

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:	Crime Scene Examiner	Current Grade:	A006
Department:	SSU	Area:	Force Headquarters
Reports To:	Senior Crime Scene Co-ordinator	No of Posts:	21
Level of vetting:	BV	Post Number:	HQ2904/HQ3019

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

To obtain forensic evidence through thorough examination and investigation of crime scenes.

To record the evidence in a case accurately. To attend scenes and evaluate the best method for forensic recovery. To give advice on scene preservation, packaging and cordons.

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 Crime Scene Examiners when they join BTP

Any Other Statistical Data

REWARD

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

Responsible for the attendance at crime scenes and major incidents when requested and investigate same.

Decision making in relation to the efficient and effective forensic examination and recovery of evidence at crime scenes. To evaluate the best method for forensic recovery.

Recording of all relevant information and intelligence relating to the scene examination, evidence collection and completion of the examination as well as collecting potential by maximising the recovery of evidence through the use of appropriate techniques. You will need to maintain the continuity, security and integrity of items.

Ability to obtain the relevant information, decide the types of examination necessary and make an initial assessment. You will also need to prepare for the examination and provide advice to others on control and preservation of the scene.

To be fully aware of the health and safety aspects of the role and risk assess scenes prior to examination.

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.

Trained to level 1 Disaster Victim Identification for the recovery and/or mortuary procedures relating to the forensic recovery of evidence and identification. To be familiar/conversant with Interpol and ACPO description forms.

Attend Post Mortems to assist in the recovery of forensic samples. Photograph and fingerprint the body to establish identity. To attend victims houses or workplaces to examine items or recover items for fingerprint and/or DNA identification.

Liaise and provide a service to Coroners relating to both scene and identification matters.

Attend recognised courses to ensure skills in the investigation of specialised scenes are maintained and to be willing to undertake personal development and training.

Provide complex and in depth statements to the court covering all forensic activities and to attend court when required and act as an expert witness

Responsible for providing 5x5x5 intelligence reports relating to findings from crime scene attendance.

Represent the Force at internal and external meetings and keep abreast of current advances in the field of scenes of crime to enable specialist advice and guidance to be given to officers.

Use a variety of different computer systems to undertake the role and to ensure all administrative systems are kept up to date, auditable and in accordance with all legal guidelines including Data Protection and Freedom of Information.

E. DECISION MAKING:

Make decisions

Significant say in decisions

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 all Force staff

External

Liaison with members of the public, victims, coroners, Home Office Pathologists, Forensic Scientists and train operating company employees.

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 but 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:

Skills:

Excellent organisational, administrative and interpersonal skills are essential with the ability to communicate both orally and in written report form with people at all levels.

Good computer skills are also essential.

Knowledge:

Desired Criteria:

Qualifications and Training:

Experience:

It is desirable for post holder to have had previous experience in public speaking and presentations.

Skills:

Knowledge:

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.*

The job involves travel throughout England, Scotland and Wales.

The job will necessitate working in difficult circumstances including tunnels etc.

The job entails dealing with extremely distressing situations including scenes involving death and mutilation.

I. AUTHORISATION DETAILS

Prepared By:	Bill Bryden, Head of Scenes of Crime	Date:	March 2010
Area Commander /FHQ		Date:	March 2010
HoD:	Hacer Evans, SSM	Date:	
Evaluation Panel:		Date:	

REWARD