**19/01/2021
Digital Forensic Unit Coordinator (Ref ZF009 / 20353)**

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| **Police Staff****Digital Forensic Unit Coordinator****Forensic Services****Role Definition:ZF009 / 20353** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Forensic Services  | http://domcms/icons/ecblank.gif | Section: | Digital Forensic Unit  |
| Post Title: | Digital Forensic Unit Coordinator  | http://domcms/icons/ecblank.gif | Post Reference: | ZF009 / 20353  |
| Post Grade: | Grade C   | 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 Techical Manager |
| Staff Responsibilities: | Allocated subordinate staff and trainees |
| Purpose: |  Provide a reception service and administration for the Digital Forensic Unit (DFU) directing enquiries in line with customer requirements and receiving all digital exhibits ensuring they are recorded and prepared for analysis in accordance with Force policy and quality standards (ISO) |

**Key Responsibilities:-**

**1. Coordinate daily activities relating to the storage of exhibits for digital forensic services, ensuring that transactions are conducted in compliance with the quality management system.
2. Line manager of two Year in Industry Placement Students (YIIP), coordination of annual recruitment process and liaison with Universities in relation to the progress of YIIPs (supported by Line Manager).
3. Assist all visitors and act as a liaison between customers and DFU personnel by coordinating a team calendar and directing enquiries appropriately to ensure customer satisfaction.
4. Maintain the DFU reception area, monitor and order supplies and services, undertake daily tasking of 2 x YIIP roles ensuring the reception area is staffed within core operating hours.
5. Coordinate the delivery and collection of exhibits through liaison with Business Services Maintainable Operatives, OICs and external forensic service providers.
6. Receive and prepare all digital exhibits for examination ensuring they are packaged correctly, recording all actions in the Case Management System and complete any associated documentation as required in accordance with quality standards to provide continuity of evidence.
7. Maintain the Exhibit Store ensuring all digital exhibits are appropriately stored and logged on the DFU case management system and performing regular audits to ensure compliance and traceability.
8. Coordinate the retention of physical exhibits in line with national standards and Force/DFU policy.
9. Provide evidential statements or reports as required to preserve the evidence chain and extract data from the Case Management system in response to Freedom of Information (FOI) and management information requests, as directed/with the support of Management.
10. Assist with Case Management system/procedural changes regarding any operational issues raised within the DFU exhibit storage processes to ensure evidence and quality standards are not compromised.
11. Coordinating the preparation, collection and return of exhibits processed by external forensic service providers in line with force policy and quality standards (ISO17025)
12. Responsible for the booking of viewing rooms, through liaison with DFU investigators and OICs.**

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