

Role Profile



Digital Multimedia Evidence Supervisor

Role Description

To lead and manage the Digital Multimedia Evidence (DME) team responsible for the acquisition, processing, analysis, and presentation of digital visual evidence including CCTV, body-worn video, mobile device footage, and other multimedia sources. The postholder will also undertake responsibilities as a Technical Manager under ISO 17025, ensuring forensic integrity, quality assurance, and compliance with national standards.

Main Responsibilities



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Perform the function of first line manager within the Video and Imaging team

Undertake the role and responsibilities of Technical Manager in line with the Quality Management System.

Undertake the role of supporting internal projects to improve imaging services and implement new technologies.

Undertake the training, mentoring and support for all members of the Video and Imaging department, in all elements of the visual investigation process with a focus on technical standards and quality control.

Participate in the force appraisal process / career conversations and positively contribute towards identifying your own CPD. Establish and maintain a continuous professional development portfolio to develop own professional competence. Embrace training opportunities such as courses, seminars, lectures, and conferences to continually develop knowledge and keep abreast with the field of digital media editing and enhancement.

Undertake all ISO 17025 / 17020 accredited activities in compliance with ISO 17025 / 17020 standards and the Forensic Science Regulators (FSR) Codes of Practice as applicable. Develop and maintain knowledge and understanding of departmental technical procedures, working instructions and all other departmental ISO documentation in relation to the role.

Have and maintain specialist knowledge and understanding of digital multimedia evidence technologies with regards to the recording, storage and retention of digital imagery/video/audio. Maintain a sound understanding of technical elements such as resolution, frame rate, bit rate, bit depth, GOP structure, and various compression algorithms and codecs used within digital multimedia evidence. Understand the various transcoding and re-wrapping methods and their resulting effects on evidence integrity and authenticity.

Use a wide range of commercial and specialist forensic video analysis software and hardware to support the practice of daily accountabilities and responsibilities. Including, but not exclusively, Adobe Creative Suite, Amped Five, Camtasia, DVR Examiner, and a range of proprietary CCTV software. Maintain departmental hardware and software.

Research, document and publish methods to assist with the recovery and processing of problematic devices and data which are unsupported by conventional tools. Produce extensive practitioner notes on technical processes performed to enable repeatability. Advise on the reliability and technical limitations of material ensuring the probative value of the data is understood.

Influence and prepare complex annotated video compilations from multiple digital multimedia evidence sources. Undertake specialist audiovisual enhancement work including pixilation, highlighting areas of interest, applying visual overlays such as mapping and other techniques, to create visual storyboards for evidence.

Attend locations to forensically preserve and extract digital evidence from embedded (proprietary) CCTV systems. Utilise ladders and tools to work at heights and in confined spaces. Co-ordinate the installation, maintenance and removal of equipment at various sites across the county. Maintain departmental asset registers to keep track of such equipment.

Examine and process material of a sensitive nature. I.e. sexually graphic video interviews, indecent imagery of children, graphic crime scene and CCTV videos, and PSD enquiries which require professional discretion.

Prepare detailed and accurate witness statements and, when required, attend court to give evidence as a subject matter expert. Provide an audit trail of workflow practices to ensure integrity and authenticity of evidence is maintained. Be able to re-create evidence live in court if required.

Rank\Scale

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Reports To

Inspector



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Experience and Qualifications

- Be degree educated or equivalent industry experience or be able to demonstrate work related qualifications pertaining to the field of Digital multimedia evidence or have equivalent work-based experience.
- Hold qualifications of certification in a range of Digital Multimedia and / or Digital Forensics products with accompanying experience.
- Hold a College of Policing Level 2 certificate in CCTV retrieval
- Proven supervisory or team leadership experience
- Proven experience with computer hardware, and software such as Windows and Microsoft Office Suite.
- Proven experience and technical capability within a wide and varied computer environment focusing on digital imagery and forensic video analysis.
- Must be able to demonstrate knowledge of and practical experience in CCTV technology, industry innovations and current standards relevant to the recovery and processing of digital multimedia evidence.
- Experienced in handling both digital and legacy analogue devices and evidence
- Become experienced users of or be willing to be trained in all necessary force intelligence and administrative software systems including but not limited to Niche, Innkeeper.
- Strong understanding of ISO 17020/17025, forensic regulations and evidential procedure
- Proven and applied knowledge of MOPI, GDPR and the use and application of intelligence and data sharing within the policing environment.
- Ability to liaise and operate with all levels of personnel
- Able to use computer-based audit systems and / or use manual filing systems.
- Be able to provide technical assistance both via telephone, video call and in person.
- Be competent in the handling of digital images, video and audio, including file transfer and utilising hash algorithms to prove integrity of evidence. Have clear verbal and written communications skills and be able to present recovered evidence in the accepted format to Courts
- Proven technical competence in the recovery of digital evidence more specifically in the downloading of CCTV systems via proprietary or specialist methods.
- Self-motivated, self-confident, enthusiastic and able to work and learn on own initiative.
- Willing to undertake all training specific or relevant to the role.

Notes

- The ability to work to strict procedures and protocols, and rapidly absorb new technical information in order to identify and recommend improvements where necessary.
- Able to demonstrate a personal commitment to equality, diversity and inclusion in line with force values
- Willing and able to work at remote locations across the county to assist in the recovery of evidence.
- Hold a full driving licence to be to drive between sites in force vehicles carrying specialist equipment and evidence.
- Willing to undertake all training specific or relevant to the role.

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Progression

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
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NOS

NOS Unit	Unit Name	Unit Description
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