

Job Title: Lead Crime Scene Investigator (Tier 3)	
Job Evaluation Number	C200

## JOB DESCRIPTION

<b>Job Title:</b> Lead Crime Scene Investigator (Tier 3)	<b>Location:</b> Various
<b>Job Family:</b> Technical Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> County Forensic Manager	<b>Band level:</b> 3H
<b>Staff Responsibilities (direct line management of):</b> Digital Evidence Technician(s)	

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 detect and reduce crime and provide confidence to the public. The role provides the highest grade of technical competency (with respect to CSI ISO17020 accreditation), providing resilience to Crime Scene Management for serious and major crime and frontline digital forensics whilst supervising, mentoring and developing of new starters in the CSI role and to less experienced staff.

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. Undertake the role of Crime Scene Manager: direct CSI examinations, police personnel & multi-agency resources. Develop and implement effective forensic strategies (written in conjunction with the Senior Investigating Officer and Crime Scene Co-ordinator) to maximise the forensic harvest and ensure the integrity of both the crime scene and any recovered exhibits.
2. Deputise for CSI Supervisors in their absence and undertake duties of a supervisory nature, when required, including: make resource allocation decisions, tutor, mentor and performance manage staff. Responsible for the line management and welfare of allocated Digital Evidence Technicians, ensuring their development through the PDR process.
3. Conduct comprehensive scientific assessments and examinations (as per CSI role) including: use of digital triage tools and effective recovery of all relevant physical forensic evidence, (e.g. DNA, fingerprints and footwear marks) and photography using specialist lighting and equipment at crime scenes, in line with published SOPs.
4. 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). Demonstrate ongoing competence in line with the role and commit to continued professional development
5. Recover and prepare exhibits ensuring correct packaging, storage and arrange transportation of exhibits. Advise officers in the correct and most up to date procedures. Ensure accurate documentation, including contemporaneous notes, statements for court and reports to support the criminal justice system. Use computer applications to monitor performance of teams. Present evidence at court when required.
6. Keep abreast of new legislation, Force Protocols and Procedures and Quality Standards to ensure evidence provided to the Criminal Justice System is robust and validated. 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 specialist advice, to various stakeholders, both internal and external, on all aspects of Forensic Investigation to ensure the best use of forensic science within criminal investigations.

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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:**

Available to undertake unpleasant tasks such as attending Road Traffic Collisions, post mortems and other scenes as commensurate with the role as both a practitioner and in a supervisory capacity, dependent on the category of the crime and experience of the post holder. In addition images of an unpleasant/sexually explicit nature (e.g. indecent images of children) will be encountered on a regular basis.

The post holder will be expected to assist the CSI Supervisor in the management of team performance and welfare. They are also expected to understand complex quality standards documentation and support ISO accreditation.

The workload in CSI although constant, is unpredictable in nature and therefore requires flexibility and personal resilience. The Lead CSI will be expected to manage workload queues and prioritise the competing demand for services according to risk and service level agreements. They will also be expected to balance these responsibilities whilst also delivering services as a competent practitioner in both digital and physical forensics

**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 in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Ability to successfully complete Crime Scene Managers Course (and associated development programme) in order to perform the role of Crime Scene Manager when required.	E
2. Demonstrable and wide ranging experience as a Crime Scene Investigator, Completion of College of Policing CSI Learning Programme Stage 1 and 2 (or equivalent) are required, but some additional CSI courses, (e.g. Covert Forensics, DVI, CBRN) are advantageous. Must be currently competent to deliver both physical forensics and front line digital forensic services (computers and mobile devices).	E
3. Ability to supervise teams when required and to maintain quality of service delivery. Must possess good organisational and analytical skills. Be capable of delivering project work and monitor team performance as required.	E
4. Demonstrate an ability to support quality standards and show commitment to them, implementing and maintaining ISO: 17020 within CSI. Continue to support the Forensic Regulators Statement of requirements and codes of conduct. Willing to be trained as an auditor.	E
5. Competent in using software packages, and experience of using IT systems. Ability to learn further applications when required.	E
6. Excellent communication and interpersonal skills (e.g. including interactions with both victims of crime and force personnel at differing levels). Proven ability to handle stressful situations, demonstrate personal resilience and prioritising tasks depending on importance.	E
7. Proven experience of working to guidelines and procedures with the ability to assist in developing them. Able to recognise sensitive information and maintain discretion and confidentiality. Be able to work on their own initiative and independently as well as part of a team.	E

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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 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 \*.

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#### **Additional Comments:**

The Lead CSI will continue to provide shift and on call cover across the force, including the responsibility for crime scene management at major and serious crimes. With core shift hours being from 0800-2300 hours.

As with all roles within FIU, 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 PEDb and are removed at the termination of service.

\*At interview, candidates (if not currently employed by TVP) will be asked to confirm their willingness to undertake a Driving Assessment, which in turn will enable the use of a police authorised vehicles.

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.

Meticulous attention to detail is required including good eyesight (with or without correction) in order to carry out detailed work

They will need to remain technically competent with respect to the digital forensics tools utilised on the front line and this may include attendance at warrants on high risk cases particularly those involving indecent images of children, in order to reduce demand on other internal depts. and to support the force in reducing crimes that are of most concern to the public.

They will support and be available to tutor both CSIs and Digital Technicians.