JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:
DIRECTORATE: Investigation & Intelligence
AREA/DEPT: Force Intelligence Bureau
FAU:
SECTION: Forensic Services Department Fingerprint Bureau
JOB TITLE: **ASSISTANT FINGERPRINT & FOOTWEAR OFFICER**
REPORTS TO: Fingerprint Bureau Manager
CURRENT RANK/GRADE: **C**
DATE: November 2024

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

To support the Fingerprint Bureau in maximising the effectiveness of forensic evidence through the examination of friction ridge detail, of identification purposes.

To maintain a footwear database and undertake the coding and screening of all footwear recoveries prior to submission to a Forensic Service Provider.

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) Process, code, compare and evaluate friction-ridge detail primarily from criminal justice related sources (ten-prints) to establish the identity of a person. Assist in coding and comparing prints for verification in time critical situations using Livescan/Live ID. Take fingerprints from individuals as required.

b) Analyse, code and screen crime scene footwear mark impressions, noting footwear impressions and trends, present results in an appropriate format.

c) Maintain all relevant databases and computer systems and provide administrative support in the handling and management of exhibits and case records to enable continuity and integrity to be maintained.

d) Act as a point of contact for customer queries and actively seek customer feedback on case work completed in order to allow the service levels to be evaluated and overall service delivery improved.

e) 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.

f) 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.

g) 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.

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).

i) 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.

j) Undertake all responsibilities relating to information management, data quality, information sharing, intelligence and information security to ensure accordance with the the authorised Professional Practice (APP) on Information Management, issued by the College of Policing including Home Office Code of Practice on 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?).

Must undertake in house training relating to friction-ridge detail in order to assist in establishing the identity of a person and in coding and comparing prints for verification in time critical situations using Livescan/Live ID. Ability to take fingerprints from individuals as required.

The postholder must attend and pass a one week external footwear training course held outside of Force.

Knowledge of working with Laboratory rules and protocols, including Health and Safety awareness and compliance such as COSHH.

A sound knowledge of forensic process 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.

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

N/A

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

No direct supervisory responsibility

(b) Supervision Received:

The role holder will directly report to the Fingerprint Bureau Manager

(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 the Quality Standards team, other forensic units, Officers that submit work for examination

As required, contact with ICT department, facilities management with respect to the accommodation and

environment, procurement with respect of equipment and consumables

(ii) Outside Merseyside Police:

Other police forces and law enforcement agencies 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).

The Fingerprint Bureau provides a service capability for the identification of friction ridge detail, submitted by police officers and Crime Scene Investigators. 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.

Postholder will be responsible for supporting all levels of investigations working Monday to Friday on a flexi time basis (07:00 – 19:00), 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
Police and Criminal Evidence Act(PACE).
Criminal Procedure and Investigation Act (CPIA)
Protection of Freedoms Act (POFA)
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 and Crime Scene Investigators

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.

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 postholder 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