

ROLE PROFILE Part1	Role Title	IMAGING TECHNICIAN (FORENSIC IMAGERY)			Dept /LPA	SSD
			VETTING LEVEL			
Grade/Rank	SO1 bar SO2					
Responsible To	Imaging Unit Supervisor					
Staff Line Managed	None					
Reviewed by (Manager)	Neil Keeping, Imaging Unit Manager				Date	August 2021
Purpose of Job	To forensically undertake all aspects of capture, processing and retrieval of imagery from different sources, collating and presenting the results accordingly.					
Key Accountabilities	<ol style="list-style-type: none"> 1. To attend crime and associated scenes as required, retrieving and preserving evidence from digital and analogue devices in accordance with force and national guidelines. 2. To work within an ISO accredited laboratory environment to forensically retrieve visual evidence from devices, including cloud-based linked accounts. 3. To utilise various image software packages including Photoshop, Illustrator, InDesign and Fotostation. 4. To colour correct and enhance images and provide them to officers and staff in a format suitable for their purpose. 5. To create sanitised images and 3D body maps of injuries using medical reports from external experts. 6. To present the data captured through 3D laser scanning in a format suitable for its purpose. 7. To produce comparison layouts. 8. To prepare electronic court presentations of material depicting an appropriate visual narrative of the evidence. 9. To liaise with investigators as required presenting evidence in an appropriate format. 10. To utilise appropriate record management systems. 11. To give technical advice and support to investigators, including occasional presentations for trainees 12. To prepare and present evidence at court 13. To undertake regular cleaning, servicing, installation, and maintenance of machinery and equipment in an ISO accredited laboratory. 14. To undertake as required administrative duties to include filing, record keeping, reception cover 15. To undertake technical testing and validation work to maintain ISO accreditation, and actively engage with the Quality Management System requirements. 16. To participate with the university partnership, including mentoring student attachments and occasional presentations. 17. To give regular and effective service. <p>Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.</p>					
Additional Requirements	<p>Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation.</p> <p>There is a call-out requirement as part of the role. This requires an Imaging Technician to dual-skill across other roles in the department. This would include...</p> <ul style="list-style-type: none"> • To have the ability to produce still images from an analogue or digital medium. • To attend crime scenes and carry out 360 laser scanning in a forensically controlled scene environment. • To be proficient in the use of Photoshop and other related software 					

- To attend crime scenes to preserve and capture CCTV evidence and giving advice and guidance.

There will be a requirement for the post holder to join an emergency call-out rota providing staff cover for the department to meet operational needs.

The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full drivers licence and be prepared to take and pass a Force driving course if required.

The post-holder will be required to undertake regular eyesight testing as defined by the organisation.

May be asked to carry out fire warden duties to meet required standards if required.

Must be robust enough to deal with disturbing/sensitive imagery and audio.

Bar criteria

To have passed the following courses;

- College of Policing Core Skills in CCTV Retrieval
- Adobe approved courses in Photoshop, Illustrator and InDesign
- Force driving course
- Court Skills training

To be on the Imaging call-out rota for a minimum of 1 year and have demonstrated during that time that they can successfully work unaided at crime scenes problem solving as required to successfully capture different types of CCTV and complete laser scanning.

To be able to provide telephone and 'one to one' technical support to investigative officers as required.

The post holder must have a good attendance record, i.e. below the Force 'cause for concern' absence trigger point.

If it is proposed to progress through the bar with a higher level of absence, approval must be obtained from the Head Of HR.

ROLE PROFILE Part2

CVF

Recruitment Competencies

[We are Emotionally Aware](#) Level 1

[We Take Ownership](#) Level 2

[We Analyse Critically](#) Level 2

[We are Innovative and Open Minded](#) Level 2

[Transparency](#)

Education/ Qualifications

Essential: Educated to [Educated to QCF Level](#) 6 in a relevant visual/photographic or digital subject or to have work experience in a relevant field that may be deemed to bring the post holder to an equivalent level.

You must have good eyesight, ie at least 6/36 uncorrected vision.

Full driving Licence

Desirable: Knowledge of Adobe Photoshop or similar image enhancement application.

A further qualification in imaging that is relevant to this post.

Experience and Skills

Essential: Experience of working with people from a wide range of backgrounds

Desirable: Experience working in an Imaging/design environment.

Knowledge of Police organisation.

Knowledge of professional image editing software such as Photoshop and an understanding of colour management.

To have a knowledge of digital and analogue CCTV systems.

To have visual forensic experience.

Approved by HR Julie Chivers

Date 28/12/12