

## Digital Forensic Analyst

District/Department	SCS – digital forensics unit	Rank/Grade	Band C/D
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Role purpose:	To provide support to Police Investigations by securing and retrieving data from digital devices in accordance with national guidelines, utilising forensic software and techniques.
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### Summary of Main Duties:

Secure and retrieve data from laptop/computers, mobile devices and their peripheral items such as pen drives, memory cards and digital cameras, in accordance with national guidelines, utilising proprietary and bespoke software.

Process the recovered data into a form suitable for investigations to examine for evidential content.

Examine the processed data in accordance with best practice and produce resulting information in a form that can be readily understood and evaluated.

If applicable, work towards the ability to analyse and interpret complex data extracted from digital devices has part of the career progression plan.

Provide technical support for Officers attending the unit to view data extracted from digital devices.

Produce clear, concise reports relating to information recovered from digital devices, providing specialist interpretation.

Assist officers as appropriate in the execution of search warrants and provide specialist advice and guidance on the correct methods of seizing and removing digital devices and other internet enabled equipment

Present evidence in Court in a clear and comprehensible manner.

As part of knowledge sharing and continuous improvement give presentations and briefings as appropriate, in order to fully support investigations, including providing awareness practical advice and guidance to officers on matters relating to Digital Media Investigations.

Liaise on a regular basis with colleagues in other Law Enforcement Agencies in order to share and learn from best practice.

As directed by Senior Digital Forensic Analysts or DFU Manager, research, test and where appropriate recommend the implementation of new products/techniques within the industry.

Develop and maintain specialised and up to date technical knowledge of both mobile and forensic computer procedures, keeping abreast of developments within the computer industry in order to secure the success of future investigations and to develop the unit.

Work closely with the other departments to ensure effective knowledge sharing across the department and assist officers in the creation of Digital Media Investigation strategies.

Conduct other associated tasks that are considered appropriate given the rapid changes in technology

and the amendment of practices to take these into account.

Any other duties commensurate with the grade of the post.

### Competencies/behaviours

Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.

#### Competency

<https://profdev.college.police.uk/professional-profile/digital-media-investigator/>

#### CVF Level

Level 1 – Practitioner

Level 2 – Supervisor/Middle Manager

Level 3 – Senior Manager/Executive

We are emotionally aware

Level 1

We take ownership

Level 1

We are collaborative

Level 1

We deliver, support and inspire

Level 1

We analyse critically

Level 1

We are innovative and open-minded

Level 2

### Core values for ALL employees:

Integrity

Public Service

Impartiality

Transparency

### Experience, Education and Skills: Ideally between 4 and 6 of each

#### Essential Criteria (used for short-listing)

QCF Level 6 (degree) relevant qualification or equivalent industry training

Understanding of the processes, procedures and best practice guidance underpinning the examination of digital devices

An awareness of different digital device operating systems

Experience of dismantling/assembling computers and digital devices, maintaining accurate contemporaneous notes.

An awareness of Forensic hardware and software

Be familiar with relevant digital forensic guidelines and legislation, including the Regulation of Investigatory Powers Act, Principles of Human Rights, Criminal Procedure and Investigations Act

Ability to adapt to the use of new technology systems and software

Experience of report writing

#### Desirable:

Good practical experience of examining a range of digital devices

An awareness of ISO standards and how they affect Digital Forensics