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***WILTSHIRE POLICE***

**Job Description**

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| **Post Title:** Level 2 Crime Scene Investigator | **Department:** South WestForensics |
| **Post Number:** | **Work Location:** Swindon and Melksham  (with a Requirement to attend Cross Border Incidents) |
| **Grade:** W7-8-9progression scheme  *(****W7-W8*** *CSI stages 1 & 2.* ***W9*** *Specialist)* | **Security Vetting Level:** |
| **Responsible to:** Regional CSI Team Leader | **Date :** November 2017 |

**Reporting Structure:**

**Level 2 Crime Scene Investigator**

**Job Purpose**

To provide an effective and efficient Crime Scene Investigation capability to the SW Regional Forces.

To attend all categories of crime scene and associated locations to conduct scientific examinations with the objective of identifying, recording and recovering physical and digital forensic evidence and intelligence information.

To conduct additional post scene activity to enable effective processing of evidence and intelligence information.

The role holder will participate in a regional on-call roster and there will be a regular requirement for out-of-hours working, retention on duty and recall to duty as required to meet the operational demands for forensic service delivery.

**Main Responsibilities**

1. To take responsibility for gathering information from relevant sources to ascertain the circumstances of incidents and the requirement to attend locations; including liaison with officers, members of the public and victims of crime as required to secure effective co-operation and co-ordination of scene investigations.
2. To conduct risk assessments of scenes and forensic evidence and to ensure that all safety precautions are taken and documented when in situations which may present a health hazard, e.g. exposure to cadavers, body fluids, physical and chemical hazards.
3. To attend volume, serious and major crime scenes and associated locations as required and to conduct scientific investigations with the objective of identifying, recording and recovering potentially valuable physical, trace and digital forensic evidence and intelligence information (including post mortem examinations).To undertake methodical investigations in accordance with National Occupational Standards and departmental Quality Standards (including ISO 17020/17025), using specialist light sources, photographic and other equipment as required.
4. To work closely with Pathologists and other Experts and Specialists, working with minimal supervision and under the direction of a Crime Scene Manager.
5. To take additional responsibility and/or functionality in specialist areas such as; blood screening, fire investigation, CBRN, UV and 360° photography, covert operations, DVI, Archaeology, rope access, Luminol, sea survival, illicit labs, mentoring/tutoring, occasional trainer, Crime Scene Manager (as per attached progression scheme)
6. To obtain appropriate sample materials from persons for further examination, elimination and recording purposes in accordance with documented procedures when authorised and required.
7. To ensure correct packaging, preservation, continuity and integrity of exhibits and to retain and store recovered physical and trace evidence in a way that prevents contamination and loss of evidence. To use technical knowledge and expertise to interpret the forensic value of evidence in order to prioritise, review and submit exhibits for subsequent analysis or storage as required to other police departments or identified outside agencies, taking into account value for money and maximising evidential potential. To disseminate information / intelligence effectively, appropriately and promptly in line with Force requirements.
8. To accurately maintain comprehensive computer and written records, to record activity, track exhibits, to meet departmental and statutory requirements relating to the storage and retention of physical evidence and information.
9. To produce technical documentation and prepare evidential material and attend court to present expert evidence and professional opinion as required, ensuring standard formats of statements, photographic albums and indices are produced for presentation as scientific findings in criminal investigations and judicial proceedings.
10. To maintain stores, equipment and storage facilities and to ensure that crime scene equipment is available and fit for purpose in order to meet operational requirements. To undertake general administrative tasks as required.
11. To attend training courses and other events linked to ongoing competency both in force and throughout the country to maintain skill and expertise in scene investigation and evidence recovery. To keep abreast of changes and developments within Crime Scene Investigation.
12. To provide specialist technical advice and knowledge to police colleagues, partners and other individuals / agencies in relation to the gathering and use of forensic evidence and crime scene interpretation to support investigations and criminal prosecutions and the achievement of Force objectives.
13. To ensure contact with members of the public positively contributes to providing customer satisfaction and confidence in the police service. To provide relevant crime prevention advice in order to contribute to the reduction of crime.
14. To undertake specialist training to use front line digital tools in order to secure and retrieve forensic data from mobile phones and other devices and to triage computers in accordance with Standard Operating Procedures (SOP). To produce technical reports and statements in relation to retrieved data as required by the SOP, liaising with digital forensics teams when necessary and complying with ISO:17025 digital principles.

**Dimensions**

**Financial**

**Non-financial**

***Person Specification***

**Level 2 Crime Scene Investigator**

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| **Attributes** | **On Appointment** | **Criteria** |
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| **Qualifications:** | Trained to accredited national standards as Crime Scene Investigator (Stage 1) or an ‘A’ level in science (or equivalent) and experience of employment within an investigative or scientific role. | Essential |
| Trained to accredited national standards as a Crime Scene Investigator (Stage 2). | Desirable |
| A scientific qualification – Degree level or directly related equivalent experience. | Desirable |
| **Experience:** | Experience of gathering and analysing information | Essential |
| Experience of making and maintaining Restricted records (written and computer) and a good understanding of legislation governing information security | Essential |
| Experience of all CSI activities (e.g. fingerprints, footwear, DNA, trace evidence and photography) in volume, serious and major crime investigation | Desirable |
| **Skills:** | Computer literate with good keyboard skills | Essential |
| Competent in the use of Microsoft Word, Outlook and Excel | Desirable |
| Demonstrates excellent attention to detail and accuracy, with an understanding of the importance of integrity and continuity within Criminal Justice. | Essential |
| Good interpersonal and communication skills, face to face and over the telephone. Experience of dealing effectively with a diverse range of people and ability to present facts and opinions accurately, clearly and concisely in written and oral formats. | Essential |
| Self-motivated with an ability to work with minimal supervision as well as part of a team under challenging conditions. | Essential |
| Experience of photography and digital imaging. | Desirable |
| Experience of working within an ISO accredited environment. | Desirable |
| The ability to work with graphic and traumatic material. Individuals will have the ability to recognise and manage their own stress levels in conjunction with their line manager. | Essential |
| Excellent customer focused communication skills with the ability to deal with potential conflict and difficult situations. | Essential |
| Ability to prioritise and organise own work effectively | Essential |
| Ability to present evidence at court or other tribunals | Essential |
| Ability to use own initiative in decision making | Essential |
| Excellent problem solving skills | Essential |
| **Knowledge:** | Knowledge of all CSI activities (e.g. fingerprints, footwear, DNA, trace evidence and photography) in volume, serious and major crime investigation | Desirable |
| Good knowledge of police procedures relating to the CSI role | Essential |
| General awareness of equality and diversity issues in the working environment | Essential |
| Awareness of workplace health & safety issues | Desirable |
| Understanding of confidentiality and Data Protection/Freedom of Information issues | Essential |

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| **Attributes** | **After Training** |
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| **Qualifications:** | Trained to accredited national standards as a Crime Scene Investigator (Stages 1 and 2). |
| **Experience:** | After Crime Scene Investigator Stages 1 and 2 accreditation, there will be a requirement to train within one or more of the specialist areas.  Progression to W9 will take place subject to demonstrating good performance and continuous professional development within the core CSI role and specialist skill areas. |
| **Skills:** | Ability to develop and adapt to changing working practices in order to meet the demands of Wiltshire Police, new legislation or new policies introduced within the Force |
| **Knowledge:** | Understanding of your responsibility under Equal Opportunities and the way in which your role and the organisation may impact on minority and more vulnerable communities within Wiltshire  Greater understanding of relevant health & safety issues within your working environment  Understanding of the impact of the Human Rights Act on the organisation and the role that you undertake  Greater understanding of Data Protection and Freedom of Information issues within your working environment |

***Other Information***

**Level 2 Crime Scene Investigator**

Wiltshire Police provides a 24 hour 7 day a week service therefore applicants should be prepared to be flexible in their approach to working hours.

The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

You will be required to attend all necessary and relevant training courses in respect of your employment to ensure compliance with the policies of the Force.

Wiltshire Police is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**USERS - MoPI (Management of Police Information);**

Share information where appropriate with community partners and other agencies, paying regard to force procedures for recording such sharing. Ensure information recorded is relevant, accurate and adequate, meets legal requirements and data quality standards.

The role holder must successfully complete Stages 1 and 2 of the SWF CSI Learning Programme within a reasonable timeframe. There may be additional requirements to attend and successfully complete other training courses and events linked to ongoing proficiency in order to maintain professional competency. Failure to pass these courses may result in the termination of contract.

Normal hours of duty will comprise 8-hour shifts between 08:00 to 22:00 hrs, 7 days per week including some Bank Holidays. The role requires participation in a regional on-call rota and a flexible approach to working location, since operational duties may need to be undertaken anywhere within the South West region in line with business requirements. This may include an occasional need for overnight accommodation, for which a subsistence allowance would be paid.

There will be a requirement to work outside normal office hours, to change shifts at short notice, to be retained on duty and be recalled to duty at the discretion of Regional Forensic Co-ordinators in response to service requirements. Allowances and enhancements will be paid in line with individual Force policies.

Role holders must hold a full current UK/European driving licence and will drive vehicles bearing SW Forensics livery and wear a SW Forensics uniform during all working hours, unless on covert duties.

Role holders must maintain a good standard of eyesight and physical fitness.

All successful applicants will be required to submit themselves for drug testing in line with the employing Force's Drug Policies. Role holders are also required to provide personal fingerprints and DNA samples, which will be retained on elimination databases for the duration of employment.

Role holders must be able to deal with distressing and/or emotional situations relating to crime; including viewing material and exposure to incidents that may involve injury, death and trauma. Role holders will have annual mandatory welfare consultations.

The role will include: manual handling including movement of equipment and cadavers; working at height, in confined spaces and at night; working with chemical/biological hazards; working in environments with potential for conflict; adverse weather; prolonged wearing of Personal Protective Equipment.

To execute powers designated by the Chief Constable under Schedule 4 of the Police Reform Act 2002, including powers relating to entry, search and seizure of exhibits.

Role holders may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

Please note that, due to the nature of security checks undertaken, applicants must have 3 years' continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK. This role may be subject to higher security vetting (SC level).