



Warwickshire  
**POLICE**



West Mercia  
**POLICE**

### **JOB PROFILE**

|                        |   |
|------------------------|---|
| <b>POST TITLE:</b>     | <b>Forensic Imaging Officer</b>   |
| <b>GRADE:</b>          | E   |
| <b>DIRECTORATE:</b>    | Protective Services   |
| <b>RESPONSIBLE TO:</b> | Forensic Imaging Supervisor   |
| <b>LOCATION:</b>       | Hindlip   |
| <b>JOB PURPOSE:</b>    | <p>To utilise Imaging equipment, techniques and systems in order to facilitate the capture and production of visual evidence and provide a comprehensive Imaging service for investigative and criminal justice use.</p> <p>Retrieval, enhancement and production of data from image capture systems, such as digital and analogue CCTV recording systems and audio systems in support of criminal investigations.</p> <p>To provide Warwickshire and West Mercia Police with imaging assistance in relation to criminal offences, which can robustly stand up to scrutiny of the legal profession and ensuring that ISO 17025 standards are maintained and adhered to.</p> |

### **MAIN RESPONSIBILITIES:**

1. Secure, retrieve and examine data from digital devices and CCTV systems, in accordance with national guidelines, ISO 17025, forensic principles and legislation. Utilise proprietary and bespoke software to carry out the task, ensuring integrity and continuity of items by correct handling, storage and documentation.
2. Produce visual, audio and printed evidence for investigations and court processes
3. Produce evidence presentation packages and body mapped images as and when required for major or serious offences
4. Ensure all image data is preserved using the best practices as set out by the Home Office/Force Policy. Retrieval of images and audio from numerous third party image capture systems, including digital and analogue CCTV recording systems. Production of still and moving images for investigative, intelligence, and court use to various formats including Hardcopy, Video, DVD, and CD

|   |  |
|---|--|
| 5. Process and examine the recovered or submitted data and produce the resulting information in an evidential format for court. If required attend court to give this evidence and withstand scrutiny as an expert  |  |
| 6. Ensure that all systems and processes operate in compliance with relevant legislation, i.e. The Regulation of Investigatory Powers Act 2000, The Police & Criminal Evidence Act 1984, The Data Protection Act 1998, The Freedom of Information Act 2000 and The European Convention on Human Rights. |  |
| 7. Provide support and technical advice to departmental staff and other members of the Force to improve their knowledge of visual evidence data as an investigative tool.   |  |
| 8. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.   |  |
| <b>Special Conditions:</b>  | <ul style="list-style-type: none"> <li>• Regular travel throughout the Warwickshire Police and West Mercia Police areas.</li> <li>• There will be a requirement to provide biometric samples for inclusion on the police elimination databases.</li> <li>• Exposure to disturbing/unpleasant images or tasks.</li> </ul> |
| <b>Security level:</b>  | MV   |

| <b>PERSON SPECIFICATION</b>   |  |
|---|--|
| <b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Educated to A level/NVQ or equivalent, preferably in a technical subject or relevant experience in related fields.</li> <li>• GCSE Maths and English at Grade C or above.</li> </ul>   |  |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience of working in a team within an imaging environment.</li> </ul>   |  |
| <b>Key Skills:</b> <ul style="list-style-type: none"> <li>• Excellent verbal, written and listening communication skills.</li> <li>• Ability to work with meticulous attention to detail whilst under tight deadlines.</li> <li>• Ability to work as part of a team and also to work alone with minimum supervision using your own initiative.</li> <li>• Demonstrate excellent time management and organisational skills.</li> </ul> |  |

- Deal professionally with a variety of issues in an environment that demands confidentiality.
- Resilience to deal with images and materials of an unpleasant and distressing nature stored on the devices being examined.
- Commitment to adapting and developing quality standards within the workplace.

## **PERSONAL QUALITIES LEVEL: PRACTITIONER**

### **Serving the public**

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

### **Openness to change**

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

### **Service delivery**

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

### **Professionalism**

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

### **Decision making**

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits,

thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

### **Working with others**

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

|         |                 |
|---------|-----------------|
| Author: | Amanda Harrison |
| Date:   | 30/08/2017      |