## Scale 6 Crime Scene Investigator Level 2

### Role Profile

To attend and process scenes using specialist, approved techniques to visualise, capture and recover digital and trace evidence, and gather information and intelligence as part of an investigative package suitable for presentation at court and appeals while complying to ISO accreditation standards.

<table>
<thead>
<tr>
<th>Rank/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI Team Leader</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scope</th>
</tr>
</thead>
</table>

1. Support investigations by preserving, capturing, and assessing evidence at crime scenes using digital and forensic techniques: fingerprint, photographic, DNA, Trace, telematics, Wifi Router interrogation, mobile device downloads and CCTV.

2. Develop and implement short term plans and objectives within each investigation in challenging and pressurised environments to assist in achieving the wider investigative aims.

3. Assist with the advancement of the investigation by observing, assessing and recording all aspects of the crime scene and the immediate environment and ensuring all findings are available for the wider investigation.

4. Handle exhibits including potentially hazardous materials from investigations in line with agreed protocols to maintain the integrity, continuity and security of the evidence for the purpose of investigative processes and court proceedings.

5. Produce, engage with and implement departmental procedures in line with the requirements of the Forensic Science Regulator’s Codes of Conduct and Practice and the International Standards Organisation (ISO) 17020/17025 standards to provide a quality service through accreditation which will also require maintaining continually.

6. Identify situations when specialist support is appropriate to advance an investigation.
### Scope

7. Support the Criminal Justice process by providing accurate and timely statements including Streamlined Forensic Reports (SFR), and other documentation for relevant disclosure material.

8. Design and deliver training for key stakeholders and the wider policing community to improve knowledge and understanding of Crime Scene Investigation in the investigative process and share best practice on crime scene investigation in Force, regionally and nationally to aid collaboration and continuous improvement in policing.

9. Comply with all applicable specialist health and safety legislation and regulations to ensure safe working practices in relation to crime scene investigations.

10. Engage with agency partners and specialist representatives in line with agreed protocols and procedures to support and progress investigations.

11. Undertake specialist functions within the role of CSI as portfolios dependent upon training and competence to include:

#### Fire Investigation
- Assessment and interpretation of fire related scenes individually or in conjunction with a fire investigator/ scientists.

#### CBRN Chemical Biological Radiological and Nuclear
- Respond to incidents involving CBRN using the appropriate specialist equipment. Recover and package items to ensure safety and integrity.

#### DVI Disaster Victim Identifications
- Support the identification, repatriation and recovery of victims for complex crime scenes

#### Level 2 Covert
- Apply approved covert techniques to capture evidence and support the development of intelligence.

#### CSM Crime Scene Management
- To lead a team of crimes investigators and specialists at a complex or major crime investigation scene and maximise evidential potential.
- Managing wellbeing and welfare of crime scene staff and specialists during the investigation and to ensure the appropriate care and support is in place to enable teams to operate safely and effectively.
- Advise senior investigating officers in planning forensic investigation strategies for crime scenes
Scope

- Act as part of the forensic management team ensuring forensic submissions are proportionate and add value to the investigation.

Training

- Plan, produce and deliver in a multitude of specialist forensic training packages
- Conduct audits and complete classroom or scene based assessments deeming the level of staffs’ competence and if not competent to provide developmental training.

ISO technical management/ auditing

- Produce standard operating procedures to the required quality standards and be responsible for the validation and verification of equipment and processes utilised within the CSI
- Be fully conversant with the FSR’s Codes of Practice and Conduct and understand, identify and resolve any technical implications for the CSIs
- Gain and maintain accreditation to the ISO 17020 International Standard within the time parameters set by the Head of Unit / Forensic Science Regulator (FSR).
- Lead technical aspects of surveillance assessments/audits by the United Kingdom Accreditation Service (UKAS).
- Responsible for conducting both management and technical audits in line with an annual auditing schedule produced by the Quality Team; compliant with the regulator’s codes and ISO 17020.

For the post holders level of responsibility ensure that all; arrangements, activities, equipment, supervision and staff health, welfare and training are complied with as fully detailed in the Health and Safety Policy.

It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, contributing to developing equality of opportunity in working practices and challenging inappropriate.

Not withstanding the details in this job description, the job holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the job.

Experience and Qualifications

Qualifications:
Educated to level 6 of the QCF in a science related subject or equivalent qualifications/
Experience and Qualifications

significant work based experience.

Completed or be prepared to attend the College of Policing Crime scene Investigator course (to
be completed within 12 months of commencement in the role)

Further nationally accredited training required for the specialist CSI roles,

- Fire investigators college of policing course
- Trainers accredited trainers’ course
- DVI disaster course
- CSM course
- Digital
- Covert

Experience:

Desirable: Significant experience in a forensic discipline or science laboratory based
environment.

Skills and Knowledge:

- Ability to manage and prioritise effectively and efficiently demanding and pressurised
  workstreams appertaining to major and volume investigations.

- Good communication skills with the ability to listen to others in accordance with the varied
  needs of differing situations, individuals, groups and communities.

- Able to produce concise reports and documents.

- Able to present complex evidence in a professional manner at major incident briefings, court
  and at other hearings.

- Skilled in the use of standard IT packages, systems and/or databases to fulfil role
  requirements, including creating visual records for forensic investigations.

- Able to use resources efficiently in own role and to comply with financial rules and procedures.

- Able to identify potential opportunities to enhance efficiency and/or effectiveness within own
  area of work.

- Able to break down a straightforward problem into component parts and determine appropriate
  action, including the evaluation of forensic investigation of crime scenes, and to take decisions
  and evaluate outcomes.

- Able to review own performance objectively and to develop and follow an appropriate
### Experience and Qualifications

- To develop and carry out specialist CSI functions as a portfolio eg Crime Scene Management, Fire Investigation.

### Personal Qualities

Please note. Personal Qualities provide guidance in relation to the behaviours individuals should display. They will be used in Promotion/Recruitment/Selection/Appraisal processes.

### Skill Category: Policing Professional Framework

<table>
<thead>
<tr>
<th>Skill Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving the Public</td>
<td>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Develops partnerships with other agencies to deliver the best possible overall service to the public.</td>
</tr>
<tr>
<td>Leading Change</td>
<td>Positive about change, adapting rapidly to different ways of working. Flexible and open to alternative approaches to solving problems, and encourages flexibility in others. Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas. Takes an innovative and creative approach to solving problems.</td>
</tr>
<tr>
<td>Leading People</td>
<td>Inspires team members to meet challenging goals, providing direction and stating expectations clearly. Acknowledges the achievements of individuals and teams by recognising and rewarding good work. Recognises when people are becoming demotivated and provides encouragement and support. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Coaches and guides team members, identifying and addressing areas for development.</td>
</tr>
<tr>
<td>Personal Qualities</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Managing Performance       | Managing Performance – Level Supervisory Manager  
Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively to maintain and improve performance. Sets clear objectives and outcomes. Manages multiple priorities, thinking things through in advance, balancing resources and coordinating activity to complete tasks within deadlines. Knows the strengths of team members, delegating appropriately and balancing workloads across the team. Monitors delivery to ensure tasks have been completed to the right standard, and tackles poor performance effectively. |
| Professionalism            | Professionalism – Level Supervisory Manager  
Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required. |
| Decision Making            | Decision Making – Level Supervisory Manager  
Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest. |
| Working with others        | Working with others – Level Supervisory Manager  
Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships and a good team spirit. Explains things well, ensuring instructions are understood and talks to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without |
<table>
<thead>
<tr>
<th>Personal Qualities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>prejudice regardless of their background or circumstances.</td>
<td></td>
</tr>
</tbody>
</table>

| Portfolio Type | Portfolio |