

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	Scene of Crime Officer	Current Grade:	A006
Department:	SSU	Area:	Force Headquarters
Reports To:	Crime Scene Manager	No of Posts:	21
Level of vetting:	BV	Post Number:	

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To attend and assess scenes of crime. To record, investigate, examine and recover forensic evidence to assist officers in the investigation..

To advise on all forensic matters i.e. scene preservation/cordons, packaging, submission of exhibits and forensic strategies.

To attend railway fatalities, assist in the recovery of the deceased along with any related evidence.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

#### Staff Responsibilities – Direct or Non-Direct

Non Direct - Mentoring of new Scene of Crime Officers (SOCOs) and Volume SOCOs

#### Any Other Statistical Data

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**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

Responsible for attending scenes of crime and major incidents, conduct a full examination to gather all relevant evidence and maximise the potential of all evidence recovered from that scene.

To ensure that the scene is documented and photographed through appropriate techniques and ensure all items recovered are correctly exhibited, packaged and that continuity is maintained and that the security and integrity of the exhibit is maintained.

Obtain and understand all relevant information relating to the scene, decide on the types of examination necessary, maintain control of the scene whilst on site and advise officers on scene cordons, scene preservation and advise on all forensic aspects.

Responsible for the implementation of dynamic risk assessments whilst on scene and put safe working practices into place to ensure own personal safety and the safety of those around you whilst working.

Must be flexible and adaptable, be able to work with little or no supervision and be able to work to tight timescales and to be available on-call outside of normal working hours for serious crime/incidents

Attend post mortems to assist in the recovery of any/all forensic samples. Be able to work in such environments and handle deceased persons both at scene and mortuary. To photograph and obtain fingerprints and DNA samples from the deceased for the purpose of identification for both police and coroner use whilst maintaining respect and dignity for the deceased. To attend the residence of the deceased to obtain fingerprints and DNA for comparison identification.

Trained to level 1 Disaster Victim Identification for the recovery of deceased persons, mortuary procedures and be familiar with Interpol and NPCC description forms.

Provide complex and in-depth statements for use in court and act as an expert witness in relation to own actions.

Attend recognised courses to enhance skills relating to specialised scene techniques.

Ensure quality standards are applied, maintained and updated and keep abreast of current and new legislation, new quality documentation including those from UKAS and relevant Forensic Science Regulator guidance documents including the Codes of Practice and Conduct, identifying continual improvement opportunities

Represent the force/department at internal and external meetings with officers, stake holders, other police forces and members of the public. Liaise with area coroners concerning identification of deceased persons on the railway network

Represent the department relating to Forensic Strategy meetings with Police Officers of all ranks and other SSU departments.

Be competent in the use of the forces I.T. equipment to ensure all information is kept up to date for audit and in accordance with all legal guidelines, including data protection and freedom of information act.

**E. DECISION MAKING:**

**Make decisions**

To evaluate scene examinations and recover evidence, carry out forensic strategy on all cases and make decisions as to what will provide the best evidence

**Significant say in decisions**

Approving the re-opening of railway lines, stations, platforms etc. handing back trains and rolling stock

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

The work of the post holder involves liaison with all staff within Scientific Support and Police officers of all ranks

**External**

Liaison with members of the public, victims, coroners, Home Office Pathologists, Forensic Scientists and train operating company employees, ORR, RAIB, Fire service, NHS and other Home Office Police.

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

The post holder will be qualified to degree level in forensic science or other relevant academic qualifications or relevant experience in the field.

It is essential for the post holder to have a full driving license and private use of an insured motor car for business purposes.

**Experience:**

Experience of working within a Police environment and handling evidence

**Skills:**

Excellent organisational, administrative and interpersonal skills are essential with attention to detail.

Ability to deal with difficult situations, to work calmly and accurately under pressure.

To work as part of a team as well as with little or no supervision

Ability to communicate both orally and in written report form with people at all levels.

Good computer skills

**Knowledge:**

Good knowledge of forensic analysis

Proven ability for problem solving

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**Desired Criteria:**

**Qualifications and Training:**

Attended a recognised initial Scene of Crime course

**Experience:**

Previous SOCO work or related forensic work gaining knowledge of the evidential trail and the importance of its integrity and continuity

**Skills:**

Track safety trained

DVI Course

CBRN trained

V and A trained driver

**Knowledge:**

Knowledge of photography.

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

Post involves extensive travel across the U.K. Often working long hours, which may sometimes be unsociable, including shifts and on call

Post will involve working in difficult situations including tunnels, steep embankments and outside in all weather conditions etc

Post involves working in distressing situations including death and mutilation. Liaising with family members who have received news of recent loss of a loved one and victims of crime

Required to work to an agreed shift roster, providing cover on a 24/7 - 365 days with periods of "On Call"

V and A trained is desirable.

**I. AUTHORISATION DETAILS**

Prepared By: Allan Hobson

Date: September 2016

Area Commander /FHQ Bill Bryden

Date:  
2016

Evaluation Panel:

Date:

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