SFJ CO4
Investigate electronic evidence

Overview

This standard covers investigating electronic evidence.

The standard may relate to a criminal or civil investigation, or to due diligence and maintaining professional standards. The work described in this standard would usually be carried out within a laboratory.

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Performance criteria

You must be able to:

P1 establish the **scope** of the investigation in consultation with the client

P2 conduct the investigation in accordance with legal and organisational requirements

P3 conduct the investigation using appropriate processes, methodologies, tools and techniques

P4 perform necessary and proportionate research activities to obtain additional information, consulting with relevant **third parties** to obtain additional information as necessary

P5 create a **working product** for further investigation

P6 review the **scope** of the investigation throughout the process, based on on-going findings

P7 provide a clear and accurate presentation of the findings

P8 keep an accurate contemporaneous record of the investigation using appropriate methods

Knowledge and understanding

You need to know and understand:

K1 legal and organisational requirements

K1.1 relevant legislation, policies, procedures, codes of practice, guidelines and applicable standards for investigating electronic evidence

K1.2 relevant legislation and other organisational requirements

K1.3 the limits of your responsibility and level of competence

K1.4 the impact of your actions on victims and witnesses

K2 investigating electronic evidence

K2.1 how to investigate electronic evidence

K2.2 the engineering principles underpinning the investigation of electronic evidence

K2.3 the need to establish the scope of the investigation

K2.4 the parameters and objectives for these types of investigations

K2.5 the constraints for these types of investigations

K2.6 the types of equipment available for investigating electronic evidence

K2.7 how to use equipment for investigating electronic evidence

K2.8 the meaning of appropriate processes, methodologies, tools and techniques and how these are applied

K2.9 the need for appropriate quality assurance and validation of results

K2.10 the strengths and weaknesses of different tools for investigating electronic evidence

K2.11 the third parties with whom you may need to consult

K2.12 how to consult with third parties to obtain additional information

K2.13 how to carry out research activities to obtain additional information

K2.14 how to create a working product including subsets of the data, and interim reports

K2.15 how to document the electronic evidence investigation

K2.16 the types of problems which may occur within the investigation of electronic evidence and how they may be resolved

K2.17 how to conduct a presentation of findings

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Scope/range related to performance criteria

1 Scope

1.1 investigation parameters
1.2 operational objectives
1.3 practical and technical limitations

2 Third parties

2.1 data holders
2.2 subject specialists
2.3 other investigators
2.4 single points of contact (SPOC)
2.5 victims and/or witnesses

3 Working product

3.1 relevant subsets of the data
3.2 interim report

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