

## 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:	Fingerprint Expert	Current Grade:	B001
Department:	Scientific Support Unit	Area:	FHQ
Reports To:	Fingerprint Bureau Supervisor	No of Posts:	4
Level of vetting:	Basic	Post Number:	

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

To provide British Transport Police with an accurate Fingerprint Identification Service that supports the bringing to justice of those that commit crime on the Railway Networks of England, Scotland and Wales.

To make decisions pertaining to the identification of fingerprints.

To appear in court as an Expert Witness and provide opinion pertaining to the identification of fingerprints.

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

#### Financial – Direct or Non-Direct

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

#### Any Other Statistical Data

Data is from 01/01/2014 to 31/12/2014

The Bureau processed 1427 cases which resulted in 5729 suspect checks, 1117 elimination checks and searched 1532 crime scene marks against the National Database. This resulted in the identification of 335 suspects. The Fingerprint Bureau also compared respondents from 9748 Tenprint to Mark searches.

The Fingerprint Bureau provides an on call service for the provision of out of hours fingerprint comparisons in urgent cases.

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

Analyse and compare finger and palm print marks (manually and via the National Fingerprint Database, Ident 1) retrieved from crime scenes and developed by means of chemical treatments, and make decisions to determine identification, with:

- (a) Persons who have legitimate access
- (b) Persons who are suspects during an investigation

Independently examine and verify the comparisons and decisions of other examiners.

Interrogate computerized systems to gather intelligence in order to maximise opportunities to establish the identity of crime scene marks.

**REWARD**

Prepare fingerprint identification evidence for judicial and coronial court purposes.  
Attend judicial and coronial court as an accredited Expert Witness to provide evidence and opinion pertaining to Fingerprint Identification matters.  
Process arrestee finger and palm print forms through various stages of Ident1 and print to mark 1st line comparisons.  
Attend mortuaries to advise in the taking of cadaver sets of fingerprints and attend home addresses of deceased persons to compare and identify fingermarks to expedite the identification of the deceased.  
Attend scenes with Crime Scene Examiners to advise, examine and quality control developed fingerprints to expedite identifications.  
Planning on a daily, monthly and yearly the basis the processing of casework in response to local and national force objectives.  
Provide aspects of fingerprint training to British Transport Police staff.  
Produce performance management information and analysis for the Force.  
Liaise with and advise Officers of all ranks on fingerprint and identification matters.  
Ensure all administrative systems used are kept up to date, auditable and in accordance with all legal guidelines including Data Protection and Freedom of Information.  
Keep abreast of current and new legislation as well as new equipment and techniques that will assist the Force.  
Maintain and review relevant operating procedures to ensure ISO quality standards are implemented and periodically reviewed.  
Maintain individual competency and expertise through internal and external competency testing as required.  
Maintain Bureau proficiency to ensure that the department meets all required accredited standards.  
Be willing to undertake personal development and training.  
Maintain technical and administrative competency within an accredited competency framework.  
To collect performance information for SSU, Force and Home Office Forensic data returns.  
To keep up to date with new legislation as well as new equipment and techniques that will assist the Force.  
To undertake any other duties, as directed, providing that they are broadly similar to duties normally performed by the post holder or any other post holder engaged in similar work.

**E. DECISION MAKING:**

**Make decisions**

Analyse, compare and evaluate fingerprints and provide decisions as to whether they are identified or not.  
Be a part of the arbitration process involved in erroneous identifications or instances of disagreement regarding identification.  
To analyse and evaluate quality of latent and chemically developed ridge detail to determine their usability.  
Examine case details and analyse retrieved fingerprints to determine searching criteria.  
Gathers and assesses available and appropriate information in order to gain an accurate understanding of situations.  
Considers all possible options before making clear, timely and justifiable decisions and reviews these decisions in light of changing circumstances and new information.  
Exercises discretion and applies judgment to ensure that decisions and actions are proportionate and in the force and public interest.

**Significant say in decisions**

Independently examine the comparisons and findings of others in order to verify decisions.

**REWARD**

**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 SSU and Force Officers – up to and including Senior Management.

**External**

The post holder will expect to have contact with Home Office Forces, suppliers to the SSU, the Crown Prosecution Service, Coroners and their representatives, and any other interested parties as appropriate to fulfill their duties.

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

**Essential Criteria:**

**Qualifications and Training:**

Successfully completed the 3-5 year accredited National Fingerprint Training programme, including the Foundation, Intermediate and Advanced Fingerprint Courses and related evidential portfolios and work based training elements.

Be registered on the National register of Fingerprint Experts.

**Experience:**

Completed a minimum of five years work experience within a Fingerprint Bureau.

**Skills:**

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

Ability to give formal presentations.

Ability to work calmly and accurately under pressure and deliver to tight timescales with little or no supervision.

Ability to work effectively as a team member.

Proven ability for problem solving and creative thinking skills.

Ability to plan and manage time and prioritise workloads.

Flexibility in working hours to cope with operational demands.

Proven ability to make accurate and correct decisions.

Ability to effectively represent the Force on matters pertaining to Fingerprint Identification as an Expert Witness in judicial and coronial courts.

**Knowledge:**

Thorough and documented knowledge of all matters relating to the Fingerprint Identification Process.

The ability to develop a good working knowledge and understanding of the structure, operational functions, procedures, policies and administrative systems of BTP in relation to legislation and matters relating to Custody sampling.

**REWARD**

**Desired Criteria:**

**Qualifications and Training:**

PNC trained.

**Experience:**

To have previously attended mortuaries to take post mortem fingerprints.

Experience of having appeared in court as an Expert Witness in Fingerprint Identification.

**Skills:**

**Knowledge:**

Basic knowledge and understanding of areas of forensic science not relating to Fingerprint Identification.

**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.*

A flexible approach to both working hours and different environments is required. The post holder may be required to change hours at short notice.

Form part of an on call roster for out of hours fingerprint examinations.

The post holder may be required to attend various courses, residential/non-residential, which the force identifies as being necessary.

The post holder should have a clear understanding as to the significance of incorrect decisions being made regarding the misidentification of fingerprints in terms of the negative impact upon the Force and its reputation.

**I. AUTHORISATION DETAILS**

Prepared By:	S.W	Date:	28/05/2015
Area Commander /FHQ	F.N	Date:	July 2015
HoD:		Date:	July 2015
Evaluation Panel:	E. Norman / S. Holmes	Date:	July 2015

**REWARD**