

## JOB DESCRIPTION

<b>Job Title:</b> Crime Scene Investigation (CSI) Technician	
<b>Job Family:</b> Technical 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:* Provide operational and logistical support to Crime Scene Investigators (CSIs), ensuring equipment is maintained, maintenance and calibration checks are completed on schedule and ensuring stocks of forensic consumables are both adequate and fit for purpose. In addition, provide administrative support and quality assurance checks where necessary in order to enable CSI to provide a more efficient and effective service to the public,

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects of the role for which the job holder is responsible for results or outcomes.

***The key result areas are as follows:***

1. Complete all necessary calibration and quality checks that are required by the CSI ISO:17020 Quality Management System. Provide administrative and call handling support to the CSI Unit as required.
2. Support CSIs in the maintenance and cleaning of operational vehicles/consumables stores, ensuring their stock levels are adequate and that anti-contamination measures are adhered to.
3. Conduct physical checks on forensic exhibits and biometric material transiting through the CSI Unit (generated by CSI staff and police officers), ensuring integrity has been maintained and correct packaging and storage conditions used in order to maintain the continuity of evidence within the Criminal Justice System.
4. Ensure meticulous compilation of all documentation, with an emphasis on accurate data inputting in order to support the quality management system, to comply with legislative requirements and to aid in the collation of performance statistics. This will include assisting CSIs with data entry into the relevant case management systems.
5. Demonstrate ongoing competence in line with the role and commit to continued professional development. Ensure all work is compliant with published Standard Operating procedures.
6. Keep abreast of new legislation, Force Policy and Procedures and Quality Standards to ensure evidence provided to the Criminal Justice System is robust and meets the requirements of the Forensic Science Regulator. Maintain an awareness of Health and Safety, Data Protection, Freedom of Information and Equalities Acts in order to work within current legislative requirements.
7. Provide general forensic advice to customers including advising officers in the correct and most up to date procedures.

c. **DIMENSIONS:** Include matters such 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.

<b>Further Comments:</b>
CSI Technicians are expected to work independently as well as part of a team. The role is expected to be predominantly office based. Failure to act in accordance with SOPs and validated methods could compromise vital forensic evidence, resulting in miscarriages of justice or offenders not being brought to justice. The role may occasionally require the need to work longer hours at short notice, being flexible at times of critical/major incidents. The role requires a high level of customer service and common sense, being able to deal with difficult and unpleasant subject matter and situations.
This role can be both physically and mentally demanding; therefore, there will be a requirement to undertake occupational health and psychological screening programs, ensuring positive steps and personal responsibility is taken in maintaining wellbeing and fitness for duty.
Willingness to learn and contribute to the wider CSI team and have the ability to move around the Force to assist with resilience issues within the FIU and contribute to a team ethos.

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.

<b>The knowledge or skills required for the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Good standard of secondary education including English, Science and Maths to GCSE level (grades A-C/4-9) or equivalent. Excellent verbal and written English and good numeracy skills. Good aptitude with respect to IT with the ability to learn and effectively utilise new systems.	E
2. Support and adhere to the Forensic Science Regulator's Codes. Demonstrate an ability to support quality standards and show commitment to them, supporting ISO:17020 accreditation within CSI.	E
3. Must demonstrate meticulous attention to detail in order to ensure departmental records are accurately maintained.	E
4. Good communication skills, in particular listening and questioning skills, with the ability to engage effectively and demonstrate empathy with and understanding of people from diverse communities and backgrounds.	E
5. Able to comply with Health & Safety requirements, including having the physical ability to undertake training in manual handling in order to undertake all tasks commensurate with the post, e.g., capable of loading/unloading and transporting CSI equipment, exhibits and consumables.	E
6. Ability to work to guidelines and procedures within a quality system. Able to recognise sensitive information and maintain discretion and confidentiality.	E
7. Must have capability to travel to different locations across the Force in order to assist with departmental resilience therefore a full UK driving licence is considered essential.	E
8. Experience of working within a team environment with demonstrable organisational and time management skills, the ability to manage multiple priorities and to work effectively under pressure and under own initiative	E

9. Recent and relevant experience from working within a related field e.g. Practical experience within an ISO accredited forensic science discipline or policing role	D
<p><b><u>Additional Comments:</u></b></p> <p>As with all roles within FIU, post holders will be required to provide fingerprints and DNA samples for elimination purposes in order to perform the position offered. DNA samples will be profiled and held on the National Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Further samples of DNA may be required for inclusion on a Staff Elimination Database (SED) held by Forensic Service Providers. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and will be removed at the termination of service.</p> <p>Due to the unpleasant nature of some of the tasks undertaken, at interview, candidates will be asked to confirm their willingness to continually undertake occupational health and psychological screening programs.</p> <p>Meticulous attention to detail is required including good eyesight (with or without correction) in order to carry out detailed work.</p>	