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| **Police Staff****Victim Identification Officer****Crime Department****Role Definition:ZZ255/20356** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Crime Department  |  | Section: | Crime Investigation  |
| Post Title: | Victim Identification Officer  |  | Post Reference: | ZZ255/20356  |
| Post Grade: | Grade D   |  | Location: | Byker  |
| Car User Status: |   |  | Telephone Allowance: |   |
| Shift Allowance: |   |  | Standby Allowance: |   |
| Weekend Enhancement: |   |  | Contractual Overtime: |   |
| Line Manager: | Detective Sergeant Cyber (Police Online Investigation Team) |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  To provide specialist support to investigations through the examination of digital media for the purpose of identifying victims, offenders and locations in order to maximise safeguarding of victims and bring offenders to justice. |

**Key Responsibilities:-**

**1. Undertake analysis of digital media to assist in identifying victims and offenders of child sexual exploitation in support of new or ongoing investigations and formation of victim identification strategies**

**2. Review and categorise suspected indecent images in line with agreed standards for inclusion in the Child Abuse Image database (CAID). Ensure any victims, suspects or locations are properly identified and referenced to support safeguarding, investigation and prosecution processes**

**3. Liaise with investigating officers, specialists and partner agencies to ensure we avoid duplication and maximise identification opportunities in order to increase the efficiency and effectiveness in safeguarding victims and bringing offenders to justice**

**4. Assist in the triage of devices where indecent images are suspected in accordance with Force policy in order to focus investigations**

**5. Develop broadcasts and alerts and seek authority prior to circulation in order to maximise opportunities to locate and safeguard victims.**

**6. Maintain records and databases in order to provide evidential reports, statements and testimony at court as required , in support of the processes of the Criminal Justice System**

**7. Maintain an up to date knowledge base of mandatory requirements, emerging techniques and technologies used in the field of victim identification by attending courses and forums with other forces and agencies. Share this learning in force through assistance in training and support the development and implementation of policy and procedure.**

**Due to the nature of the role the post holder will be required to view indecent images/films of children. The post holder will be subject to mandatory mental health monitoring. There will be a requirement to undertake regular health monitoring checks and counselling will be offered at any point, should it be required.**

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