

Job Description

A Post Details	
Job Title: Crime Scene Manager	Grade: B001
Department: Scientific Support Unit	Division: <input type="text"/>
Reports to: Crime Scene Coordinator	Contract Type: <input type="text"/>
Level of Vetting: <input type="text"/>	Numbers in Post: 7
B Purpose of the Post	
<p>To line manage a small regional team of Scenes of Crime Officers, attending the more complex or major crime incidents to assess the scenes of crime as well as to attend a scene when there is a requirement for more than one forensic recovery officer to be in attendance.</p> <p>To advise and collaborate with lead investigating Officers in accordance with ISO 17020 and the Forensic Science Regulator codes of practice, by managing complex scenes which includes recording, investigating, examining and recovering forensic evidence whilst also aiming to minimise disruption on the railways by deploying appropriate strategies to partially or fully open lines.</p> <p>The job holder will also advise on all forensic matters i.e. scene preservation/cordons, packaging, submission of exhibits and forensic strategies as well as to collate information and evidence required to identify a deceased person in a prompt and empathetic manner</p>	
C Dimensions of the Post	
<ul style="list-style-type: none"> • Non- Direct Financial - to be retained on duty and on call deployment of team • Non-Direct Financial – minimising disruption scenes having financial impact on TOCs • Direct management of 3 Scene of Crime officers • Carry out dip sampling of work and ensuring compliance to quality standards 	
D Principal Accountabilities	
<ul style="list-style-type: none"> • To manage a small regional team of Crime Scene Officers and to manage complex scenes/post mortems, creating an action log and ensuring compliance to procedures and implementing forensic strategy. Ensuing decision making is well documented and communicated • To attend the more complex scenes of crime and major incidents, overseeing the crime scene ensuring it is preserved and processed in accordance with set out protocols (ISO 17020 and Forensic Science Regulators Code of Practice and Conduct) with responsibility for own health and safety and others whilst implementing dynamic risk assessment enabling evidence to be collected safely and comprehensively through effective communication with those involved in the investigation. • 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. 	

- 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.
 - Work with peers and managers to respond to changes in demand and large, sudden events by self-organising resources collectively in the field and to pull on other personnel when needed.
 - **Represent the force/department at internal (e.g. Forensic Strategy meetings) and external meetings with officers of all ranks, stake holders, other police forces. Liaise with coroner liaison officers concerning identification of deceased persons. Provide in-depth reporting relevant to audience and act as an expert witness in relation to own actions and attend court when required.**
 - Effectively manage a small team ensuring their wellbeing and welfare as well as identifying learning opportunities and job development via the performance management and competency framework and address performance where and when required. Undertake dip sampling of work, conduct staff competency and peer assessments, as well as mentoring new/less experienced staff
 - Be part of the Disaster Victim Identification cadre, know about mortuary procedures in mass fatalities and the various documentation required.
 - Engage with and implement departmental procedures in line with the requirements Forensic Science Regulator Codes of Practice and Conduct and the International Standards Organisation (ISO) 17020/17025 standards to provide a quality service through accreditation
 - Keep up to date with training and continuing professional development, 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.
- Manage the regional 'office/s' day to day running, including asset management of specialist equipment and specialist consumables , store management, health and safety compliance. Manage the vehicles assigned to the office.**

E Decision Making

- **Determine how complex scenes will be processed and resources required, prioritizing actions**
- Identify performance and training requirements for staff
- Self deploying 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:

- Achieved accredited status as Scenes of Crime course and have extensive knowledge of and have demonstrated sound practical experience as a Scenes of crime officer
- Achieved accredited status as a Crime Scene Manager or to have achieved within 12 months of undertaking the role Have a degree level qualification in a forensic science related subject or relevant experience in the field.
- It is essential for the post holder to have a full driving license

Experience:

- **Extensive experience of working as a SOCO on major crime and/or incidents of a complex nature relating to forensic recovery.**
- Experience of managing forensic investigations at scenes, including directing the packaging, storing and transport items of potential evidence.
- **Experience of working with ISO 17020 and the Forensic Science Regulator codes of practice**
- Experience of line managing a small team, to mentor and develop performance creating strong engagement and a high performing culture
- **Demonstrable experience of complex information gathering, problem solving and providing in depth reporting and analysis relevant to the audience.**
- Experience of working with little or no supervision, making decisions on information gathered based on Force objectives, prioritising actions, monitor jobs and self-deploy if required
- **Experience of acting as an expert witness in relation to own actions and attend court, when required.**

Skills:

Skilled in developing and implementing forensic strategies for serious and complex investigations.

- Able to review and assess individual and team performance against expected standards (ISO), providing objective and effective feedback and ensuring corrective actions are taken where necessary
- Able to set out logical arguments clearly, adapting language, form and message to meet the needs of different people / audiences
- Skilled in the use standard IT packages, systems and/or databases to fulfil role requirements, including creating visual records for forensic investigations
- Keeps up to date with new approaches to evidence-based policing as new technological approaches within the forensic investigation field.
- Excellent organisational skills alongside meticulous attention to detail
- Ability to work in difficult situations calmly and accurately, sometimes within pressurised environments

Knowledge:

- **Knowledge of all forensic related science**
- A detailed understanding of the criminal justice system.
- Awareness of Health and Safety in the work environment

Desirable criteria:

Previous direct experience of working within BTP is highly desirable to understand its specific focus on the railway industry

- **Previous experience of working major crime in a managerial capacity. 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

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

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