

Job Title: Crime Scene Investigator (Tier 1)	
Job Evaluation Number	B681

JOB DESCRIPTION

Job Title: Crime Scene Investigator (Tier 1)	Location: Various
Job Family: Technical Support	Role Profile Title: BB2/3 Police Staff
Reports To: Crime Scene Investigator Supervisor (CSIS)	Band level: Tier 1 (Stage 1) (2E) Tier 1 (Stage 2) (3F)
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: Deliver an efficient and effective service to the public, enabling the workforce to be flexible and adapt to the changing criminal landscape, to include digital and on-line forensics as well as the conventional forensic capabilities in order to reduce crime and provide confidence to the public.

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. Consult with Tutor/Line Managers, conduct comprehensive scientific assessments and examinations of serious acquisitive crime scenes and recovered property, and the recovery of all scientific evidence. For example DNA, fingerprints and footwear marks, consistently meeting the role related competencies as defined within the ISO and Forensic Regulators Standards of Requirements and Codes of Conduct.
2. Undertake photography using specialist lighting and equipment at crime scenes, in line with published protocols on photographic and digital imagery and other incidents including assault victims and of recovered property, making use of more advanced equipment and techniques, such as 360° imaging. They will also use kiosk-based digital triage tools to extract data from mobile devices. (The role holder will complete all internal courses, gain effective PDR ratings and ensure compliance with the ongoing competency requirements of the role).
3. Prepare 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. Present evidence at court, maintaining the evidential chain ensuring the integrity of samples. Ensure the continued updating and completion of training records as evidence of ongoing competency and continued professional development in relation to your grade.
4. Ensure absolute accuracy and meticulous compilation of all documentation, including contemporaneous notes, relating to the needs of the department. This includes statements for court and reports for internal processes using computer applications, with an emphasis on accurate data inputting to aid in the collation and preparation of performance statistics. To be signed off as competent in this area by your Tutor/ Line Manager.
5. Keep abreast of new legislation, comply with the requirements of the CSI designated powers, Force Protocols and Procedures and available support services, in line with ISO Standards, whilst also maintaining an awareness of Health and Safety, Equal Opportunity, Freedom of Information and Data Protection Acts. Provide specialist advice, to various stakeholders, both internal and external, on Forensic Investigation Unit protocols and procedures including understanding of Lab procedures and crime prevention.

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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, and the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

Be available to work shifts, Tier 1 CSI's shifts include weekends, with core hours being 0800 – 2200. Available to undertake unpleasant tasks such as attending Road Traffic Collisions, post mortems and other scenes as commensurate with the role and as directed by a Crime Scene Investigation Supervisor (CSIS).

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
Tier 1 (Stage 1) (2E)	
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. Recent and relevant experience from working within a related field: <ul style="list-style-type: none"> • Forensic / Science, • Photographic Environment, • Fingerprint Bureau • Recent and relevant experience from working with in a related field: e.g. Laboratory work, Police Service (Officer or Police Staff Role). 	E
3. 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.	E
4. Proven experience of and ability to work to guidelines and procedures. Able to recognise sensitive information and maintain discretion and confidentiality whilst being able to work on their own initiative and independently as well as part of a team. (The role holder will need to demonstrate a willingness to learn and contribute to the team.)	E
5. 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
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. Knowledge of forensic examinations and potential outcomes. Ability to complete and pass the required Competency Tests in line with any role related outcomes and ISO requirements. Able to attend internal and external training courses. To take personal responsibility for the enhancing of own knowledge to keep up to date with new techniques. Ensure compliance with the ongoing competency requirements of the role. Ensure the continued updating and completion of training records as evidence of ongoing competency and continued professional development in relation to the position.	D
Additional comments 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	

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held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.

At interview candidates will be asked to confirm their availability to undertake unpleasant tasks such as attending Road Traffic Collisions and other scenes as commensurate with the role and as directed by a Crime Scene Investigation Supervisor (CSIS) or Lead CSI.

At interview, candidates will be asked to confirm their willingness to undertake a Driving Assessment, which in turn will enable the use of a police authorised vehicles

At interview, candidates will be asked to confirm their willingness to undertake an occupational health and psychological screening program.

Tier 1 (Stage 2) (3F) (linked grade) all of the above plus the following

The knowledge or skills required in the role are as follows (essential or desirable):

1. Successfully completed the College of Policing CSI Learning Programme Stage 1 (or equivalent). Completed and been deemed competent within all aspects of the 2E role, for at least a year, with documented work having been signed off by their Line Manager.	E
2. Successfully completed the Crime Scene Investigations to College of Policing module two (or equivalent), completion of any associated development programmes and to be deemed competent to that level.	E
3. Experience of using the force database system (Socrates), crime recording systems (Niche/CMP), Word and Excel, kiosk-based digital triage tools along with accurate data inputting onto these systems. Proven ability to prioritise high workloads quickly.	E
4. Proven ability to adhere to National best practise and be compliant with all Crime Scene examination procedures, FSR's codes and Force policies on scene examination related matters ensuring adherence with ISO 17020 standards.	E
5. Demonstrate a willingness to assist in the tutoring, coaching and mentoring of less experienced Forensic personnel. This will include Tier One CSI roles, internal and external attachments and peers who may need assistance with performance issues.	E