

Job Description

Job descriptions should be no more than four pages when complete.

Where you are amending an existing job description you **must** make the changes using Track Changes.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

A Post Details	
Job Title: Scenes of Crime Officer	Grade: A006
Department: Scientific Support Unit	Division: <input type="text"/>
Reports to: Crime Scene Manager	Contract Type: <input type="text"/>
Level of Vetting: <input type="text"/>	Numbers in Post: 21
B Purpose of the Post	
<p>To contribute to crime investigation and the identification of offenders by carrying out an appropriate examination of crime & incident scenes and by the value-based assessment and recovery of forensic evidence.</p> <p>To provide specialist advice and guidance to personnel regarding forensic issues to support the investigation of all categories of crime</p> <p>To gather information and evidence required to identify a deceased person in a prompt manner</p> <p>To limit disruption on the railways where crime or fatalities have occurred by conducting examinations in a methodical and strategic manner that allows partial or full opening of lines whilst maximising forensic evidence recovery.</p> <p>To ensure work is compliant with required quality standards and quality management systems</p>	
C Dimensions of the Post	
<ul style="list-style-type: none"> - Non- Direct Financial - to be retained on duty and on call deployment - Non-Direct Financial – minimising disruption scenes having financial impact on TOCs - - Non-direct staff responsibilities by mentoring of new Scene of Crime Officers 	
D Principal Accountabilities	

1. **Conduct a full examination at crime scenes and decide what evidence to gather ensuring quality standard processes are followed and maintained in an impartial and independent manner.**
2. Attend disruption and fatality scenes, mortuaries and post mortems to assist in the recovery of any/all forensic samples. Be able to work in such environments and handle deceased persons and assist in specialist body recovery at scene. 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.
3. **Proactively monitor and assess incidents for forensic opportunities and communicate with victims of crime, witnesses or investigators to establish whether attendance is appropriate.**
4. **To work with little or no supervision, making decisions on information gathered based on Force objectives, prioritising actions, monitor jobs and self-deploy if required**
5. **Deciding on an appropriate forensic strategy, liaising with relevant personnel and communicating strategy. Be responsible for the integrity of the scene and be the 'expert' on all forensic matters.**
6. **Be responsible for own health and safety and those of others whilst implementing dynamic risk assessments whilst on scene and put safe working practices into place.**
7. Be part of the Disaster Victim Identification cadre for the recovery of deceased persons, mortuary procedures and be familiar with Interpol and NPCC description forms.
8. Conduct peer assessments and mentoring new/less experienced staff
9. Identify continual improvement opportunities by conducting internal auditing and keeping abreast of legislation, quality documentation including those from UKAS and relevant Forensic Science Regulator guidance documents including the Codes of Practice and Conduct.
10. Provide complex and/or in-depth reports covering all forensic activities and to attend court when required and act as an expert witness.
11. **Keep up to date with training and continued professional development and competencies**
12. **Represent the force/department at internal and external meetings with officers, stake holders, other police forces. Liaise with coroner liaison officers concerning identification of deceased persons on the railway network**

E Decision Making

- Self-deployment based on information
- Working with little or no supervision, evaluating scenes and recovering evidence
- **Identifying and mitigating risks**
- Significant say in evaluating evidence at scenes and deciding course of action
- Significant say in approving the re-opening of all scenes including railway lines, stations, platforms etc. handing back trains and rolling stock

F Contact with Others

Internally – All officers and staff at all levels of the organisation

External – Other policing bodies, ORR, RAIB, HSE, CPS/Defence Counsel/experts, Home Office, IPOC, Universities, equipment/consumable suppliers and any other interested parties as appropriate to fulfil the

duties of the post.

G Essential Criteria

Qualifications and Training:

The post holder will be qualified to degree level in forensic science related subject or relevant experience in the field.

It is essential for the post holder to have a full driving license

Experience:

Skills:

Excellent organisational and administrative ability

Meticulous attention to detail

Able to appropriately plan and manage time and to prioritise work/actions

High level of interpersonal skills

Excellent written and oral communication skills

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

To work on your own initiative

Excellent teamworking and problem-solving abilities

logical and enquiring mind

Strong people skills.

Strong IT skills

Knowledge:

Knowledge of all forensic related science

Desirable criteria:

Attended an accredited Scenes of Crime course
Experience of working as a scenes of crime officer/ volume scenes of crime officer
Previous experience of Disaster Victim Identification
Previous experience of CBRN - Chemical Biological Radioactive Nuclear
Experiences in Visual and Audio driving
Experience in photography and light sources skills
Awareness of Health and Safety in the work environment
Knowledge of ISO 17020/17025, Forensic Science Regulator's Codes of Practice.

H Additional Information

The job involves extensive travel across the UK, working long hours, which may sometimes be unsociable, including shifts and on call

Working with little or no daily supervision

The job will necessitate working in difficult circumstances including tunnels, steep embankments and outside in all weather conditions etc

The job entails dealing with extremely distressing situations including scenes involving death and mutilation, liaising with family members who have received news of recent loss of a loved one and victims of crime

Develop and implement specialist training to level 4 standard

For Panel to complete only:

Line Manager Approval: (this is only signed off when the line manager has approved the final version)

Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)

Date:

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission