



JOB DESCRIPTION

Post: Crime Scene Investigator

Grade: *Band D to Band E* **Job Evaluation Ref:** D1980
(dependant on competence level attained)

District/Department: Joint Protective Services

Sector/Section: Forensic Services

Location: Various across Norfolk and Suffolk

Reporting to: Senior Crime Scene Investigator

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

Attendance at crime scenes and other incidents to recover forensic evidence and produce detailed reports to help identify offenders, reduce crime and establish crime series; to reassure victims by providing a consistent high quality professional forensic service.

2. Main activities of the role (*This list is not exhaustive*)

- Forensic examination, including photography, of volume crime scenes to interpret, record, recover and ensure integrity of forensic exhibits (including fingerprints, DNA and footwear evidence)
- Produce detailed reports giving professional opinion on crime scenes and providing a clear record where forensic evidence has been recovered and any relevant observations and actions taken at the scene. Attend court to provide evidence as a professional witness.
- Provide training, instruction and advice regarding forensic matters to other police staff and officers.
- Assist in the administration and maintenance of the office, equipment and vehicles to ensure the efficient running of the team.
- Work shifts, weekends and Bank Holidays on a rota basis to ensure sufficient staffing is available to meet operational policing demands.
- Undertake training as requested to maintain professional competence and ensure continual professional development. As part of role development, you will be expected to assist at serious and major crime scenes.
- Comply with the requirements of ISO17020/25 including maintaining evidence of personal competence, following standard operating procedures and undertaking audits and other associated quality activity.
- Maintain records of crime scene examinations and related information and input accurate data onto relevant computer systems.

- Liaise with other Forensic Services staff, Investigating Officers, external Forensic Service Providers, other experts and other such agencies regarding the exchange of crime intelligence.

Once relevant point in Career Progression Scheme reached:

- Full forensic examination, including photography, of serious and major crime scenes as well as other incidents as appropriate.
- Attend suspicious death scenes, working with a Forensic team as appropriate to process the deceased so that all relevant forensic evidence is preserved and recovered before the deceased is moved.
- Attend post-mortem examinations and assist the Pathologist to take possession of samples and to photograph items as requested, in addition to taking finger and palm impressions from cadavers if required.
- Form part of the out of hours CSI on-call rota
- Any other duties commensurate with the role and grade as may reasonably be requested by line management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.
- e) Following appointment, the post holder will be subject to DNA Testing.
- f) The Crime Scene Investigator (CSI) Career Progression Scheme defines how a CSI at Band D can progress to Band E. Details of the Scheme can be provided on request.

PERSON SPECIFICATION

Post: Crime Scene Investigator
District/Department: Forensic Services
Location: Various across Norfolk and Suffolk

Essential Criteria

1. Good literacy and numeracy skills with GCSE, or an equivalent level of qualification, in a science discipline
2. Experience of undertaking analytical work with the ability to create accurate reports
3. Good organisational skills with the ability to effectively prioritise to meet deadlines
4. Good interpersonal skills in dealing with people at all levels and under difficult circumstances and in operating as an effective team member
5. Able to solve problems and effectively evaluate options
6. Flexible approach; able to work across Norfolk and Suffolk (and in other forces where required) and to work unsocial hours
7. Basic keyboard skills and a working knowledge of Microsoft Office suite
8. Full driving licence in order to drive police vehicles and transport equipment
9. Possess physical fitness necessary to carry out the duties of the post

Desirable Criteria

1. Experience of ISO quality management
2. Photographic experience

For direct entry at Band E the following must be demonstrated:

1. **Minimum 1 year's recent experience of Crime Scene Examination, successful completion of recognised Crime Scene Examination course and proven ongoing competence**
2. **Current evidence of good performance in Crime Scene Examination**