



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:

Investigation & Intelligence

AREA/DEPT:

Force Intelligence Bureau

FAU:

SECTION:

Visual Evidence Unit

JOB TITLE:

VISUAL EVIDENCE TECHNICIAN

REPORTS TO:

Visual Evidence Unit Sergeant

CURRENT RANK/GRADE:

D

DATE:

June 2020

1. **JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To provide dedicated and diligent support ensuring investigative staff have access to the appropriate equipment and exhibits are handled in the correct, forensic manner. Support Visual Evidence investigations and examinations, involving varied digital storage devices, by providing colleagues and stakeholders with access to exhibits and material allowing the Visual Evidence unit to be at the forefront of forensic Visual Evidence Practice.

All activity will be conducted in compliance with the Quality Standards Framework (ISO 17020, ISO 17025, ILAC-G19 and the Forensic Science Regulators Codes of Practice and Conduct).

2. **PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Manage the ingestion of visual evidence into force systems and ensure that it is in a viewable format for investigation. Ensure the continuity and forensic integrity of all exhibits is maintained, recording them appropriately on relevant systems and ensuring an audit trail can be readily established all in line with the Quality Standards Framework.
- b) Produce a physical 'hard' copy of material for investigation that is unable to be ingested into a force system, when required by colleagues internally/externally.
- c) Maintain competence in the recovery of visual & audio evidence from external sites/systems. Provide support to investigatory teams at scene, advise on locations to capture and retrieve footage. Provide response, offering advice & support or attendance at any major

scene/incident room and assist CCTV Co-ordinator within MIR with their requirements as directed. In conjunction with Police Officers participate in lawful premises searches and undertake searches where required.

- d) Be competent in the various methodologies of recovery of evidential data from hard drives within a laboratory environment.
- e) Take receipt of, and record, all items of property that come into their possession, ensuring the continuity of the exhibit is recorded on the appropriate Force systems.
- f) Oversee the management & allocation of storage media, forensic reformatting of storage media, extracting of information and removing of sensitive information, allowing them to be re-allocated for use or returned to their owner as required.
- g) Provide access and support to colleagues with the current post incident management software held in force.
- h) Access force CCTV systems and recover material of evidential value for investigators.
- i) Be responsible for the completion of Witness Statements in relation to your involvement in the forensic process and attend court to present evidence, recognising your overriding duty is to the court and the administration of justice.
- j) Work in compliance with the Quality Standard Framework and be expected to fully participate in audits, validation, peer review and the documenting and reviewing of standard operating procedures (SOPs), in order to ensure its continuous improvement and maintenance of accreditation. Provide advice, guidance, awareness and mentoring to internal and external personnel, to ensure they have a full understanding of forensic process and procedures.
- k) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI).
- l) Adhere to all Health and Safety requirements, to include risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The post holder must have knowledge or experience in the various methodologies of retrieving, processing, and production of evidential data in a digital forensic manner. A working knowledge of Core Investigative Doctrine and MIRSAP procedures is desirable.

Be able to identify components within CCTV systems, VCR's, DVR's etc as well as a basic knowledge of computer network protocols and cloud based CCTV systems.

Knowledge and expertise of common operating systems and applications. Ability to operate a variety of forensic hardware and software tools relevant to the role.

Understanding of criminal investigation and the rules of evidence.

Must have a working knowledge of the National Intelligence Model, Merpol CCTV & Digital Images Policy, Human Rights and the Investigatory Powers Act (IPA) to ensure that authorisations and practices are being adhered to under relevant legislation and standards including The Criminal Procedure Investigation Act and Surveillance Camera Commissioners Code of Practice.

A good knowledge of the criminal justice system and a good working knowledge to enable interpretation of P.A.C.E. (Code D) to ensure that all procedures are fair and conducted within the strict legal framework. The confidence and ability to accurately advise all personnel including Courts of Law with regard to identification and the requirements of P.A.C.E.

To have a good standard of written communication skills, verbal communication skills and interpersonal skills providing a quality service to internal and external departments. The post holder must be able to problem solve in a methodical manner in order to deliver Visual Evidence products sufficient for the use in Judicial Proceedings.

To maintain competence, completion of appropriate courses in relation to visual evidence management as required.

Continued professional development is expected through the maintenance of an active training file which documents all training received and evidence of ongoing competence. Additionally, the role holder is expected to keep abreast of technological developments, legislative changes and any changes to quality standards requirements pertinent to the role.

A sound knowledge of forensic process, health and safety awareness such as COSHH, and an understanding of accreditation requirements to ensure compliance with the Quality Standards Framework.

Ability to make full use of standard Force computer software packages.

Must hold a full driving licence, qualify to at least a basic driver, and complete Personal Safety Training (PST) & First Aid Qualifications.

Must be prepared to complete Loft Awareness, or similar training at height, in order to carryout difficult retrieval of Visual & Audio Evidence.

Ability to complete a recognised manual handling course.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

Where required police powers will be designated by the Chief Constable, to enable entry, search, seizure and recovery of exhibits.

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

N/A

(b) Supervision Received:

The post holder will report directly to the Visual Evidence Unit Sergeant and support the Visual Evidence Unit Officers as directed.

(c) Other Contacts:

(i) Within Merseyside Police:

In all contact with internal, a one team, customer focused approach must be maintained.

Regular contact with other forensic units, the Quality Standards team and officers at all levels.

As required, contact with ICT department, facilities management with respect to the accommodation and environment, procurement with respect of equipment and consumables.

(ii) ***Outside Merseyside Police:***

In all contact with external customers, a one team, customer focused approach must be maintained.

Other police forces and law enforcement agencies, as required
Crown Prosecution Service and other partners as required
Members of the public, as required
Academic Institutions and their staff as required
UKAS during assessments
Contact with service providers and suppliers, as required

5. CONTEXT:

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

Post holders will be based at one of the Forces Designated Laboratory locations and be responsible for Investigations around Visual & Audio Evidence, interpreting evidence in a suitable format acceptable & admissible in Judicial Proceedings.

Post Holders will work within the Force Flexitime Working Scheme. Post Holders will be required to support a department duty rota system ensuring the unit effectively operates between the core hours of 07:00 and 19:00 and should have a flexible approach to working hours due to the unpredictable nature of the Emergency Services.

The Post Holder must be able to work from any designated Visual Evidence Unit site in the Force area, travel anywhere in the Force area and outside force area or nationally if required.

(b) ***Framework and Boundaries:*** (Policies and procedures which affect you and how these can be changed).

Merseyside Police – CCTV & Digital Images Policy 2016
ACPO/NPI Practice Advice (2007): Police Use of Digital Images
PACE – Code D
Protection of Freedoms Act 2012
ECHR Home
Freedom of Information Act 2000 – Advice for Organisations – ICO
Data Protection Manual of Guidance & Data Protection Act 2018
Home Office – Surveillance Camera Code of Practice June 2013
Merseyside Police ANPR Policy
Body Worn Video Policy
Criminal Law (PACE).
Criminal Procedure and Investigation Act (CPIA)
National Standards (Evidence, Training).
Health & Safety including COSHH.
Force Policies.
Management Priorities (Can influence).

New Technology (Can influence).
International Standards and relevant guidance material: ISO 17025.
ISO 17020, ILAC-G19 and the Forensic Regulators Code of Practice
and Conduct and relevant appendices.

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: N/A

Staff: N/A

Other: N/A

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

Due to the challenges of the role it is recognised that the list of accountabilities is not exhaustive and will be subject to change as changing technologies, systems and working practices necessitate.

The maintenance of accreditation is critical to the operation of the unit and adhering to changes in requirements, legislation and policy is a fundamental and challenging part of the role.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

Willingness to undergo regular Psychological Assessments due to exposure to distressing material.

Vetting required to MV level, and as advised by the vetting unit.

To be highly motivated and able to work under pressure, prioritising workloads. To be able to work as part of a small team with minimum supervision.

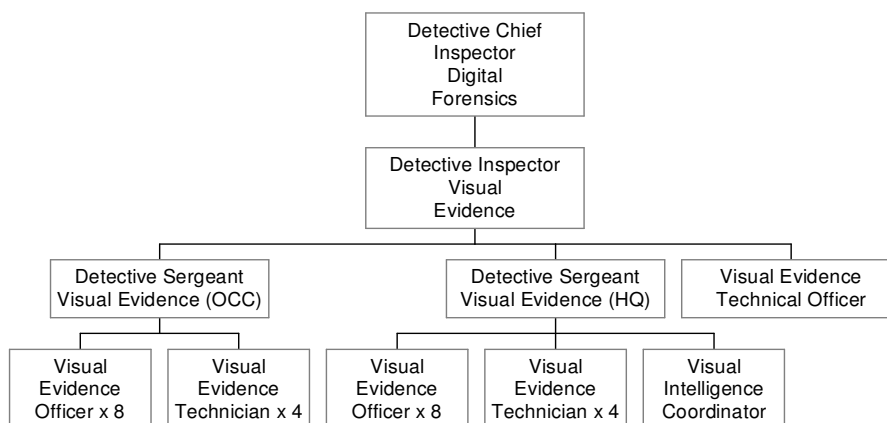
A full driving licence is required. If using own transport then business insurance will need to be organised by the individual.

The role may involve working in different locations around the Force and Outside Forces so post holder should be prepared to travel.

Be prepared to work an agreed 5 day flexi shift pattern however may be required to work additional hours if required for Operational reasons as part of a 24/7 emergency service.

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn