

Job Title: Evidence Management Officer	
Job Evaluation Number	8280050

JOB DESCRIPTION

Job Title: Evidence Management Officer	
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. Take accountability for the management, continuity and safety of all physical evidence held by TVP within the Evidence Management Unit (EMU). Attend court when required to account for evidential property in support of a range of prosecutions and civil proceedings.
2. Assess, prepare and dispose of property in accordance with legislation, policy and procedure in line with the Evidence Portal. Bank cash and create manifests for disposal of dangerous and/or illegal items of property. Ensure compliance for randomised audits from the Office of the Police and Crime Commissioner (OPCC), the Professional Standards Department (PSD) and the Criminal Justice Senior Management Team.
3. Act as subject matter expert in respect of evidence management, provide advice / support to Officers and staff engaged in the management of evidence and support training events held with a range of staff. This includes advice on packaging, maintaining continuity and integrity of evidence.
4. Identify and resolve issues in relation to the management of evidence e.g. managing the ongoing retention process frozen material(s). Undertake regular quality control/assurance checks to ensure evidence is kept in optimal conditions to maximise evidence recovery. Report critical issues in a timely manner and escalate issues when required.
5. Maintain an efficient storage system to ensure appropriate action is taken to manage space effectively, support specific operations to 'purge' legacy evidence/property held by TVP to enable the swift retrieval of evidence and compliance with relevant Health and Safety regulations. Conduct necessary daily checks.
6. Maintain the security of the Evidence Management Unit/Store(s) to prevent unauthorised access and provide an 'out of hours' service when assessed as necessary.
7. Manage the storage and transportation of hazardous, high risk or high value items of property to ensure appropriate risk management is completed in line with statutory obligations.

Job Title: Evidence Management Officer	
Job Evaluation Number	8280050

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, and the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:
The Evidence Management Officer is a physically active role responsible for dealing with evidential property packaging, receipting and storage. All items of property must be recorded quickly and accurately in accordance with force policy, procedures and Force wide priorities. The force takes in the region of approximately 250,000 items a year and will regularly seek bulk or difficult seizures that require a good problem solving approach as to how they will be managed.
The role requires the physical handling and management of sensitive, distressing and hazardous material (e.g. human tissue products, indecent images of children, firearms and drugs) on a regular basis, the security and continuity of which must be maintained to the highest levels at all time in order to protect the integrity of the evidence in support of prosecutions.
The Evidence Management function operates at different locations across the force area. Some areas are considerably bigger than others and require support from other teams when demand is high. In addition, the nature of the work can be unpredictable as it is linked to operational policing and the judiciary. It is common that staff are moved around at short notice to provide the appropriate resilience.
The role is required to constantly review the storage capacity, comply with Health & Safety requirements and make plans to alleviate issues identified, escalating those that fall outside of their control to influence further. The majority of this work is done away from a desk environment in stores that are not climate controlled and can present issues when working in extreme temperatures.
Officers are required to regularly review their property under Criminal Procedure and Investigation Act 1996 and may seek assistance from the Evidence Management Unit. In the absence of a valid OIC still being available, this is a decision that the EMU team need to make based on all of the information they have available. On occasions this data can be sparse and therefore present a risk to the organisation if mishandled.

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. Proven ability to work quickly and accurately when under pressure to specific deadlines.	E
2. Proven ability to work independently and proactively to resolve and investigate problems to a conclusion. Must have excellent problem solving skills with an ability to plan and adapt to future requirements. Proven ability to work effectively as part of a team.	E
3. IT Literate including the use of Microsoft Office applications (including Word and basic Excel) as well as the ability to learn new systems.	E
4. Understanding or willingness to learn the Force Policy Release / Retention , Hazardous Waste Act , CPIA and relevant legislation (e.g. Criminal Procedure and Investigations Act 1996 and The Police (Property) Regulations 1997).	E
5. Willingness to undertake Manual Handling / COSHH training.	E

Job Title: Evidence Management Officer	
Job Evaluation Number	8280050

6. Proven customer service skills with a particular focus on engaging effectively with customers at all levels to resolve issues.	E
7. Good standard of education with GCSEs (Grade 9-4/A-C) or Key Skills level 2 or equivalent in Literacy and Numeracy.	E
8. As this is a physically active role, the role holder will be expected to lift / move heavy objects and satisfactorily complete a manual handling course (training provided) .	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
10. Recent administration experience.	D
<p>Additional Comments: At interview, candidates will be asked to:</p> <p>* indicate their ability to undertake evening and weekend working as determined by business need.</p> <p>** confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.</p> <p>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 PED and are removed at the termination of service.</p>	