

Job Title: CT CSI	
Job Evaluation Number	B900

JOB DESCRIPTION

Job Title: Counter Terrorism Crime Scene Investigator (CT CSI)	Location: CTP SE
Job Family: Technical Support	Role Profile Title: BB3 Police Staff
Reports To: Senior CT CSI	Band level: 3H
Staff Responsibilities (direct line management of): Nil (however responsible for supervising detectives and satellite officers during searches)	

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

The overall purpose of the role is to: Implement forensic strategies to service the needs of highly sensitive, covert and overt Counter Terrorism (CT) operations. Manage covert and overt exhibits and conduct forensic examinations in support of CTPSE investigations.

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. Attend terrorism-related incidents such as unexploded and exploded bomb or CBRN scenes, and to take responsibility as a scene examiner for the effective management of such incidents. Give professional advice on, and conduct, forensic examinations of the related premises, vehicles and locations, ensuring that the forensic strategy set by the CTSIO is delivered.

2. Comprehensive assessment and examination of all CT crime scenes, as well as property, and the recovery of all scientific evidence, including DNA, fingerprints, footwear marks, specialist photography, specialist light-sourcing techniques, contact trace recovery, explosive and firearms trace work ; including updating of relevant forms/databases and if applicable using these disciplines within a CBRN environment.

3. Be responsible on behalf of the CTSIO for the forensic management of all exhibits generated within a CT investigation, including exhibit handling, scene management, scene examination, submission of exhibits and liaison with external forensic suppliers/external experts. Provide the Major Incident Room (MIR)/ SIO, with relevant, accurate and evidential reports and statements to support prosecutions and investigations. Professionally deliver oral/written evidence in criminal trials, coroners inquests or other judicial enquiries.

4. Evaluate the scene/incident and conduct whichever techniques should be used, and their order of use, to maximise potential evidence/intelligence gathering and avoid destruction of the same, including pre-assessment and preparation of scenes prior to covert intelligence gathering operations and overt/covert post-event examinations. Available to undertake unpleasant tasks such as attending scenes of exploded bombs, fires, unexplained and suspicious deaths, post mortems.

5. Participate in a callout rota for CTPSE covering the South-East and South-West region, ensuring availability to be deployed as necessary to tasks/incidents as they arise across the UK and possibly internationally, involving flexibility to changing shift times, length of working day and requirements to be away from home for extended periods at short notice.

6. Assist in the coaching and mentoring of less experienced forensic personnel. This could include SO15 satellite officers from other forces and personnel from other specialist agencies.

7. Provide specialist advice to SIO's, other specialists and police personnel on scene preservation, examination and techniques to ensure effective conservation and retrieval of evidence/intelligence from terrorism related scenes, whilst conducting proactive and reactive liaison between all interested parties.

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8. At a practitioner level to represent the regional counter terrorism unit at hazardous, Disaster Victim Investigation (DVI) and Chemical, Biological, Radiological and Nuclear (CBRN) incidents.

9. Maintain knowledge and ensure compliance with all relevant legislation to include Terrorism Act 2000, Health and Safety, Human Rights legislation, Criminal Procedure & Investigations Act (CPIA), as well as adherence to the CT Forensic Management Team Standard Operation Procedures. Maintain an awareness of current research and developments in forensic science.

10. Deliver briefings, presentations and training to Police Forces and other outside agencies. Engage with regional and national counter-terrorist exercises and operations to test capability to deal effectively with events requiring forensic input.

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 holder will be working within a small specialist team with responsibility for delivering CT forensic support throughout the South East and South West regions. There will also be a requirement at short notice to provide resilience nationally in the event of a major incident.

Further demands will be placed on this role holder by the need to maintain awareness of current technology, research and development and apply this to forensic investigation within the terrorism arena.

Develop a high level of personal responsibility for the maintenance of vehicles, equipment and other kit required to provide a timely and effective response to a CT incident.

Stakeholders/customers/partners interactive with the role holder will include:

- Investigative teams from regional and national forces and other national bodies
- Other specialists from within the CTU arena such as surveillance operatives, High – Tech, intelligence and IT staff
- External suppliers such as forensic science labs, Forensic Explosive Labs (FEL), Atomic Weapons Establishment (AWE) and DSTL Porton Down research and development establishments.
- Training establishments – College of Policing, Ryton CBRN Centre, Force training representatives
- Partners such as the armed forces and SO15

The role holder will need to take on a lead role within the inner cordon of a major CT crime scene, they will be making decisions around the scene examination priorities and sequential examination. The role holder will work in isolation at a scene under minimal supervision.

The role is stressful and can be very demanding. The role requires a high level of customer service and common sense, being able to deal with difficult and unpleasant subject matter and situations.

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.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. A good standard of education including 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

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<ul style="list-style-type: none"> • Successful completion of the CSI Stage 1 and Stage 2 Course at the College of Policing as a minimum • Experience of working as a FCSI • Experience of working on major/serious crime cases 	
3. Holder of a full UK driving licence, able to travel and work in any area in the South East region or CT network, possibly for extended periods. Police Response Driver trained or be willing and able to attend the Police Response Drivers Course	E
4. Willing and able to work unsociable hours, provide 24 hour cover, to change hours at short notice and participate in call-out rota	E
5. Experience of inter-agency liaison, able to recognise sensitive information and maintain discretion and confidentiality	E
6. Knowledge of forensic issues relating to CBRN. Successfully completed the National CT CBRN Forensics Course or be willing and able to undertake this course, other CBRN training and CBRN activities, including working in and supervising staff in unpleasant and contaminated environments. Experience relating to the range and use of relevant Detection, Identification and Monitoring (DIM) equipment.	E
7. 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, bomb scenes and other scenes commensurate with the role and as directed by a Forensic Manager.	E
8. 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
9. Successfully completed the National Terrorist Forensic Management Course or be willing and able to undertake this course	E
10. Knowledge and experience of covert operations, DVI and chemical fingerprint development.	D
<p>Additional comment: Role 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.</p>	