Role Profile

Role Profile Part 1			
Role title	Imaging Technician (Forensic Imagery)	**Grade**	SO1 bar SO2
Dept/Area	Imaging Unit / Digital Forensics	**Vetting Level**	MV
Responsible to	Digital Forensics Operational Manager	**Staff line managed**	None
Reviewed by (Line Manager)	Melanie Devine, Digital Forensics Operational Manager	**Date**	30/07/2026
Purpose of Job	To forensically undertake all aspects of capture, processing and retrieval of imagery from different sources, collating and visually presenting accordingly.		
Key Accountabilities	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 utilise various image software packages including Adobe Photoshop, InDesign and Illustrator, with particular emphasis on creating engaging, electronic presentations of evidence (EPE's), used to visually present and effectively communicate the key elements of a case to a jury at court. The post holder will liaise directly with investigation teams to ensure accuracy, clarity and appropriate evidential presentation. 3. To colour correct and enhance images, providing them to officers and staff in a format suitable for their purpose. 4. To work within an ISO accredited laboratory environment to forensically retrieve visual evidence from devices, including cloud-based linked accounts. 5. To create 2D and 3D sanitised images depicting injuries, using medical reports from external experts, which can be used to present evidence at court. 6. To attend crime and associated scenes in order to capture 360 laser scan data ensuring accurate recording of the scene.		

	7. To process and present captured data through the production of 2D, 3D and interactive floorplans, scene plans and diagrams, proving clear visual representations for use at court. 8. To produce Evidential Imagery Layouts. 9. To give technical advice and support to investigators, including occasional presentations for trainees. 10. To prepare and present evidence at court when required. 11. To undertake regular cleaning, servicing, installation, and maintenance of equipment in an ISO accredited laboratory 12. To undertake, as required, administrative duties to include archiving, accurate record keeping using appropriate record and case management systems. 13. To undertake technical testing and validation work to maintain ISO accreditation and actively engage with the Quality Management System requirements. 14. To participate with the University partnership, including mentoring student attachments and occasional presentations. 15. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary (HIOWC) 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.
Additional Requirements	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. There will be a requirement for the post holder to join an out of hours call-out rota providing staff cover for the department, to meet operational

needs. This requires an Imaging Technician to dual-skill across other roles in the department. Out of hours callout duties would include:

1) Attendance at crime and associated scenes to carry out 360 laser scanning in a forensically controlled, scene environment.

2) Attendance at crime and associated scenes to preserve and capture CCTV evidence and giving advice and guidance.

The post holder will 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.

The post holder must be robust enough to deal with disturbing/sensitive imagery and audio.

This role has been identified as requiring mandatory Psychological Screening.

The post holder must hold the appropriate vetting level.

The post holder must follow GDPR guidelines and HIOWC policies in relation to accessing and handling personal data.

All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.

The post holder may be asked to carry out fire warden duties to meet required standards if required.

An initial 12 month probationary period will apply on appointment to the role.

Bar Criteria - To have passed the following training courses:

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

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	• 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 relevant People Services Business Partner.

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Role Profile Part 2			
Education/Qualifications	**Essential**: Educated to QCF Level 6 in a relevant visual or digital subject, OR have significant work experience deemed to have brought the post holder to a comparable level. Must have good eyesight, i.e. at least 6/36 uncorrected vision. Must have a full, current driving licence. **Desirable**: Another Imaging qualification which is relevant to this post.		
Experience and Skills	**Essential**: A working knowledge of Adobe Photoshop, InDesign and Illustrator. **Desirable**: Experience working in an Imaging / Design environment. Knowledge of Blender, SketchUp or other similar 3D modelling software. To have knowledge of digital and analogue CCTV systems. Knowledge of the police organisation.		
Last Role Evaluation	Julie Chivers	**Date**	28/12/2012

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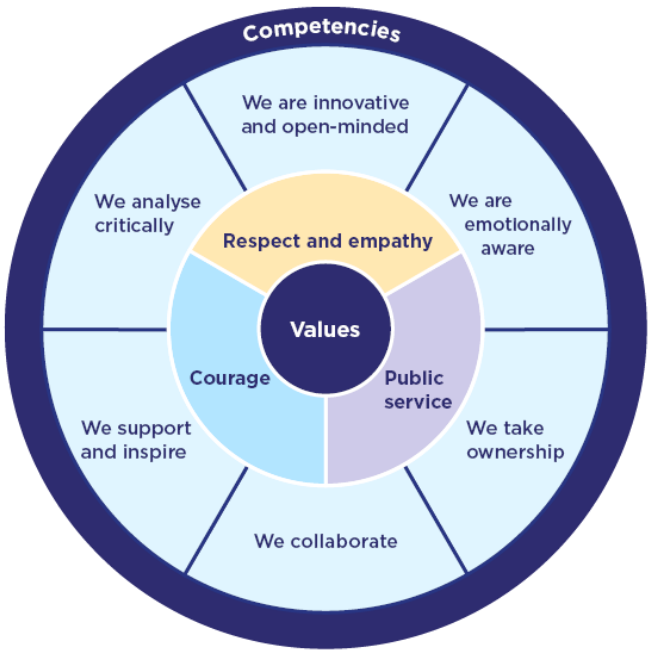
<table>
<tr><th colspan="4">Role Profile Part 3 (2024)</th></tr>
<tr><td>Competencies</td><td colspan="3">All roles are expected to know, understand and act within the ethics and values of the Police Service.</td></tr>
<tr><td rowspan="8"></td><td>We are Emotionally Aware</td><td>Level 1</td><td rowspan="8"> 
</td></tr>
<tr><td>We Take Ownership</td><td>Level 1</td></tr>
<tr><td>We are collaborative</td><td>Level 1</td></tr>
<tr><td>We Support and Inspire</td><td>Level 1</td></tr>
<tr><td>We Analyse Critically</td><td>Level 1</td></tr>
<tr><td>We are Innovative and Open Minded</td><td>Level 2</td></tr>
<tr><td colspan="2">Courage</td></tr>
<tr><td colspan="2">Respect and Empathy</td></tr>
<tr><td colspan="2">Public Service</td></tr>
<tr><td>Underpinning Values</td><td colspan="3"></td></tr>
<tr><td>Initial Development Skills for new to role period</td><td colspan="3">All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required</td></tr>
<tr><td>Continuing Professional Development</td><td colspan="3">Courses and Conferences should be attended to benefit professional learning and development.</td></tr>
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