

Job Title: Forensic Footwear Examiner	
Job Evaluation Number	B088

JOB DESCRIPTION

Job Title: Forensic Footwear Examiner	Location: Headquarters South
Job Family: Technical Support	Role Profile Title: BB3 Police Staff
Reports To: Forensic Scientist	Band level: Entry Level (3F), Intermediate (3G), Advanced (3H). <i>See additional comments for further details</i>
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: Provide technical expertise, forensic intelligence opportunities and (when fully qualified) provide expert opinion in the interpretation of complex forensic footwear examinations in order to contribute to the detection 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. Examine and analyse footwear patterns (from both crime scene mark and from detainee shoes/impressions) in order to provide intelligence, using national databases and case management systems. Select and prioritise potential intelligence links, taking account of MO and other forensic evidence and develop hypotheses relating to suspects and criminal activity, making recommendations to direct and focus investigative activity.
2. Conduct forensic examinations, (including the taking of test prints, conducting screening and full footwear and tool mark comparisons- when competent to do so), ensuring that Standard Operating Procedures (in particular ISO 17025 processes) are followed meticulously. Select and prioritise the most appropriate items for examination especially when confronted with complex crime scene series (whilst taking into account other forensic disciplines.)
3. Prepare reports and evidential statements in accordance with level of qualifications and experience including comparisons and scene interpretation (taking into account stated cases and use of databases). Regular peer review findings of colleagues. Attend Court to present evidence when required.
4. Provide technical expertise over a wide range of specialised footwear recovery and recording techniques e.g. use of enhanced Digital Imaging and light source techniques (including the use of Digital cameras and the GL Scan) electrostatic, mechanical and chemical enhancement/recovery methods.
5. Effective Communication with Police Investigators and FIU staff in order to determine the most effective Forensic Examination Strategies and prioritisation of workload within the Unit (taking into account timescales required both in custody and the wider CJ System.)
6. Provide a scene attendance service to provide expertise and technical assistance to the Crime Scene Manager in Serious and Major Crime cases.
7. Coach FIU staff particularly Crime Scene Investigators in order for them to develop and improve their footwear recovery skills and scene interpretation.
8. Training to be provided to Police Officers in footwear preservation, recovery and intelligence as required.

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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 workload will be heavy and relatively constant throughout the year (at or near full capacity), with increases in demand at short notice; therefore the post-holder must be able to deal with stress and be able to organise and prioritise the competing demands on the Unit's resources.

On average the post holder will oversee the examination of over 500 submitted items per annum. They will attend major crime scenes when required where the role's experience will be vital to the interpretation of the crime scene.

The post holder will provide a professional technical interface between the Forensic Investigation Unit (FIU) and Investigating Officers, CPS as well as internal stakeholders. They must have good communication skills and will also have the ability to produce information in a logical format without a reliance upon technical jargon.

The post holder will be responsible for the quality of the performance data they produce for their particular unit, in terms of through-put, cost savings, timeliness and success.

The post holder may be required to undertake a series of internal training courses in order to progress from the entry level 3F to the Intermediate level of 3G and, further, to the Advanced level of 3H - at which stage the post holder will be classified as a Footwear/Tool Mark Expert. This progression is dependent up the successful completion of internal courses and also the approval of the Unit head.

Entry Level 3F: The post holder will be expected to undertake intelligence work, involving production of intelligence reports, accessing the National Footwear Reference Collection (NFRC) and adding information to it, coding of scene footwear marks and detainee prints.

Intermediate 3G: In addition to 3F duties, the post holder will undertake the work of an assistant examining casework items in footwear and/or tool mark cases, making appropriate notes for the case reporting scientist.

Advanced 3H: At this level the post holder will be classified as a Reporting Scientist. In order to achieve this level the post holder will attend several short workshops/courses (e.g. Court Reporting), After the successful completion of these workshops and internal courses, the candidate is then certified as a Footwear/Tool Mark Expert and will be able to report footwear and/or tool mark match comparisons to an evidential standard.

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. Educated to GCSE (Grade 4 or C / equivalent or above) in English, Mathematics and a Science or equivalent.	E
2. Recent/relevant experience within Forensic Science/ Police Environment or specialist digital imaging techniques.	E
3. Demonstrate clear and accurate written and oral communication skills, in order to produce concise evidential statements, reports and complex forensic strategies.	E

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4. Ability to plan and deliver training sessions to a variety of audiences including managers, police officers and CSIs in order to improve Force performance.	E
5. Proven experience of working with minimal supervision, organising own workload. Ability to work to tight deadlines within a busy environment and a confident decision maker.	E
6. Able to recognise sensitive information and maintain discretion and confidentiality.	E
7. Experience of contributing effectively as part of a team and willingness to continued professional development. Ability to develop working relationships with external forensic science suppliers and other agencies.	E
8. Must have capability to travel to different locations across the Force and undertake all assignments including training courses. 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
9. Preferably educated to degree level in a science subject.	D
10. Experience of presenting specialist evidence within the Criminal Justice System.	D

Additional comments: At interview, candidates will be asked to:

* confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.

The post holder will be expected to develop their examination skills to encompass examination of other evidential types, for example the examination of tyres, tools and gloves.

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.

Duties

Hours of duty will normally be Monday to Friday 0800-1600

- This is an operational role and will require the post holder to show a high degree of flexibility regarding working hours and tasks.

Medical /Welfare/H&S

- Due to the nature of the role and for own protection the post holder will be required to keep Tuberculosis, Polio, and Hepatitis B and Tetanus injections up to date.
- They are required to wear the uniform and PPE provided by TVP when at work
- Good eyesight (with or without correction) is required in order to carry out detailed and meticulous work.