

Job Title: Local Crime Scene Investigator	
Job Evaluation Number	B681

## JOB DESCRIPTION

<b>Job Title:</b> Local Crime Scene Investigator (LCSI)	<b>Location:</b> Force wide
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB2 Police Staff
<b>Reports To:</b> CSI Supervisor	<b>Band level:</b> 2E
<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:** undertake the scientific investigation of serious acquisitive and volume crime scenes, (primarily auto-crime & burglary offences) in order to ensure the delivery of an effective & professional service to the public and to provide expertise to assist investigating officers in the detection of crime. This will encompass the recording and recovery of DNA, other forensic, fingerprint and photographic evidence. This will also involve the processing of evidence to provide forensic support to investigations in accordance with current policies and procedures.

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. Initially in consultation with Tutor/Line Managers, the comprehensive scientific assessment and examination of serious acquisitive and volume crime scenes and recovered property (primarily auto-crime & burglary offences - SAC), and the recovery of all scientific evidence, for example DNA, fingerprints and footwear marks. To consistently meet the role related competencies as defined within the National Occupational Standards framework having successfully completed CSI stage 1.	50%
2. Photography using specialist lighting and equipment at Scenes of Crime, in line with published protocols on photographic and digital imagery and other incidents including assault victims, scenes and of recovered property. Use of more advanced equipment and techniques, such as 360° imaging. To assist in the training of newer recruits within this discipline. They would complete all internal courses, gain effective PDR ratings and successfully complete the annual competency tests within the F.I.U.	10%
3. Preparation of exhibits ensuring correct packaging, current storage provisions and provide / arrange transportation of exhibits. Assist officers in the correct and most up to date procedures of exhibit continuity and integrity. The presentation of evidence at court and maintenance of the evidential chain ensuring the integrity of samples. Continued updating of Operational Portfolio and all course workbooks.	10%
4. Accurate and meticulous compilation of all documentation relating to the needs of the department including statements for court and reports for internal processes using computer applications, with emphases on accurate data inputting to aid in the collation and preparation of performance statistics by using various computer applications.	5%
5. Keeping abreast of new legislation, Force Protocols and Procedures and available support services whilst also aware of Health and Safety, Equal Opportunity, Freedom of Information and Data Protection Acts. To consistently meet the role related competencies as defined within the National Occupational Standards framework. Provide specialist advice on Forensic Investigation Unit protocols and procedures including understanding of Lab procedures. Show proficient working practices in line with the National Occupational Standards.	5%
6. Liaising with other departments regarding the exchange of crime Intelligence, National Intelligence Model and forensic results. Provision of advice on Forensics as a whole and	5%

Job Title: Local Crime Scene Investigator	
Job Evaluation Number	B681

Forensic Investigation issues as well as Crime prevention advice to customers.	
7. Continuing to provide and be available for Shift Work. 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). To provide fingerprints and DNA for elimination purposes to National Police Elimination Database and to Forensic Provider.	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:**

LCSI (Induction period) hours of duty may initially be Monday to Friday 0800-1600 until the successful completion of the probationary period (Approx 6 months), this will enable the Force/FIU to ensure

- Constant supervision and tutoring
- Time to attend the required attachments and workbooks.
- To start an Operational Portfolio.

Although a shift pattern may be worked to allow for consistent tutoring, this pattern will/ may change on completion of the probationary period.

The post holder will need to operate and adapt to new technology particularly in relation to IT and digital imaging.

They will also take personal responsibility to keep abreast of developments within forensic science.

#### Upon completion of the probationary period:

The hours of duty will be allocated on a shift basis, covering core hours between 0800-2200 hours, including weekend working. They will be available to attend external Courses at the NPJA.

Although assigned to a specific workplace, they will be available to be deployed around the Force area (and occasionally nationwide), to improve departmental resilience and response to Local/Force Priorities as directed by Crime Scene Investigation Supervisor (CSIS).

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

#### H&S

Due to the nature of the role and for your protection it is recommended that candidates are vaccinated against Tuberculosis, Polio, Tetanus and Hepatitis B and are kept up to date. Tetanus and Polio can be obtained free of charge through the GP, Hepatitis B and Tuberculosis vaccinations will be provided by the organisation to candidates that are not already immune.

This role can be stressful and very demanding, annual Psychological Assessment and Health Surveillance will be a mandatory requirement for this role.

This role is one that requires the role holder to be able to/have:

- Attend a wide variety of different situations and scenes and once there to take control.
  - Whether this is calming and reassuring an upset member of the public or cordoning off a scene to prevent access by non authorised persons.
- Recent experience of dealing with unpleasant subject matter with the awareness of Health & Safety issues.
- Contribute towards Force and Departmental Objectives.
- Successfully complete all role related NPJA courses.
- Keep abreast of new Legislation, Departmental and Force Protocols, Standard Operating Procedures, working to set standards and available support services
- Be aware of Equal opportunity, Health and Safety and Data Protection.
- To consistently meet the role related competencies as defined within the National Occupational Standards framework.

Job Title: Local Crime Scene Investigator	
Job Evaluation Number	B681

- Provide continued examples and evidence (via PDR) of flexibility within the role is required.

Upon appointment, the post holder will be required to provide fingerprint and DNA elimination samples (one DNA sample for the Police elimination Database is compulsory; a further sample to the forensic science provider is voluntary). **Compulsory for new entrants.**

The post holder will have budgetary authority for DNA submissions (for approximately 2 samples/approximately £500 per crime scene) for the examination at an external laboratory. The post holder will utilise their experience in order to select the most appropriate and cost effective samples for submission (in line with dept procedures). Additional submissions will require the authorisation of the CSIS or the Forensic Submissions Unit.

The post holder must successfully complete Tactical Communications Training and National Occupational Standards Competency Testing on an annual basis and to successfully complete a First Aid and Manual Handling course every 3 Years.

They are required to wear the uniform provided by TVP when at work, in order to carry out their designated functions (as outlined in the Police Reform act), and to provide a corporate, professional image when representing the Force.

#### 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><b>The knowledge or skills required in the role are as follows:</b></i>	<i><b>E/D</b></i>
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. 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
3. Effectiveness in this role is dependent upon proven experience of and ability to work to guidelines and procedures. Able to recognise sensitive information and maintain discretion and confidentiality. The investigator being able to work on their own initiative and independently as well as part of a team. They will need to demonstrate a willingness to learn and contribute to the team.	E
4. 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
5. 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
6. 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
7. Able to attend external training courses. To take personal responsibility for the enhancing of own knowledge to keep up to date with new techniques.	E
8. Completion of initial stage one College of Policing CSI course or equivalent.	D

Job Title: Local Crime Scene Investigator	
Job Evaluation Number	B681

9. Recent and relevant experience from working within a related field: e.g. Forensic/General Science, • Photographic Environment, • Fingerprint Bureau • Recent and relevant experience from working with in a related field: e.g. laboratory work, Police Service (Officer or Civilian Role).	D
10. Knowledge of forensic examinations and potential and ability to complete and pass the annual Competency Tests in line with role related National Occupational Standards.	D
<b>Additional Comments:</b> * 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.	

**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.

<b>The problems that have to be dealt with in carrying out this role include:</b>
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 crime issues logically and objectively. As well as day to day issues with regards to Victim expectations and needs even when under pressure.
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.

**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.

<b>The role involves the following planning activities:</b>
1. Prioritise the daily workload with regards to urgency, category and geographical location. Be 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. 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, 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.

<b>The degree to which the role provides freedom to act is as follows:</b>
1. Individuals will be taking responsibility for the sequential examination strategy and dynamic risk assessment. Make decisions alone on what evidence will be beneficial to the investigation and to communicate and negotiate its potential to all parties involved. To act within the guidelines and their responsibilities, but to seek guidance if needed and work beyond their role to hold a scene until assistance arrives.
2. Guide officers and members of the public in Crime Scene Preservation and Crime Prevention.
3. Authorise DNA submissions with external forensic science providers (in accordance with

Job Title: Local Crime Scene Investigator	
Job Evaluation Number	B681

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:**

1. Use appropriate questioning of Victims of Crime and of Police Officers/Personnel in order to ascertain forensic or investigative opportunities on a daily basis.
2. Liaising with Police officers, CPS, Scientists and other Specialists on a daily basis, discussing exhibits and cases where relevant.
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:**

1. Meticulously typed / written and comprehensive scene reports on a daily basis. 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 and on a daily basis.
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 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.