensics appropriate to the role. In conjunction with supervision, sign off new starters as competent to complete case work independently.
- Sign and understand the Forensic Science Regulators Code of Practice and Conduct for all work carried out as part of the role.
- Maintain awareness of and comply with force data protection and information security policy and procedures, and specifically those that relate to the work of the department.
- Act in accordance with local and national data protection and information security requirements.

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	2	Interview
We take ownership	2	Interview

Inclusive, enabling and visionary leadership

We are collaborative	2	Interview
We deliver, support and inspire	2	Interview

Intelligent, creative and informed policing		
We analyse critically	2	Interview
We are innovative and open minded	2	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
Degree level qualification in Digital Forensics and/ or extensive workplace experience as a practitioner within Digital Forensics.		Application form/ Interview
Knowledge / Experience		
Practical experience of managing and adhering to ISO 17025 accreditation standards within a Digital Forensics arena.		Application form/ Interview
Knowledge and Experience of forensic science regulators code of practice and other quality standards relating to Digital Forensics.	Experience of writing Standard Operating Procedures in relation to Digital Forensics in accordance with ISO 17025	Application form/ Interview
Relevant experience and ability to identify / understand computer component parts / functions at an advanced level.		Application form/ Interview
Knowledge and experience of Digital Forensics tools and capabilities, sufficient to troubleshoot and use equipment.	Knowledge of using software to forensically examine mobile devices, computers, and CCTV.	Application form/ Interview
Knowledge and experience of forensic computer issues / forensic examination and digital evidence recovery.		Application form/ Interview
Experience of writing complex detailed Streamlined Forensic reports relating to Digital Forensics/Investigations.		Application form/ Interview
Experience of producing reports detailing complex information in simplistic terms.	Experience of producing streamlined forensic reports for court purposes.	Application form/ Interview
Experience of working on your own, using your own initiative and working effectively as part of a		Application form/ Interview

team.		
Experience of producing accurate written information to a high standard.	Experience of reporting on technical data within a case management system.	Application form/ Interview
Experience of producing accurate written information and demonstrate a high level of attention to detail.	Experience of producing comprehensive Digital Forensics contemporaneous notes/logs.	Application form/ Interview
Personal resilience and willingness to be exposed to extreme and disturbing images on a regular basis.		Application form/ Interview
Other		
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 applicants
A willingness and ability to undertake and successfully complete necessary internal or external training in order to fulfil the role.		Interview
Flexible approach to working hours		Interview
Full UK Driving Licence		Application form
Requirement to provide DNA sample to be entered on the Staff Elimination Database (SED) & elimination fingerprints to be entered on the Police Elimination Database (PEDB)		Scientific Support

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: June 2023

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)

LC8 – On appointment:

LC9 Progression:

- Completion of relevant training as outlined in DFE training plan and by DFU Supervision team.
- Lead as a subject matter expert and experienced professional in advanced Digital Forensic reporting.
- Meet all required performance and productivity targets as outlined in PDR, set by the DFU Supervision team.
- Demonstrate experience of independently working with defence experts.
- Independently undertake MG22c (SFR2) reports to an advanced level consistently.
- Independently undertake peer review of MG22b (SFR1) and MG22C (SFR2) reports to a high level.
- Work with specialist Police investigators to form strategies relating to Digital Forensics acquisition, analysis and reporting.
- Conduct research in a specified area of digital forensics and produce and present a report of findings to include details of relevant forensic artifacts, for retention in the departmental knowledge base.

NOTE:

1. In all cases, progression is dependent on individuals performing work assigned to them in an entirely satisfactory manner and to their being required to undertake duties and responsibilities commensurate with the grade paid as a consequence of their progression.
2. The above scheme is not intended to override the discretion to make appointments at any level within the range LC8 to LC9 however this will be subject to approval from the Head of HR.

Note

Assessable performance will be determined by the first line manager and evidence through CPD.

It is the post-holders responsibility to apply for progression arrangements by demonstrating that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements.