

Job Description

A Post Details	
Job Title: Forensic Imaging Support Officer	Grade: A006
Department: Scientific Support Unit	Division: A
Reports to: Operations Supervisor (Post-Production)	Contract Type: Permanent
Level of Vetting: Baseline	Numbers in Post: As required
Welsh language required. No	
B Purpose of the Post	
<p>This is a foundation role where personnel with limited or no experience of live casework (Law Enforcement or Commercial) involving CCTV, and digital media and have the opportunity to develop their skills to progress to a competent and trained Forensic Imaging Officer.</p> <p>To provide a specialist technical service to the British Transport Police by completing the forensic recovery, presentation and enhancement of digital and analogue media to the highest evidential standards.</p>	
C Dimensions of the Post	
<p>Financial – Direct or Non-Direct</p> <p>None</p> <p>Staff Responsibilities – Direct or Non-Direct</p> <p>None</p> <p>Any Other Statistical Data</p> <p>None</p>	
D Principal Accountabilities	
<ul style="list-style-type: none"> • Complete all core training courses identified by the Force. • Undertake post-production processes to create evidential packages for officers and the justice system. • Perform image enhancement and annotation of volume crime cases as required. • Produce court presentations using specialist software for serious or major crime cases. • Retrieve data from third-party CCTV systems both on-site and in the department using proprietary and specialist software. • Maintain accurate case notes to ensure processes are repeatable. • Liaise with officers and staff on CCTV and digital media matters within your competency level. • Keep administrative systems up to date and compliant with legal guidelines (Data Protection, Freedom of Information). • Ensure compliance with ISO 17025, ISO 17020, Forensic Science Regulator’s Code, ILAC G19, and other relevant standards. • Maintain competency through testing and training; use hardware/software to produce CCTV/audio composites to evidential standards. • Provide evidential statements and attend court when required. 	

- Act as internal auditor for ISO standards and forensic codes.
- Apply forensic controls to all evidence, including packaging, exhibiting, and witness statements.
- Undertake other duties as directed, consistent with the role.

E Decision Making

- Inform Operations Supervisors of any particularly distressing footage that may affect personal wellbeing and monitor colleagues' welfare during review processes
- Select appropriate software tools for editing and enhancement in line with departmental procedures.

F Contact with Others

Internal:

All police officers and staff.

External:

Transport industry, commercial industries, police forces, government agencies.

G Essential Criteria

Qualifications and Training:

- GCSE Grade 5 or above in Maths and English.

Experience:

- Nil

Skills:

- Ability to work calmly and accurately under pressure and meet tight deadlines with minimal supervision.
- Effective team player with strong problem-solving and creative thinking skills.
- Excellent time management and workload prioritisation.
- Strong communication and interpersonal skills, both verbal and written.
- Technical problem-solving ability.
- High attention to detail and strong organisational skills.

Knowledge:

- Nil

Desirable criteria:

- Knowledge/experience of processes and procedures in respect of ISO17025 and the Forensic Science Regulator Code.
- Previous experience within a Police CCTV environment.
- Experience of video/audio codecs and file formats.
- Experience in using Adobe graphics software.
- Ability to write detailed and accurate reports and procedures.
- Experience of ISO or FSR Code or working in a forensic department.
- Understanding of video compression.
- Awareness of emerging technologies relevant to the role.
- Knowledge of national guidelines for capturing and processing CCTV and video imagery.

H Additional Information

- Attendance at residential/non-residential courses as required.
- Travel across England, Scotland, and Wales may be necessary.
- Exposure to unlawful and sometimes disturbing material is expected.
- Progression to Forensic Imaging Officer is anticipated.
- Shift work may include hours between 07:00–21:00 and weekends.
- The postholder should possess normal colour vision to perform the role effectively.

For Panel to complete only:

Line Manager Approval:

Panel Approval: Jodie Childs 3661

Date: 14/01/2026