

Job Title: Force Crime Scene Investigator	
Job Evaluation Number	B682

## JOB DESCRIPTION

<b>Job Title:</b> Force Crime Scene Investigator (FCSI)	<b>Location:</b> Forcewide
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> CSI Supervisor	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Provide support and guidance for less experienced staff. To lead investigations in crime scene preservation and management until the arrival of the appropriate personnel. Be dynamic, flexible, knowledgeable and available within the role and the organisation with flexibility to move throughout the Force as and when requested.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

<b>The key result areas in the role are as follows:</b>	<b>% time</b>
1. The lone working and comprehensive assessment and examination at all crime scenes, as well as property and the recovery of all scientific evidence, for example DNA, fingerprints and footwear mark; including updating of relevant forms /databases.	50%
2. Available to undertake unpleasant tasks such as attending scenes of sexual offences, fires, major and serious incidents, unexplained and suspicious deaths, post mortems and to carry out your duties within these scenes as required by your role and as directed by CSIS(PCSI) /Pathologist or SIO.	20%
3. Control Major/Serious Incidents, Serious and Organised Crime Group incidents and generally manage scenes until the arrival of a CSI Supervisor or Principal Crime Scene Investigator/Co-ordinator (PCSI).	15%
4. Undertake shift pattern, as is present at the time, including On-Call for the FIU covering Forcewide. To consistently meet the role related competencies as defined within the National Occupational Standards framework. To provide fingerprints and DNA for elimination purposes to National Police Elimination Database and to Forensic Provider.	5%
5. Assist in the coaching and mentoring of less experienced Forensic personnel. This will include LCSi members, internal and external attachments and peers who may need assistance with performance issues.	5%
6. Provide specific specialist advice to Senior Investigating Officers and other specialists and Police Personnel. To be confident to research and provide information dynamically.	5%

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

### **Further Comments:**

The role is dependent on the investigator being able to work independently as well as part of a team. Attendance at all levels of crime scenes including proven ability in major/serious crime examinations. The role requires a high level of customer service and common sense, being able to deal with difficult and unpleasant subject matter and situations including being available for On-

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Calls, showing a high level of flexibility. The role will include the need to work longer hours at short notice, with start and end times of shifts being flexible at times of critical/major incidents. Continued examples and evidence (via PDR) of flexibility within the role is required.

This role is stressful and can be very demanding. Yearly physiological tests and OHU attendance will be a requirement.

This role will include partnership work between various departments including, Serious and Organised Crime Groups, Covert Operations, Major Crime and other specialist groups as well as Local and Force CID, the investigator will be required to use various specialist techniques and practices in a pro-active and re-active manner.

Willingness to learn and progress within the unit and contribute to the team include, the ability to move around the Force to assist with resilience issues within the FIU. Show ability to manage Crime Scenes until arrival of CSI Supervisor/CSM or Principal CSI /Coordinator.

#### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows:</i></b>	<b><i>E/D</i></b>
1. A good standard of education including excellent numeracy and literacy skills OR Qualification in related field or NVQ's, (e.g. City and Guilds Qualification in Photography or a degree in Forensic Science).	E
2. Recent and relevant experience from working within the Forensic Field: e.g. <ul style="list-style-type: none"> <li>• Successful completion CSI Stage 1 Course at the NPIA as a minimum</li> <li>• Experience of working as a LCSl or FCSl</li> </ul>	E
3. Knowledge of forensic examinations and potential and ability to complete and pass the annual Competency Tests in line with role related National Occupational Standards.	E
4. Excellent communication and interpersonal skills e.g. victims of crime and force personnel. Proven ability to handle stressful situations and prioritising tasks depending on importance. Available to undertake unpleasant tasks such as attending Post Mortems, Road Traffic Collisions and other scenes as commensurate with the role and as directed by a Crime Scene Investigation Supervisor (CSIS).	E
5. Ability to work on own initiative –Proven experience of and ability to work to guidelines and procedures. Able to recognise sensitive information and maintain discretion and confidentiality.	E
6. Competent in knowledge of software packages, experience of using IT systems. Ability to learn further applications. Meticulous attention to detail including good eyesight (with or without correction) in order to carry out detailed work.	E
7. Must be willing to comply with H&S, including having the physical ability to undertake training in manual handling in order to undertake all manual handling tasks commensurate with the post, e.g. capable of loading/unloading and transporting FIU equipment to and from the vehicle/scenes in relation to examining said scenes and lifting/carrying deceased bodies.	E
8. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to pass the Force Driving Test and to work flexibly, unsocial hours and personal safety for lone working; public transport will not be suitable. For this reason a full UK driving licence is considered essential.*	E

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9. Able to attend external training courses. To take personal responsibility for the enhancing of own knowledge to keep up to date with new techniques. Successful progression through to substantive level will require you to be able to react to any given scene with 60 minutes from initial contact.

E

**Additional Comments: \***

This role requires the investigator to think and act dynamically with regards to any given situation. They are the public 'face' of the unit and must have the capabilities and competencies to control situations and act as an ambassador for the FIU

- It is vital that the investigator be able to work independently as well as part of a team.
- Attend at all levels of crime scenes including proven ability to lead on complex Major / Serious Crime examinations until the arrival of the CSIS. A high level of customer service and common sense is essential. Demonstrate their ability to take control and deal with difficult situations and unpleasant subject matter.
- Showing a high level of flexibility including being available for additional On-Calls. The role will include the need to work longer hours at short notice, with start and end times of shifts being flexible at times of Critical/Major Incidents. [Evidenced within the PDR].
- Engagement in the PDR with realistic and relevant detailed evidence
- The role is stressful and can be very demanding. Yearly physiological tests and OHU attendance will be a requirement.
- The role includes actively engaging in partnership working with various departments including, Serious and Organised Crime Groups, Covert Operations, Major Crime, Local and Force CID and other specialist groups. The investigator will exhibit their knowledge in various specialist techniques and practices in a problem solving pro-active / re-active manner.
- Eagerness to learn and progress within the unit and contribute to the team include, the willingness and ability to move around the Force to assist with resilience issues.
- Complete Operational Portfolio and CPDs; provide evidence of applied knowledge at various levels of involvement during complex examinations.
- Present a professional examination strategy at Crime Scenes, until arrival of CSI Supervisor
- Provide support to Supervisors, by actively taking additional responsibilities, when requested to do so.
- Successfully complete 3 of the 7 Core Courses.

**Problem Solving:** All role holders are confronted regularly with problems, they are presented with new or unusual situations, demands or challenges, or something has gone wrong and has to be sorted out.

***The problems that have to be dealt with in carrying out this role include: As per LCSi***

1. Must prioritise a high workload quickly, accurately and systematically in line with FIU Attendance Policy, Force and Departmental plans and Force, Hub and Local initiatives.

2. Ability to assess/decide and resolve more serious crime issues logically and objectively. As well as day to day issues with regards to Victim expectations and needs even when under pressure and dealing with a number of incidents.

3. Use skills and knowledge to adapt techniques to changing conditions e.g. low light/night time photography and the ability to try alternative sequential examination techniques when the preferred option does not work. Resolve problems raised by newer members of staff and officers.

**Planning:** Refers to any problems that may be met in planning because of the unpredictability of the workload or the time scales over which plans have to be made.

***The role involves the following planning activities: As per LCSi***

1. Prioritise the daily workload with regards to urgency, category and geographical location. Be

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able to dynamically re-prioritise fast time as jobs arrive; the ability to explain to others the reasons for delays or even non attendance.

2. The role requires the holder to plan how to execute an examination at short notice but also to be flexible in changing their plans with the ability to explain their forensic strategies to others. To work to protocols and work outside of them if the situation requires working on their own initiative.

3. Ability to plan their days and Rest days around pre planned operations, on calls, as well as the hours they work to be flexible if the Force requires it.

**Freedom to Act:** Describes the scope the role provides to act independently without seeking prior approval from the manager or colleagues.

**The degree to which the role provides freedom to act is as follows: As per LCSi**

1. Individuals will be taking responsibility for the sequential examination strategy and dynamic risk assessment. To act within the guidelines and their responsibilities, to seek guidance if needed with an expectation to work beyond their role and to manage a crime scene until assistance arrives.

2. Guide officers and members of the public in Crime Scene Preservation and Crime Prevention. Offering advice and guidance to newer members of the team.

3. Make decisions alone on what evidence will be beneficial to the investigation and to communicate and negotiate its potential to all parties involved.

4. Authorise DNA submissions with external forensic science providers (in accordance with departmental operating procedures).

**Interpersonal skills:** Describes the ways in which the job relates to people and uses interpersonal skills.

**The role involves exercising interpersonal skills as follows: As per LCSi**

1. Use appropriate questioning of Victims of Crime and of Police Officers/Personnel in order to ascertain forensic or investigative opportunities. Daily basis.

2. Liaising with Police officers, CPS, Scientists and other Specialists on a daily basis, discussing exhibits and cases where relevant. Deputise for the CSI Supervisor until their arrival if required. Numerous times Daily /weekly/yearly.

3. Communicating findings and intelligence to line supervisors /managers and other interested parties/colleagues on a daily basis. Assisting with the collation of information and performance issues.

**Communicating:** Indicates what sort of communications are made in carrying out the role, the format (oral or written), the purpose and frequency and to whom they are addressed.

**The role involves communicating to people as follows: As per LCSi**

1. Meticulously typed / written and comprehensive scene reports on a daily basis. Accurate computer updates and providing details onto the case management system. Disseminating crime intelligence to relevant personnel on a daily basis, contributing to Force and National Intelligence.

2. Clear verbal communication with Supervisors, Control rooms, Victims, Officers, Specialists and other interested parties on numerous occasions - daily.

3. Dealing with upset and distressed victims of crime in person or on the telephone providing reassurance and treating them with sensitivity and respect. They are, on occasions, presented

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with upset or angry victims of crime who are unhappy with the service they have received from the Police; they must use their excellent communication skills, even when under pressure, to manage the expectations from the department.