



## ROLE PROFILE

<b>Role Title:</b>	<b>Forensic Imaging Technician</b>
<b>Rank/Grade:</b>	<b>(B) Scale 5 (C) Scale 5 (H) A3</b>
<b>Job Family:</b>	<b>Business Support</b>
<b>Reporting to:</b>	<b>Forensic Imaging Supervisor</b>
<b>Main purpose of the role:</b>	To support local policing in three forces by providing capabilities to convert identification opportunities into positive disposals. To make footage from CCTV systems of suspects and incidents available to investigators and Criminal Justice partners for expeditious disposal of cases. To run identification procedures for known suspects. To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Use the 'VIPER/identification process' to produce identification parades from captured images of suspects in DVD format and to show these to victims and witnesses in line with the Police &amp; Criminal Evidence Act 1984 and its Codes of Practice. Ensure the procedures are followed in line with legislation and case law.</li> <li>• Record, exhibit and maintain evidential integrity arising from the VIPER/identification process and CCTV procedures. Update, amend and validate information where necessary to ensure its on-going accuracy. Provide general administrative support, including filing, copying and word processing, as well as updating performance data.</li> <li>• Liaise with case officers, victims, witnesses, appropriate adults and solicitors to ensure that the identification procedure is carried out in a timely manner, taking into account the investigation's and customers' needs. Undertake the viewing procedure, using initiative to decide on a venue best suited to witness confidence.</li> <li>• Prepare evidential statements in respect of the VIPER/identification process and CCTV procedures, giving evidence in court when required.</li> <li>• Use technical skills and designated powers to retrieve CCTV footage from systems seized by officers and submitted to the Unit</li> <li>• Use designated power to access and copy seized material to process CCTV footage (put it into correct format and provide simple editing) for timely use by investigators and criminal justice partners. Provide advice and assistance to investigators to view CCTV footage. Keep up to date with technical and case law developments in digital evidence.</li> </ul>	
<p><b>These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review.</b></p>	

<b>Agile Working</b>	To be confirmed
<b>Psychological Assessment</b>	To be confirmed
<b>Return on Investment</b>	To be confirmed
<b>Limited Duties</b>	To be confirmed

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>



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<b>Entry Requirements</b>
<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• Knowledge of CCTV or other digital image capture systems.</li> <li>• Ability to understand and apply relevant legal requirements, keeping up-to-date with changes to the law, case-law, codes of practice and statutory guidance.</li> <li>• Ability to maintain accurate records and statistics on electronic databases.</li> </ul>
<b>Any other General Requirements/Scope</b>
<ul style="list-style-type: none"> <li>• The post holder will be required to travel between Bedfordshire, Cambridgeshire &amp; Hertfordshire and therefore business insurance will need to be arranged by the individual.</li> <li>• The post holder may be required to work additional hours, but this will be agreed in advance with line management.</li> <li>• Vetting is required, as advised by the vetting unit.</li> <li>• The post holder will be expected to undertake training as and when required.</li> <li>• The post holder will be expected to comply with health and safety requirements.</li> </ul>
<b>Obligatory Requirements</b>
<ul style="list-style-type: none"> <li>• To fulfil the requirements of the role it is mandatory to provide a DNA and / or fingerprint reference sample for anti-contamination purposes as soon as your employment commences.</li> <li>• Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments</li> </ul>

### Personal Qualities(Behavioural Competencies)

<b>We are emotionally aware</b>
I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.
<b>We take ownership</b>
I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.
<b>We are collaborative</b>
I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.
<b>We deliver, support and inspire</b>



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I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

### We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

### We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.