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| **Police Staff****Digital Forensic Investigator****Crime Department****Role Definition:ZZ038 / 20351** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Crime Department  | http://domcms/icons/ecblank.gif | Section: | Crime Investigation  |
| Post Title: | Digital Forensic Investigator  | http://domcms/icons/ecblank.gif | Post Reference: | ZZ038 / 20351  |
| Post Grade: | Grade E to Grade G  | http://domcms/icons/ecblank.gif | Location: | Byker  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: |   | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: |   | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | Digital Forensic Unit Manager |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  To provide technical support and assistance to investigating officers through the digital forensic investigation of computers, mobile phones and other digital data devices that have been or are suspected of being used in the commission of an offence. Extract digital evidence to assist the arrest and conviction of those using digital equipment to commit crime.  |

**Key Responsibilities:-**

1. **Use forensically safe techniques to secure and retrieve data from digital systems, in accordance with national guidelines and ISO accreditation standards to protect evidential credibility.**
2. **Process recovered data into a format suitable for examination that allows evaluation and analysis of the evidential content to be undertaken to produce high quality evidential packages.**
3. **Review and categorise indecent images in line with agreed standards for inclusion in the National Child Abuse Image Database and to support related prosecutions.**
4. **Present fact and procedural based evidence in a clear and comprehensive manner at Court and attend Case Conferences with the CPS as required, in order to contribute to the successful resolution of the investigation.**
5. **Attend crime scenes and search premises, in conjunction with, and directed by, the investigating officer, in order to provide the technical expertise and secure evidence from digital equipment.**
6. **Provide specialist technical advice and guidance to investigating officers throughout the force, on digital crime techniques and evidence, in order to assist in the direction of investigations.**
7. **Undertake research into emerging technologies and liaise with external bodies and partners, in order to keep up to date with developments in the field, and thereby contribute to the continuous development and best practices of the Digital Forensic Unit.**
8. **Proactively ensure that personal continuing professional development is undertaken and ensure technological knowledge is maintained and developed, attending necessary courses as required in order to be able to contribute to the overall achievement of the DFU objectives.**

 **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**