



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

### HMI CATEGORY CODE:

**DIRECTORATE:** Intelligence  
**AREA/DEPT:** Force Intelligence Bureau

### FAU:

**SECTION:** Forensic Services Department  
Fingerprint Bureau

**JOB TITLE:** **SENIOR FINGERPRINT OFFICER**

**REPORTS TO:** Fingerprint Bureau Manager

**CURRENT RANK/GRADE:** **F**

**DATE:** November 2018

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

To maximise the effectiveness of forensic evidence through the examination of friction ridge detail for identification purposes with technical lead responsibility for ensuring the adherence to and maintenance of accreditation requirements.

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) Establish the identity of a person through the analysis, comparison, evaluation and verification of friction-ridge detail recovered from crime scenes, exhibits and ten-prints. Code and search friction-ridge detail using databases to enable comparisons to be made. Facilitate the recovery of friction ridge detail from crime scenes and cadavers including attendance at mortuaries and take fingerprints from individuals as required.
- b) Quality Assure, document and report findings of outcomes, ensuring accuracy and proportionality, including verifying final checking processes in order to assist with investigations and ensure that accurate findings are delivered.

- c) Act as technical lead (or deputy) for accreditation, as assigned by the Manager, with responsibility for planning method validation, documenting and reviewing technical procedures, reviewing proficiency testing/inter-laboratory comparison results, and ensuring a schedule of equipment calibration is completed.
- d) In the role of technical lead, assist the Manager and Quality Standards team in the co-ordination of UKAS visits, instructing and delegating tasks regarding method witness assessments and general preparation. Act as the spokesperson for the unit during assessments, explaining technical procedures, processes and validation work in order to facilitate a continued accredited status.
- e) In the role of technical lead, work alongside the Manager and Quality Standards Team to evaluate the risks associated with non-conformance, identify root causes, and resolve the issues. Withhold examination reports where non-conformity has been identified and where necessary, enforce the suspension of part or all of laboratory operations. Make recommendations of remedial action and advise on resumption of operational activity.
- f) Coordinate and conduct peer review to ensure that results are valid and safe. Participate fully in the all other quality assurance processes such as audits and proficiency/inter-laboratory tests.
- 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. Provide evidence of specialist opinion and interpretation within the confines of your expertise.
- h) Advise the Forensic Services Department Management Team and other stakeholders on technical matters, best practice and strategy in relation to fingerprint identification.
- i) 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.
- j) 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).

- k) Be accountable for 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.

### **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?).

Postholder must have completed a Fingerprint training programme (Foundation, Intermediate and Advanced Fingerprint Courses) and related evidential portfolios is required.

Experience of working in an ISO 17025 or ISO 17020 quality management environment is required to understand the impact should accreditation not be achieved and maintained.

A sound knowledge and extensive experience of forensic processes is essential to the role.

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 postholder is expected to keep abreast of technological developments, legislative changes and any changes to quality standards requirements pertinent to the role.

Excellent communication skills, in order to produce clear and concise documented procedures, processes, policies and reports.

Excellent interpersonal skills with the ability to develop strong working relationships and work effectively with people across different levels of the organisation.

Good information handling skills with sound analytical and problem solving skills in order to manage varied and intense workloads whilst prioritising accreditation activities.

Ability to work under pressure to strict deadlines, whilst maintaining a good level of performance, high levels of accuracy and attention to detail.

Ability to effectively plan and coordinate multiple activities.

Possess excellent IT skills.

### **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 however able to direct the operation of the Fingerprint Bureau within their remit as Technical Lead.

**(b) *Supervision Received:***

The role holder will directly report to the Fingerprint Bureau Manager.

**(c) *Other Contacts:***

**(i) *Within Merseyside Police:***

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, Senior Investigating Officers

**(ii) *Outside Merseyside Police:***

Other police forces and law enforcement agencies as required and through regional and national Forensic Expert Networks

UKAS during assessments

External forensic service providers, as required

Contact with service providers and suppliers, as required.

Crown Prosecution Service

#### **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.

Role holder 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.

The role holder will be expected to attend scenes and meetings held away from their main location of work within the Fingerprint Bureau. This may be within or external to the force area.

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

Criminal Law (PACE).

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 keeping updated on changes in requirements, legislation and policy is a fundamental and challenging part of the role.

The post holder will at times have to complete unpleasant and stressful tasks such as the fingerprinting of decomposed or mutilated bodies.

**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