

Job Title: CSI (Tier Two)	
Job Evaluation Number	B682

## JOB DESCRIPTION

<b>Job Title:</b> Crime Scene Investigator (Tier Two)	<b>Location:</b> Force wide
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> CSI Supervisor	<b>Band level:</b> 3G
<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:** 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. Provide support and guidance for less experienced staff. To lead investigations in crime scene preservation and management and be deployed throughout the Force when requested.

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. Comprehensive assessment and examination at volume and complex crime scenes, and maximise the recovery of all forensic evidence, to include both digital and physical evidence.
2. Ability to undertake unpleasant tasks such as attending scenes of sexual offences, fires, major and serious incidents, unexplained and suspicious deaths, post mortems and to carry out duties within these scenes as directed by the Crime Scene Manager/Pathologist or SIO.
3. Control Major/Serious Incidents, Serious and Organised Crime Group incidents and generally manage scenes until the arrival of a Crime Scene Manager
4. Work to the published shift pattern, including Force-wide On-Call responsibilities. To consistently meet the role related competencies as defined within the FIU Quality Management System and Forensic Regulators' Codes of Practice, (all of which support ISO17020 accreditation).
5. 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.
6. Provide specific specialist advice to Investigating Officers, Police Personnel and specialist forensic resources. To be confident to research and provide information dynamically when required.

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 role is dependent on the investigator being able to work independently as well as part of a team. Attendance at all levels of crime scenes including proven ability in major/serious crime examinations. The role requires a high level of customer service and common sense, being able to deal with difficult and unpleasant subject matter and situations including being available for On-Calls, showing a high level of flexibility. The role will include the need to work longer hours at short notice, with start and end times of shifts being flexible at times of critical/major incidents.

Job Title: CSI (Tier Two)	
Job Evaluation Number	B682

Attend at all levels of crime scenes including proven ability to lead on complex Major / Serious Crime examinations until the arrival of a Crime Scene Manager.

This role is stressful and can be very demanding. There will be a requirement to undertake occupational health and psychological screening programs.

This role will include partnership work between various departments including, Serious and Organised Crime Groups, Covert Operations, Major Crime and other specialist groups as well as Force Crime, the investigator will be required to use various specialist techniques and practices in a pro-active and re-active manner.

Willingness to learn and progress within the unit and contribute to the team include, the ability to move around the Force to assist with resilience issues within the FIU. Show ability to manage Crime Scenes until arrival of CSI Supervisor/CSM

#### 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><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
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 the Forensic Field: e.g. <ul style="list-style-type: none"> <li>• Successful completion of a recognised CSI Stage 2 Course (or equivalent)</li> <li>• Previous experience of working as a CSI</li> </ul>	E
3. Significant knowledge of forensic examinations and their potential Outcomes. Ability to complete and pass the required competency Tests in line with any role related outcomes and ISO requirements. 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 your grade.	E
4. Excellent communication and interpersonal skills e.g. victims of crime and force personnel. Proven ability to handle demanding situations and prioritising tasks depending on importance. (They will actively support and contribute to the technical requirements of ISO 17020).	E
5. Ability to work on own initiative with proven experience of and ability to work to guidelines and procedures. Able to recognise sensitive information and maintain discretion and confidentiality. Flexibility to deploy around the force as required by supervisors.	E
6. Competent in knowledge of software packages, experience of using IT systems. Ability to learn further applications. Proven ability to examine and interrogate digital assets using triage tools and willingness to develop skills in this area in order to support the front-line digital triage of computers and mobile devices which may include viewing images of a distressing nature	E
7. 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

Job Title: CSI (Tier Two)	
Job Evaluation Number	B682

8. 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
9. 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
<p><b>Additional Comments:</b> * 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.</p> <p>Role holders will be expected to:</p> <ul style="list-style-type: none"> <li>• Show a high level of flexibility including being available for additional On-Calls. The role will include the need to work longer hours at short notice, with start and end times of shifts being flexible at times of Critical/Major Incidents.</li> <li>• 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.</li> <li>• Show meticulous attention to detail including good eyesight (with or without correction) in order to carry out detailed work.</li> </ul>	