

**JOB DESCRIPTION**

<b>Job Title:</b> Fingerprint Laboratory Officer	
<b>Job Family:</b> Technical Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Fingerprint Laboratory Supervisor	<b>Band level:</b> 3F
<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:** Carry out forensic examinations, utilising specialist visualisation techniques, to reveal and record fingerprint detail and when competent, report on the results providing evidence to support the investigation of crime.

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. Conduct forensic examinations of exhibits, using professional judgement to select and apply the appropriate visualisation and photographic techniques to primarily reveal, enhance and record fingerprint detail, ensuring that SOPs are followed in compliance with ISO17025.
2. Ensure accurate and contemporaneous updating of paperwork and Force Case Management Systems to maintain integrity and continuity of exhibits and disseminate results in a timely manner.
3. Prepare evidential statements appropriate to the level of professional competence and attend Courts to present evidence as required.
4. Conduct internal/external audits and UKAS assessments, carry out proficiency testing, validation and verification of methods, review SOPs, dip check and peer review the work of others as required and ensure ongoing competency is maintained to support the quality management system and ISO17025 accreditation.
5. Provide specialist advice and information, when suitably competent, to Police Officers and FIU staff regarding recovery of fingermarks and submission of exhibits and contribute to the formulation of forensic strategies. Attend scenes as required by the Crime Scene Manager to advise or assist, dependent on competency, in the effective recovery of fingermarks.
6. Maintain/calibrate equipment, monitor & order (ensure correct stock levels) chemicals/ consumables to ensure cleansed work areas. Mix chemicals adhering to H&S regulations, including COSHH/MSDS at all times to provide a safe/functional laboratory environment.
7. Mentor and provide guidance to FIU staff and Police Officers in order for them to develop and improve their knowledge and skills.

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:**

As a 'competent' officer the post holder will on occasions be required to supervise, dip check and peer review the work of other officers.

The Fingerprint Development Laboratory has a high workload and receives exhibits from CSI offices and Police Officers Force wide, the workload is unpredictable, dependant on crime rates with the added pressures of Major Crime and the increase in demand at short notice that this can bring. The role holder will be required to attend crime scenes on occasions in particular with respect to Major crime and as a Fully competent officer will often be final decision maker over the appropriate visualisation techniques to use and these decisions can directly affect the successful recovery of evidence and ultimately the outcome of the case.

Key annual demands for the Fingerprint development laboratory are:-

- £30,000 consumables budget for which the post holder is responsible for the decision making on purchasing and liaison with relevant suppliers.
- Approximately 5000 case submissions.
- Approximately 12000 examinations/treatments.
- Approximately 10000 finger marks recovered.
- Scene attendance for major crime as required at short notice and unpredictable.

#### 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.

#### Competent

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Good standard of education including proven skills in literacy and logical thinking	E
2. Ability to report on and explain their professional findings both written and verbally.	E
3. Proven competence in carrying out all relevant fingerprint visualisation methods and conducting fingerprint visualisation methods at crime scenes	E
4. Recent/relevant experience in a Forensic Development Laboratory as a competent technician/officer.	E
5. Proven interpersonal skills to build effective working relationships. Ability to work independently or part of a team with ability to communicate information accurately both verbally and in writing	E
6. Possess good analytical skills being able to examine and record fine detail* whilst applying a methodical approach and ability to work in a logical sequence following standard operating procedures and a knowledge of ISO17025 quality standards.	E
7. Commitment to undertake continuous professional development, learning new skills related to the role, attending and passing training courses as required.	E
8. Ability to recognise sensitive information and deal with it appropriately maintaining discretion and confidentiality.	E
9. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential**.	E
<b><i>Additional comments:</i></b> *Good eyesight (with or without correction) is required in order to carry out detailed and meticulous work.	

**\*\*At interview, candidates will be asked to confirm their willingness to work shifts and weekends and undertake a Driving Assessment, which in turn will enable the use of police authorised vehicles. Candidates will also be asked to confirm their willingness to undertake on call work on a rota basis.**

The role holder is expected to abide by the Forensic Science Regulator's Codes of Practice and the College of Policing Code of Ethics. 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.

Appropriate PPE will be provided and the role holder will be required to wear it at all times whilst carrying out their duties for their own protection.

### **Apprentice**

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Good standard of education with 5 GCSEs (grade 9-4/A-C) or equivalent including English, Maths and one Science.	E
2. Ability to work both independently and/or part of a team. Capability to acquire new processes and put learning in to practice.	E
3. Possess good analytical skills being able to examine and record fine detail* whilst applying a methodical approach and ability to work in a logical sequence.	E
4. Ability to communicate information accurately both verbally and in writing	E
5. Committed to achieving an apprenticeship in laboratory techniques.	E
6. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential**.	E
7. Ability to recognise sensitive information and deal with it appropriately maintaining discretion and confidentiality.	D

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