

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:	Trainee Fingerprint Expert (Foundation Level)	Current Grade:	A005
Department:	Scientific Support Unit	Area:	FHQ
Reports To:	Fingerprint Bureau Supervisor	No of Posts:	1
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 undertake the role of Trainee Fingerprint Expert who will complete internal and external training and development over a 1-3 year period to progress to Trainee Fingerprint Expert (intermediate level).

To process basic fingerprint casework and for this to be supervised and checked.

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

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.

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*

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Analyse and compare (under supervision) finger and palm print marks (manually and via 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

Process arrestee finger and palm print forms through various stages of Ident 1 and print to mark 1st line comparisons.

Attend mortuaries to assist in the taking of cadaver sets of fingerprints and attend home addresses of deceased persons to assist in the comparison of fingermarks to expedite the identification of the deceased.

Attend scenes with Crime Scene Examiners to assist in the examination and quality control of developed fingerprints to expedite identifications.

Provide aspects of fingerprint training to British Transport Police staff.

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.

Be willing to undertake personal development and training.

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.

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.

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 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.

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

Essential Criteria:

Qualifications and Training:

Successfully completed and passed the National Fingerprint Foundation Course or have relevant experience.

Experience:

Experience of working within a Scientific Support Unit and dealing with fingerprints.

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.

Knowledge:

Basic knowledge of the Fingerprint Identification Process.

Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

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

Working knowledge and understanding of the structure, operational functions, procedures, policies and administrative systems of a Police Force in relation to legislation and matters relating to Custody sampling.

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.

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I. AUTHORISATION DETAILS

Prepared By: Stephen Wilkinson

Date: 28/05/2015

Area Commander /FHQ

Farhana Nanji

HoD:

Date: July 2015

Evaluation Panel:

Steve Holmes/Emma Norman

Date: July 2015