

## 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:	Forensic Laboratory Officer	Current Grade:	B001
Department:	Scientific Support Unit	Area:	Force Headquarters
Reports To:	Laboratory Services Supervisor	No of Posts:	3
Level of vetting:	BV	Post Number:	HQ2902

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

To assess and examine exhibits submitted to the Chemical Enhancement and DNA Screening Laboratories in order to obtain the best possible forensic evidence within budget, target dates and using available resources.

To ensure mandatory quality standards are applied, maintained and audited within the laboratories.

To ensure operational delivery is maintained within the Chemical enhancement and Screening laboratories in line with the Laboratory Services Service Level Agreement.

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

#### Financial – Direct or Non-Direct

NIL

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

Training and development of new Laboratory Services staff.

Peer-review of Laboratory Services staff competency, technical decisions, casefiles, results and statements.

#### Any Other Statistical Data

Monitor and feedback performance of suppliers and consumable companies.

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

Examine exhibits submitted to the Chemical Enhancement Laboratory or exhibits examined at a crime scene for ridge detail and other useful identifying marks; assessing the exhibits for potential fingerprint enhancement processes and subsequent suitability for submission to the Fingerprint Bureau. Coordinating the effective and efficient use of all the processes available within the approved UK Home Office CAST Fingerprint Visualisation Manual and CAST Fingerprint Source Book.

Examine exhibits submitted to the DNA Screening Laboratory for potential DNA evidence, inclusive of speculative cellular DNA recovery, screening for potential bodily fluids including blood and saliva and recovery of other forensic trace evidence types.

Ensure mandatory quality standards are applied, maintained and updated within the laboratories 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.

Carry out internal auditing within Laboratory Services and other departments where required, ensuring that the procedures or activities they are auditing are still compliant with the ISO17025 standard, ILAC G19 and the FSR Codes of Practice and Conduct.

Responsible for the security and integrity of exhibits submitted to Laboratory Services or directly recovered from a crime scene, including examining packaging and documentation for forensic viability and preservation, and the maintenance of accurate records to ensure the continuity.

Attend Forensic Strategy meetings, develop investigative plans, provide advice to Investigating Officers and other internal departments concerning the evidential potential for cases and laboratory submission processes and inform relevant departments of results of examinations.

Use advanced imaging skills and enhancement tools to create visual evidential records of forensic exhibits, ridge detail and crime scenes.

Methodically and accurately record results of examinations using written reports, computer databases and photography to ensure that all systems are kept up to date, auditable and in accordance with the Data Protection Act, Freedom of Information Act, and appropriate quality standards.

Identify opportunities for innovation, research, new equipment and techniques that will assist with high quality results, productivity, cost saving and effectiveness of the laboratories. Identify future projects that may benefit the force and write business cases where required.

Train and mentor other Laboratory Services staff and research students, providing expert guidance. If required, also carry out forensic awareness training/presentations to other colleagues to increase knowledge of processes carried out within Laboratory Services.

Provide statements of evidence for use in court proceedings and, when requested, attend court and give evidence as a specialist/ expert forensic practitioner.

Peer-review of Laboratory Services staff competency, technical decisions, casefiles, results and statements.

To maintain safe systems of work befitting the requirements of Health and Safety in consideration of both

personal Health and Safety and in consideration of the health and safety of others. This is to include dynamic risk assessments for all aspects of the role in line with current Health & Safety Legislation and related Force policy and specifically in relation to crime scene attendance and COSHH.

Responsible for the ongoing maintenance and/or replacement of equipment and consumables within both of the laboratories, troubleshooting and resolving issues with the relevant supplier and recording any issues appropriately.

Represent BTP at a regional and national level by attending conferences and/or meetings; sharing ideas and information and liaising with other forensic providers in order to maximise the likelihood of securing useful forensic evidence.

Maintain communication and a professional liaison with both Internal and external departments, Police Services, outside agencies, regulatory bodies and user groups for both laboratories in order to maintain and improve quality standards, techniques and equipment.

#### **E. DECISION MAKING:**

##### **Make decisions**

To be responsible for making informed decisions within the laboratories and at each crime scene attended, using experience, discretion and judgement to decide the extent of the examination required, what evidence could and should be recovered and how that sequential process will be conducted.

Make decisions for case prioritisation and allocation of work, with the capacity of adapting to unforeseen situations, having the ability to resolve problems and meeting changing demands and priorities.

##### **Significant say in decisions**

Assess the quality of all ridge detail observed or developed within Laboratory Services and deciding whether ridge detail is suitable for subsequent submission to the Fingerprint Bureau.

To recommend changes and improvements to procedures, techniques, equipment and documentation used within the department.

Tailoring and updating procedures and documentation to comply with quality standards and relevant Forensic Science Regulator guidance documents including the Codes of Practice and Conduct.

Competency of staff within Laboratory Services.

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

**Internal**

All SSU staff, the Quality Team and BTP Officers – reporting results where required, advising on strategies for the forensic examination of exhibits and recovery of evidence within the ISO/IEC 17025 accredited Chemical Enhancement and DNA Screening Laboratories and at crime scenes attended.

**External**

Forensic Service Providers, Home Office Police Forces, Home Office CAST, UKAS and the Forensic Science Regulators Office, external suppliers of laboratory consumables and equipment – identifying areas of continual improvement including opportunities for innovation, research, new equipment and techniques in order to maximise the likelihood of securing useful forensic evidence and maintain the quality of techniques and equipment available.

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

**Essential Criteria:**

**Qualifications and Training:**

BSc science-based degree at 2.2 or above

**Experience:**

Previous laboratory-based work experience - minimum 6 months

**Skills:**

Proven organisational, communication and time-management skills.

Intense concentration and meticulous attention to detail to ensure no errors and that documentation and results are recorded promptly, methodically and accurately.

Proven ability to work on own initiative, maintaining continuous professional development.

The ability to work efficiently under pressure.

Good interpersonal skills, able to relate effectively at all levels within BTP and externally, including with regulatory bodies.

Proficient in MS Office: Word, Excel, Outlook

**Knowledge:**

Quality Assurance procedures: ISO9001, ILAC G19, ISO/IEC 17025 and the Forensic Science Regulator's Code of Practice and Conduct.

Police and criminal justice procedures

Health and Safety procedures and legislation: CoSHH, DSEAR, PPE, Risk Assessment, Waste Management

**Desired Criteria:**

**Qualifications and Training:**

Attended a Forensic Laboratory Officer course or equivalent.

Attended a recognised DNA examination course including screening for blood, saliva and speculative recover of touch DNA.

Previous experience of working within ISO/IEC 17025 accredited DNA and/or Chemical Enhancement Laboratories

Full, clean, current driving license.

**Experience:**

Attended a recognised auditing course and/or experience of auditing.

**Skills:**

**Knowledge:**

Knowledge of the railway industry

Home Office CAST Fingerprint Visualisation Manual and CAST Fingerprint Source Book

**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.*

Manage daily workload and make decisions with minimal supervision, including planning a daily casework schedule in line with internal targets and priorities whilst balancing a number of different responsibilities and with the capacity of adapting to unforeseen situations, having the ability to resolve problems and meeting changing demands and priorities

The post-holder must be resilient and be able to cope with potentially traumatic and disturbing cases and crime scene attendance.

Due to the specialist operational nature of this role, post holders must provide finger/palm prints and a DNA sample for elimination purposes.

**I. AUTHORISATION DETAILS**

Prepared By: Spencer  
Stuart-Allen

Date:

3/5/17

Area Commander /FHQ  
HoD: Farhana Nanji

Date: 03/05/17

**REWARD**



NOT PROTECTIVELY MARKED

**HR8:1.3**

Version 1.2

Evaluation Panel:

Date:

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