

Job Title: Evidence Management Officer	
Job Evaluation Number	8280050

JOB DESCRIPTION

Job Title: Evidence Management Officer	Location: Various
Job Family: Customer Support	Role Profile Title: BB2 Police Staff
Reports To: Various	Band level: 2E
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: ensure all evidential property coming into police possession is efficiently processed in accordance with current police and procedures by managing the security, storage and disposal of evidential property and providing a high quality service to both external and internal customers.

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

The key result areas in the role are as follows:

1. Prepare and dispose of property in accordance with current policy and procedures as directed by the Evidence Management Officer/Purge SOP.
2. Process all items of evidential property in accordance with Evidence Management Units Standard Operating Procedures and force policies and guidelines. Receive record and maintain records, and where appropriate, issue documents associated with the Evidence Management Department ensuring all audit trails are maintained and the integrity of exhibits remains intact.
3. Maintain an efficient storage system, ensuring that current Health and Safety and COSHH regulations are adhered to.
4. Maintain the security of the station/Evidence Management Unit/Store(s) preventing unauthorised access. Attend emergency requests out of hours.
5. Take overall responsibility for the return, sale or disposal of evidential property in accordance with Force policy and LPA guidelines.

Additional comment: At the appropriate stage for personal development, undertake tutoring and supervision of staff and probationer constables as requested by line manager.

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 Evidence Management Officer is responsible for dealing with more complex customer and communications issues and has to work with together with Police Offices to ensure that force policies for evidential property packaging, receipt and storage are met. The Evidence Management Officer is also accountable for ensuring that dangerous items of evidential property are stored safely and securely. This includes firearms, fuel, gas canisters, drugs to name but a few.

Evidence Management Officers have responsibility for forensic samples which are not submitted to Scenes of Crime to ensure that any DNA taken is submitted for processing. There is only a

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finite amount of fridge or freezer space and this impacts heavily on the management of these samples.

Monitoring and management of storage areas to ensure they comply with Health and safety requirements and the movement and storage of evidential property is an essential part of the role.

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.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Proven ability to work quickly and accurately under pressure.	E
2. Good problem solving skills.	E
3. Proven customer service skills, with a particular focus on engaging effectively with people in potentially confrontational encounters.	E
4. Proven ability to work effectively as part of a team.	E
5. Excellent communication skills both written and verbal.	E
6. Good standard of education including excellent numeracy and literacy skills.	E
7. IT Literate including the use of Microsoft Office applications as well as the ability to learn new systems.	E
8. Recent and relevant experience within a customer focused environment.	E
9. As this is a physically active role, the post holder will be expected to lift/move heavy objects and satisfactorily complete a manual handling course if not already obtained (training given) .	E
10. Proven commitment to continual professional development.	E
11. Recent administration experience.	E

Additional Comments: Post holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.