



## **Metropolitan Police Service Information Pack**

### **Digital Forensic Technician**

**Welcome to a changing city, a changing organisation  
and a fascinating and exciting role**

**NEW  
SCOTLAND  
YARD**



**METROPOLITAN  
POLICE**

**NEW  
SCOTLAND  
YARD**



## CONTENTS PAGE

---

Introduction from the Commissioner	3
About the Met	5
Executive Structure	11
Job Description	12
Your Rewards	15
Eligibility Criteria	16
What to do Next	17



**METROPOLITAN  
POLICE**

NEW  
SCOTLAND  
YARD

## INTRODUCTION FROM THE COMMISSIONER

---

I am looking for someone outstanding to join my team who can help us manage the daily challenges London poses, and who can also drive the change necessary for the Met to keep pace with this vibrant city. London is a fantastic place and I have always been incredibly proud to serve the capital. It is a diverse, growing and ever-changing city with national impact and international reach.

How the Met operates has changed significantly in recent years, achieving a step change in effectiveness, efficiency and confidence. But the scale of our ambition for the future is even greater. It has to be.

There are many challenges facing policing. I have no doubt the Met can meet them all – to transform, to exploit the opportunities of the digital age, to get the best from our people and most importantly to make London the safest it can be.

The Mayor has set out his priorities in his Police and Crime Plan – a bold and challenging agenda with a focus on priorities. My particular focus is to bear down on violence in all its forms, protecting the vulnerable and the security of our city. I want us to become even closer to our communities, building confidence and trust.

One of my central aims for the Met is that we are a modern police service, but with the best of policing's traditional values at our core. To do that we need every single part of the force to be well led, every officer and staff member to feel supported and to have the right equipment to help them serve London.

I want all our people to believe in the Met and the tangible difference they make every day across the city so that we can become even better at keeping London safe. I want the public to believe in us too and so I want us to be more transparent about what we do on their behalf.

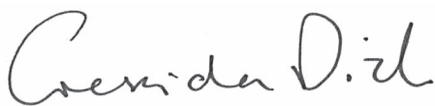
## INTRODUCTION FROM THE COMMISSIONER

---

Our values of courage, compassion, integrity and professionalism remain at the heart of everything we do. My commitment to you is to lead the Met in a way that respects and nurtures these very traditional values but which also puts us at the forefront of modern policing and maintains Scotland Yard's well-earned international reputation.

This information pack will give you further insight into the role, and the qualities and experience we are looking for.

I very much hope you will be inspired by this opportunity to serve with the Met.



Cressida Dick  
Commissioner





## ABOUT THE MET

---

Founded by Sir Robert Peel in 1829, the Metropolitan Police Service (the Met) is one of the oldest police services in the world. From the beginning, the purpose of the Met has been to serve and protect the people of London by providing a professional police service. This remains our purpose.

Our vision is to make London the safest global city, a city in which people are free to be themselves, express themselves and flourish. We strive to earn the trust and confidence of every community and take pride in the quality of our service so that people love, respect and are proud of London's Metropolitan Police.

The Met is responsible for maintaining the peace and is accountable in law for the exercise of policing powers, and to the Mayor's Office for Policing and Crime (MOPAC) for the delivery of efficient and effective policing, management of resources and expenditure. At all times the Commissioner and her officers remain operationally independent, in the service of the public.

The Met 'New Scotland Yard' is internationally recognised for its history, law enforcement and skills in fighting crime, however a constantly changing city needs an accessible police service which reflects and understands the people it serves. It needs an effective police service equipped for the 21st century with a visible service which every day continues to earn the trust and confidence of Londoners.

Today, the Met is made up of more than 39,000 officers and staff, plus thousands of volunteers; we are one of the largest employers in London and the South East of England. The territory we serve covers 620 square miles and is home to over 8.6 million people. The Met is the UK's largest police service and has 25% of the total police budget for England and Wales.

We're proud that the Met is seen as a world leader in policing. The 'Scotland Yard' brand is known around the world as a symbol of quality investigation and traditional values of policing. Thanks to this reputation, our services are highly sought after, either through using our officers and staff in operational matters or by training others and giving them the opportunity to learn from our experiences.

## ABOUT THE MET

---

### LONDON: THE AMAZING GLOBAL CITY WE POLICE

London is unique: ‘the world under one roof’.

Its ever changing population is set to grow towards 9.2 million by 2020 and exceed 10 million the following decade. It is probably one of the most diverse cities in the world. The complexities of policing a city on this scale are huge. A seat of Parliamentary, Royal and Diplomatic power, London is a centre for protest, for criminality, for transport.

Londoners tend to be younger than the rest of the UK, more than three million of us were born abroad, just under half of which arrived in the UK less than 10 years ago.

London is also the world’s most popular business and travel destination, receiving 31.5 million visits in 2015, 12.9 million from the UK. It is a global city, recognised around the world, economically, politically, financially and creatively. London’s greatness comes from its openness to the world, and this in turn has helped build world-renowned institutions which have preserved its safety and stability.

There are over 200 languages spoken in London, and around 40% of the population is Black or Minority Ethnic (BME). These numbers are predicted to grow further as the city expands and develops as an international centre.

Of the six largest world faiths, almost four million Christians and one million Muslims live in London, and Buddhism, Hinduism, Judaism and Sikhism each have more than 80,000 followers in the capital.

London’s population swells due to an influx of commuters during the day and tourists throughout the year - in greater volumes than anywhere else in the UK.

London is one of the safest global cities in the world already. Nevertheless, criminality within London is on a more prevalent and serious level than other cities and communities across England & Wales. Crime in the capital is often connected to organised criminality and national and international networks of offending. London has, throughout our lifetime, been a place terrorists want to attack.

This creates a unique policing environment. Everyone joining us needs the ability to deliver outstanding policing to the communities of London.

## ABOUT THE MET

---

### WE HAVE A HIGHLY AMBITIOUS TRANSFORMATION AGENDA

We are creating long term capability and capacity to ensure the Met can be as successful in delivering change as it is in keeping London safe.

The nature of crime is changing - soon the majority will be committed in private against the vulnerable (such as child abuse, domestic violence) or from the keyboard (online paedophilia, exploitation and fraud). We have significant funding pressures, with £400 million to save over the next four years.

We will respond to this by changing how we work and delivering a ground breaking transformation programme that will ensure we are better able to succeed against today's challenges in securing "the safest global city", and that we respond intelligently to the challenges posed by austerity.

Our Transformation Programme (One Met Model 2020) is driving and supporting 12 major programmes that together will deliver our Strategic Blueprint. Our new Transformation Directorate ensures this work is aligned with a major programme of transformation across the CT Network being delivered in the Met for the whole of UK policing; and with wider national programmes (including national IT programmes).

Building on the achievements of the last four years, our strategy will deliver an ambitious and wide-ranging set of reforms that will better support the public, better equip our people and ensure the Met can operate through a period of austerity with confidence.

Our ambition is to secure the biggest possible benefits for public safety from investing in our digital future. We're already building the foundations, a new platform for the public to use our services, smart devices to help officers identify and manage risks in real time, and new information systems that will be faster and more effective. Now we must unlock our thinking to achieve a transformation in the way we police, exploiting data to predict and prevent criminality, sharing it with the public so together we can be safer and be as pioneering in the digital age as we were when the Met led the world in using finger-prints and then DNA.

## ABOUT THE MET

---

### For London ...

A **modern, transformed** and more **efficient Met** will **Protect London** by investing more of its time on the areas of greatest threat, risk and harm;

We will make **every community safer** through our new neighbourhood policing service and a stronger focus on safeguarding to protect the most vulnerable.

### For Our People...

We will provide **real time information** to keep them safe and manage risk, and provide **professional support** so they can concentrate on their job;

We will deliver a **digital service** from **contact** to **court** to help meet demand, and **trust in them** to do their job well and have good professional judgement so their time is spent on activities that have the most impact.





## BACKGROUND TO DIGITAL, CYBER & COMMUNICATIONS (DCC)

---

*MORE CHALLENGES.  
MORE EXCITEMENT.  
MORE OPPORTUNITIES.  
BE AT THE HEART OF A CHANGING SERVICE.*

This is an exciting time to be working as a Digital Forensic Technician for the Metropolitan Police Service. In addition to large-scale transformation, there's the unique and ever-evolving challenge of policing London. This means that as a Digital Forensic Technician, there are more opportunities for you to get involved with making London the safest global city in a time of unprecedented change within the UK's largest Police Service.

The Digital, Cyber and Communications (DCC) department of the Metropolitan Police Service (MPS) facilitates the forensic acquisition, analysis and presentation of digital evidence to the MPS and the Criminal Justice System.

DCC offers three levels of service:

1. Self-service for investigating officers using a digital forensic kiosk, which are placed in key locations such as custody suites.
2. Digital Forensic hubs: small labs spread across London that are staffed by technicians and undertake digital forensic processes and assist investigating officers in the use of the digital forensic kiosks.
3. Central Digital Forensic laboratory where complex casework is undertaken as well as research and development activities including the development of new tools and techniques. The principle is to provide rapid examination of digital devices to enable investigations to progress without unnecessary delay.

DCC provides the Met with a range of services including forensic examinations, self-service kiosks, expert witness statements and court presentation packages. Our services fall within the following services:

- Digital devices e.g. mobile/computer
- Digital forensic hubs
- Self-Service kiosks
- Audio
- Video
- Cell site
- Design studio
- Image comparison
- Casework development
- Kiosks

Video Laboratory:

Within DCC is the Video Laboratory team. The team is made up of forensic video technicians and a number of specialists in areas such as court compilation production, enhancement, image comparison, CCTV data recovery, and authenticity.

They provide help viewing CCTV/video footage, the production of still images or compilations of CCTV for court, bespoke CCTV playback solutions and can assist

## BACKGROUND TO DIGITAL, CYBER & COMMUNICATIONS (DCC)

---

with format conversation from legacy and non-standard formats. The laboratory is equipped to process video/CCTV recorded in an extensive range of formats including Cine Film, Mini DV or Hi 8.

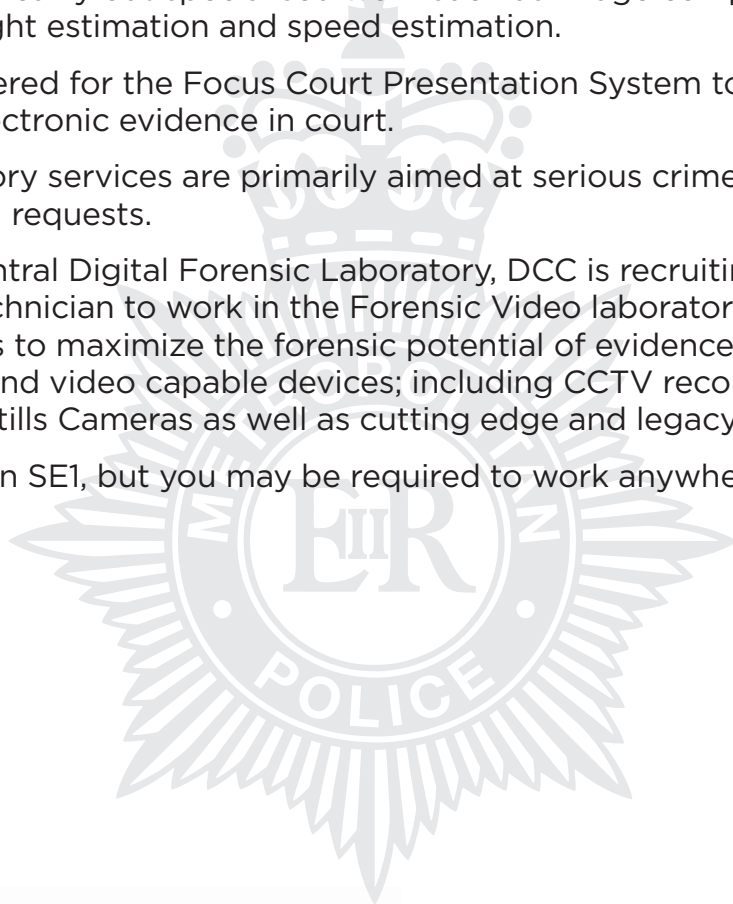
If a CCTV recording is corrupted, the Video Laboratory can attempt to recovery the data. They also carry out specialised work such as image comparison, image enhancement, height estimation and speed estimation.

Training is also offered for the Focus Court Presentation System to simplify the presentation of electronic evidence in court.

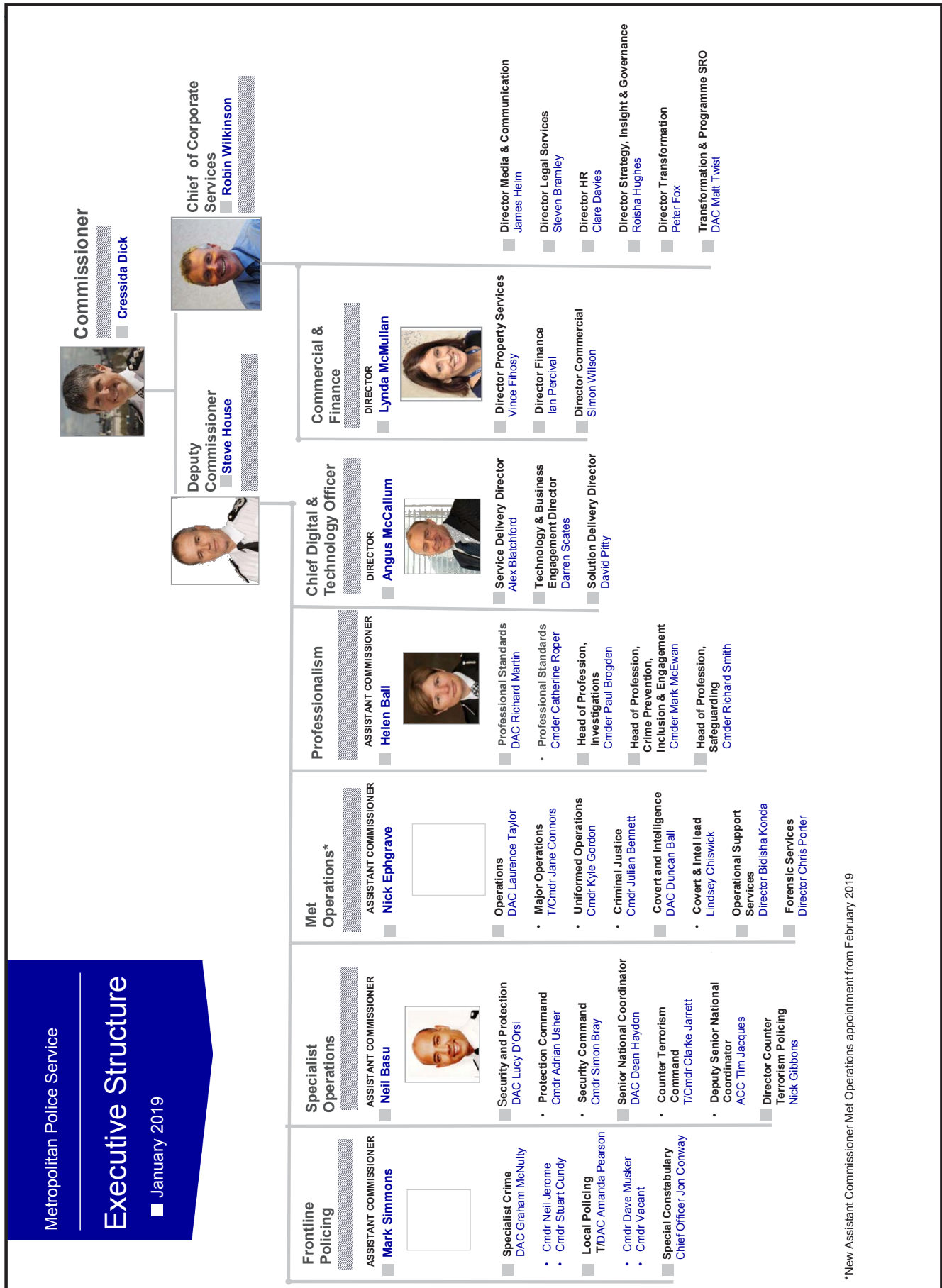
The Video laboratory services are primarily aimed at serious crime investigations and specialist technical requests.

To support the Central Digital Forensic Laboratory, DCC is recruiting a Digital Forensic Video Technician to work in the Forensic Video laboratory, working closely with police officers to maximize the forensic potential of evidence acquired from a range of image and video capable devices; including CCTV recorders, Phones, Camcorders and Stills Cameras as well as cutting edge and legacy video formats.

You will be based in SE1, but you may be required to work anywhere within London.



The following chart shows how the MPS is structured.



\*New Assistant Commissioner Met Operations appointment from February 2019



## JOB DESCRIPTION - DIGITAL FORENSIC TECHNICIAN

---

**Job title:** Digital Forensic Technician

**Salary:** £31,070 to £36,893 plus £2,930 location allowance. You will receive £31,070 the band minimum. Progress to £36,893 will be via incremental progression.

**Location:** Lambeth HQ

**Responsible to:** Digital Video Specialist (Band I)

### Key Responsibilities

Your core duties will include:

- You will be acquiring, processing, examining and interpreting digital forensic submissions predominantly from digital recording devices. This will involve recovering data from damaged systems, examining devices for deleted material and assisting in the reverse engineering of proprietary video file formats. You will provide the investigators with forensic reports, detailing the work undertaken.
- You will be an authoritative expert with excellent communication skills, capable of giving expert testimony in court, writing statements, reports and technical procedures and giving advice to police officers and other members of staff. You will conduct some research into novel techniques, implementing them to improve the laboratory's range of services, quality and efficiency. You will anticipate demands for future technology within the laboratory and respond accordingly.
- Working to ISO 17025 standards, you will provide peer review of your team's work, ensuring that the reports are accurate, balanced and easy to understand.

### The job activities will comprise the elements below:

- Processing digital and analogue devices and media pertaining to video including acquisition, editing and production of video material for presentation to the Criminal Justice system.
- Forensic analysis and recovery of digital video media.
- Troubleshooting technical problems under pressure and providing technical advice to officers in support of forensic submissions.
- Assessment of forensic submissions, liaising with officers and develop forensic strategies whilst ensuring best value for money.
- Willingness to be on-call and work outside of normal office hours as investigations require.
- Developing technical working practices and writing technical procedures.
- Attending court as an expert witness.
- Work within the Directorate's Quality Management System and actively participating in the continuous improvement of the system by engaging in audits, competence tests, reporting non-conformances, etc and suggesting changes to improve the system.
- Research and implementation of techniques to improve the Laboratory's range of services, quality and efficiency.

## JOB DESCRIPTION - DIGITAL FORENSIC TECHNICIAN

---

### Knowledge and Skills required:

#### Essential:

- Degree in a relevant technical discipline and/ or significant relevant experience (must be evidenced).
- Knowledge of fundamental technical engineering principles behind digital and analogue video recording and reproduction.
- Demonstrate knowledge of forensic video techniques and their application including methods of optimized acquisition/recovery, conversion, production, image quality assessment and modification.
- The ability to undertake a technical analysis of video recordings submitted as evidence and report on findings.
- Ability to communicate technical concepts and findings to a non-technical audience.
- Knowledge of and interest in emerging technologies, trends and how they impact forensic video considerations.
- Understanding of the principles of evidence handling, forensic quality standards and the presentation of evidence at court.
- Working knowledge of relevant legislation and its operation (including RIPA, Data Protection Act (DPA), Human Rights Act (HRA), disclosure procedures and CPIA).
- Excellent communication (both verbal and written) and interpersonal skills.
- Sound judgment and decision making.
- Analytical approach and problem solving skills.

#### Desirable Criteria:

- Demonstrate knowledge of audio and computer forensics techniques & their practical application.
- Thorough knowledge and practical experience of a programming language.
- Detailed understanding of diverse video codecs and file formats.
- Experience of analogue video systems.

If you have any queries in respect of this opportunity, or need support in applying, please contact the Met's Recruitment Team at [Enquiries.PoliceJobs@sscl.gse.gov.uk](mailto:Enquiries.PoliceJobs@sscl.gse.gov.uk) or by telephone to 01633 632500. The team are available Monday to Friday, 8:00am to 6:00pm (excluding Bank Holidays).

We view diversity as fundamental to our success. To tackle today's complex policing challenges, we need a workforce made up from all of London's communities. Applications from across the community are therefore essential.

Does this sound like you? If yes, start your application now.

## SPECIALIST/TECHNICAL PERFORMANCE FRAMEWORK

---

### Operational Effectiveness

#### **Delivers quality outcomes to meet objectives**

Uses specialist knowledge and skills to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality. Adapts and responds to shifting priorities. Deals with challenges and generates solutions.

#### **Manages work through informed and reliable judgement**

Uses specialist knowledge and skills to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

### Organisational Influence

#### **Acts with Professionalism**

Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others. Maintains a current understanding of specialist area.

Shows initiative, personal resilience and motivation to deliver a quality service. Upholds legislation, regulations and policy, acting with integrity and challenging those who do not.

#### **Develops effective communications and working relationships**

Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others. Maintains a current understanding of specialist area.

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Upholds organisational reputation.

### Resource Management

#### **Manages own time and relevant resources efficiently and effectively**

Prioritises work and use of resources to meet relevant objectives. Ensures time and resources are used in a way that best meets customer and the organisation's needs. Uses the organisation's resources efficiently, ethically and appropriately. Shows support for efficient working.



## YOUR REWARDS

---

By joining the Metropolitan Police Service, you will be helping to protect the lives of London's communities. There's nothing more rewarding than knowing that your efforts are having an impact on such a large and diverse community.

In return, you will receive a starting salary of £31,070 gross per annum and a London Location Allowance of £2,930. Annual incremental spine points will achieve progression from minimum to maximum of the pay scale.

As a member of our team, you will also have access to substantial annual leave, Civil Service pension arrangements, interest free season ticket loans, flexible working conditions and many more. Met Benefits is an external website, offering Met employees (staff and officers) guaranteed savings at major high street stores and retail outlets nationwide. You can save money on everything from food, clothes, furniture, electrical and DIY products to hotels, restaurants, cinemas and theatre tickets.

When you start as a member of Police Staff, you'll have a choice of joining one of the **Civil Service Pension schemes** i.e. :-

- The **Alpha** pension scheme is a CARE (Career Average Revalued Earnings) pension scheme which offers a guaranteed pension with an optional lump sum, based on the earnings you receive during your career. The Met and you will contribute and you will receive tax relief on the contributions you make.
- The **Partnership** pension scheme The value of the pension pot when you retire will depend on the contributions paid in and the returns on your investments. You can use the resulting pot to fund your retirement. The Met will make contributions on your behalf and you will receive tax relief on any contributions you make.

If you already have a pension it may be possible to transfer it into the Civil Service pension arrangements.

All staff are also eligible to join the Metropolitan Police Athletic Association (MPAA) and the Metropolitan Police Sports and Social Association (known as the 'Comets') and enjoy taking part in sporting and social events. The MPS has four well-equipped Sports clubs at Bushey, Chigwell, Hayes and Imber Court, available to all staff as well as family and friends.

For further information regarding the terms and conditions offered by the MPS and assistance in completing your application, please visit the MPS Careers website.

## ELIGIBILITY CRITERIA

---

For further information regarding the eligibility criteria for joining the Met, please visit the Met Careers website or the information contained in the application.

The Met is committed to safeguarding the welfare of children and vulnerable adults. As part of these safeguards, the MPS adopts a consistent and thorough process of safe recruitment in order to ensure that all MPS staff and volunteers are suitable.

Posts that involve a high level of contact with children and vulnerable adults will additionally require a Criminal Record Bureau (CRB) check.

### **Applicants with previous MPS service**

Please note that individuals with previous MPS service who left the MPS as a result of a corporate Early Departure Scheme [where compensation was awarded e.g. redundancy] are not eligible to submit an application to re-join the MPS in any police staff role for a period of 2 years from their date of leaving the organisation. Any applications received that do not comply with this will be automatically rejected.

- Your application form will be initially sifted against MPS criteria such as convictions and residency.
- Following the initial sift your application will be assessed against the role criteria.
- If successful at this stage we will contact you regarding an interview date. You will receive a minimum of 7 days' notice. If you are unsuccessful at this stage we will also write to you and advise you of this.
- The interview will be a competency-based interview and questions will be posed around the criteria for the role in question, as set out in the advert and information pack.
- If successful at interview we will send you an initial offer of employment which sets out what happens next.
- If unsuccessful we will also advise you in writing but will be unable to offer feedback.

**Please note any correspondence received from us will be via e-mail and sent to the address you provide on your application form.**

## WHAT TO DO NEXT

---

**Please submit your completed online application and CV** by the advert closing date.

For general enquiries please visit [www.metpolicecareers.co.uk](http://www.metpolicecareers.co.uk), which includes an 'Answering Your Questions' section or contact the Recruitment Team on 01633 632500.

- The recruitment process is thorough and consequently can be quite lengthy.
- Shortlisting and interviews will be based on the criteria listed.
- Until an offer of appointment is confirmed in writing, you should not assume your application has been successful.

