

Digital Forensic Technician

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: Team Leader

JE Reference: JHA1070.2

Grade: CS09

JE Date: 11/08/2022

Job Purpose

The Digital Forensics Unit (DFU) is an integral centralised department within States of Jersey Police (SoJP) for the recovery, production and interpretation of digital evidence. It is the fastest emerging growth area of policing and with rapidly changing technological advances it impacts all of today's aspects of policing

To support the operation of the Digital Forensics Unit (DFU) through the acquisition and processing of digital evidence (including CCTV) in accordance with the States of Jersey Police (SOJP) policies and procedures and all relevant legislation.

To facilitate access to electronic data for review by case officers or legal teams.

To provide support and guidance to case officers, partner agencies and legal advisers investigating or prosecuting complex criminal investigations involving the use of electronic devices.

Job specific outcomes

Coordinate the submission of requests to the DFU by maintaining the DFU case management system, taking possession of electronic exhibits, preserving continuity and preparing the case for subsequent examination.

Perform the initial processing and preparation of digital exhibits in accordance with the case strategy. Perform the physical examination of exhibits, identify and remove relevant storage media and undertake the forensic imaging process to generate the forensic evidence files required for later analysis. Operate a range of forensic programs to create electronic case files and pre-process evidence in preparation for further examination.

Obtain, process and preserve CCTV data held in various formats. Support officers in acquiring and viewing footage from a variety of different systems. Utilise specialist audio visual software to convert video formats, identify and extract relevant footage, generate video compilations and produce still images.

Locate and secure evidence from online accounts and cloud-based systems.

Coordinate activity within the DFU viewing suite, facilitating the review or previewing of electronic evidence by case officers or legal teams. Provide support during the review process, advising on software operation and responding to software or hardware issues.

Support and guide officers in the acquisition, review and triage of data using kiosk based systems or triaging tools.

Configure systems and software to allow the remote review of evidential data. Coordinate allocation of review data and access permissions. Provide technical assistance and advice to remote reviewers, which may include both local individuals and legal teams based outside Jersey.

Ensure the backup and secure retention of evidential data, case related files and other departmental data.

Run predefined tests and experiments across allocated devices and software programs to ensure compliance with relevant standards.

Assist in maintaining computer systems within the DFU by upgrading or replacing components when necessary.

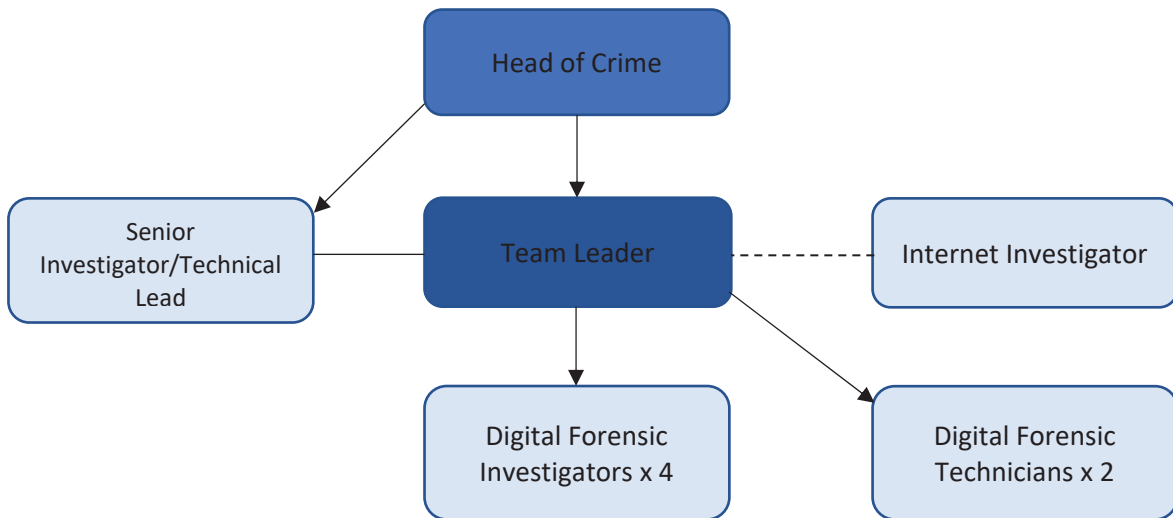
Create witness statements and use forensic tools to generate both electronic and hard copy reports of relevant data identified during the review process. Maintain accurate records of activities undertaken and ensure compliance with the relevant laws and guidelines.

Act in accordance with all relevant guidelines, standards and legislation. Attend court when requested to explain processes and actions undertaken.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational chart



Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to A level in a computing related subject(s) or with relevant technical work experience.	Member of a relevant professional body, such as the British Computer Society or Chartered Institute of Information Security. Formal certified training in one or more video investigation tools.

		Formal certified training in one or more relevant forensic analysis applications, such as EnCase, X-Ways, Nuix, Axiom, XRY or Cellebrite.
Knowledge	<p>Working knowledge of common office software, such as the Microsoft Office suite.</p> <p>An understanding of computer and mobile device hardware with the knowledge to safely dismantle and reassemble a broad range of electronic devices, identifying and extracting relevant data storage chips.</p> <p>Familiarity with commonly encountered operating systems present on both computer and mobile devices (including Windows, Macintosh, iOS and Android).</p> <p>Sufficient understanding of computer networking to perform basic network administration, such as the configuration of access to network-based resources (e.g. shared folders).</p>	<p>A clear understanding of the relevant guidelines and legislation applicable when handling and examining digital evidence particularly the Association of Chief Police Officers guidelines.</p> <p>An understanding of how to perform video investigations, backed by formal certified training in a relevant product.</p> <p>An understanding of the various stages in a digital investigation, specifically the imaging, triaging and reviewing phases.</p>
Technical / Work-based Skills	<p>The technical expertise (or the capability to develop them) to use various tools to disassemble and reassemble electronic devices.</p> <p>The skills to evidence relevant material following a review, extracting data in a suitable format and</p>	<p>Received formal witness skills training, covering Police statement writing and delivery of evidence at Court.</p> <p>Technical expertise to operate various commercial off the shelf (COTS) and opensource forensic tools. The skills to</p>

	<p>generating electronic reports.</p> <p>The ability to develop operating specialist video investigation software to allow the capture, processing and analysis of audio-visual data.</p> <p>The skills to identify relevant footage of incidents, build video compilations using footage from multiple sources and present findings in court.</p> <p>Must hold a current driving licence and be authorised by the States of Jersey Police to drive.</p>	<p>use such software to forensically capture data from a wide variety of device types, including computers and mobile devices. The ability to select and run relevant processes or triaging tools to pre-process evidence for later examination or triage evidence to fast-track investigations.</p>
<p>General Skills/Attributes</p>	<p>Strong communication skills to allow close working with various stakeholders, with the ability to explain technical information in an understandable way.</p> <p>Excellent written language skills to create various forms of documentation, including examination notes, reports, and witness statements.</p> <p>Excellent planning and organisational skills to manage an unpredictable and varied workload efficiently, reacting rapidly to changing priorities.</p> <p>The ability to work alone with minimal supervision. Independently making decisions with</p>	

	<p>accountability for their actions.</p> <p>Confidence and credibility to present evidence in courts, both within Jersey and abroad.</p> <p>A willingness to attend developmental courses is required both on and off island.</p>	
Experience	<p>Experience working with IT systems.</p>	<p>Has prior experience working within a digital forensics unit or with CCTV systems.</p>
Criteria relating to Safeguarding	<p>Exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential. Due to working within a small community, such material may relate to personal friends or acquaintances.</p> <p>Maturity and stability to cope with assessing distressing imagery of a sexual, violent and degrading nature, often involving children.</p> <p>Requirement to attend scheduled welfare checks.</p> <p>Requirement for high levels of integrity, tact, resilience and discretion, which are essential when dealing with sensitive intelligence and other information.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.