



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Investigation & Intelligence

**AREA/DEPT:** Force Intelligence Bureau

**FAU:**

**SECTION:** Forensic Services Department

Crime Scene Investigation

**JOB TITLE:** **ASSISTANT CRIME SCENE  
INVESTIGATOR**

**REPORTS TO:** Crime Scene Investigator Supervisor

**CURRENT RANK/GRADE:** **C**

**DATE:** October 2018

**1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....?)

To support Crime Scene Investigation in maximising the effectiveness of forensic evidence through the searching, evaluation, preservation and subsequent recovery of material deemed to be of forensic value.

All activity will be conducted in compliance with the Quality Standards Framework (ISO 17020, ISO 17025, ILAC-G19 and the Forensic Science Regulators Codes of Practice and Conduct)..

**2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Gather all available and relevant information, and utilise professional judgement and training to investigate, evaluate, preserve and recover forensic material from less complex scenes, minimising contamination and maintaining exhibit integrity and continuity. Assist CSIs and supervision as requested at complex crime scenes.
- b) Process exhibits in the Forensic Drying Facility and the Fingerprint Examination Room, ensuring all anticontamination measures taken and the potential for forensic opportunity maximised.

- c) Provide advice, guidance, awareness and mentoring in relation to your area of Forensic activity to internal and external personnel, to ensure they have a full understanding of forensic process and procedures. Provide reassurance to victims of crime and witnesses, offering crime prevention advice and obtaining and recording intelligence.
- d) Work in compliance with the Quality Standard Framework and be expected to fully participate in audits, validation, peer review and the documenting and reviewing of standard operating procedures (SOPs), in order to ensure its continuous improvement and maintenance of accreditation.
- e) Be responsible for the completion of Witness Statements in relation to your involvement in the forensic process and attend court to present evidence, recognising your overriding duty is to the court and the administration of justice.
- f) Provide reassurance to victims of crime and witnesses, offering crime prevention advice and obtaining and recording intelligence.
- g) Adhere to all Health and Safety requirements, to include risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- h) Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI)..

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Completion of a nationally recognised crime scene investigation level one course is required as part of the role.

A sound knowledge of forensic process, health and safety awareness such as COSHH, and an understanding of accreditation requirements to ensure compliance with the Quality Standards Framework.

Continued professional development is expected through the maintenance of an active training file which documents all training received and evidence of ongoing competence. Additionally, the role holder is expected to keep abreast of technological developments, legislative changes and any changes to quality standards requirements pertinent to the role.

Have a methodical approach with attention to detail and an ability to work effectively under pressure to deliver within tight timescales.

Good communication, organisational, administrative and interpersonal skills are fundamental to the role.

Possess excellent IT skills.

A current, full driving licence is essential in order to visit crime scenes and meetings. Must be a Police Approved Basic Driver.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

Where required police powers will be designated by the Chief Constable, to enable entry, search, seizure and recovery of exhibits.

#### **4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

No direct supervisory responsibility

**(b) Supervision Received:**

The role holder will directly report to a CSI Supervisor.

**(c) Other Contacts:**

**(i) Within Merseyside Police:**

In all contact with internal and external customers, a one team, customer focused approach must be maintained.

Regular contact with Control Room Staff, other forensic units, the Quality Standards team, officers at all levels.

**(ii) Outside Merseyside Police:**

Other police forces, law enforcement agencies, and emergency service personnel, as required

Members of the public, as required

UKAS during assessments

External forensic service providers, as required

Contact with service providers and suppliers, as required.

## 5. CONTEXT:

(a) **Operating Environment:** (Services provided, work patterns, who are the customers).

Crime Scene Investigation provides a service capability for the recovery of forensic evidence in the investigation of crime. There is a requirement for such a service to be accredited which means staff are involved in a continuous cycle of internal and external assessment to ensure a high quality service is delivered. Processes must be reviewed to ensure continuous improvement and the incorporation of new scientific advancements and techniques.

Examination of crime scenes can take place outdoors or indoors, in any prevailing weather conditions. Scene examinations are often conducted in hostile and unhygienic conditions, with the potential to create a stressful and distressing environment.

Role holder will work shifts covering a period from 07:00 hours to 20:00 hours 365 days a year, although working for a 24/7 emergency service may require additional duties to meet the exigencies of the service.

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Criminal Law (PACE).  
Criminal Procedure and Investigation Act (CPIA)  
Acts of Parliament (Official Secrets Act, Data Protection Act etc.).  
National Standards (Evidence, Training).  
Resources (Budget, Establishment).  
Health & Safety including COSHH.  
Force Policies.  
Management Priorities (Can influence).  
New Technology (Can influence).  
International Standards and relevant guidance material: ISO 17025.  
ISO 17020, ILAC-G19 and the Forensic Regulators Code of Practice and Conduct and relevant appendices

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

## 6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** N/A

**Staff:** None

*Other:* Geographical area: Merseyside Police Force Area  
Customer: Operational police officers

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

The role holder will underpin operational activity in support of crime investigation and policing operations.

Expected to provide sound, relevant and up to date advice, employing a problem solving approach toward conformity issues.

The maintenance of accreditation is critical to the operation of the unit and adhering to changes in requirements, legislation and policy is a fundamental and challenging part of the role.

The nature and demands of the role may require the need to work extended hours and change the working hours at short notice in order to fulfil the role effectively.

**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The role holder is required to undertake biometric vetting which includes the provision of a DNA sample and collection of fingerprints for crime scene elimination purposes only.

Management Vetting is required for the role.

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:  
(Please print in block capitals)

POSTHOLDER'S SIGNATURE: Date: Extn

MANAGER'S NAME:  
(Please print in block capitals)

MANAGER'S SIGNATURE: Date: Extn