



# Staffordshire Police - Role Profile

## Forensic Services Officer

<b>Grade/Rank:</b>	Grade E
<b>Directorate:</b>	Specialist Crime
<b>Reports to:</b>	Forensic Services Supervisor
<b>Direct Reports:</b>	N/A

### Role Purpose

Forensic science is used to support the investigation of crime. It can be used to provide evidence to support or refute an allegation, a version of events, and a person's involvement in an offence. The Forensics Department is committed to providing quality, objective, timely and effective forensic services to inform investigations, identify offenders, safeguard victims and witnesses, and streamline justice through good and early case management. This is achieved by:

- Designing and delivering effective forensic strategies for each and every case that we are involved in
- Delivering all forensic examinations using recognised, validated and robust techniques
- Maintaining qualifications and competence to deliver techniques
- Maintaining and following documented procedures that reflect best and validated practice
- Being committed to and complying with the ISO/IEC 17025, 17020 and the Forensic Science Regulator's Codes of Practice and Conduct

**The primary purpose of the Forensic Services Officer role is to coordinate forensic work requests; provide advice and support to police officers on forensic services and in particular drugs services; maximise the use of available evidence in serious acquisitive crime by compiling and providing forensic intelligence; coordinate the movement of exhibits within Force and to external forensic providers and provide exhibit logistics services and associated continuity; process force biometric samples under the appropriate Government legislation and Biometrics Commissioner regulation; maintaining accurate records, updating force systems.**

### Key Tasks and Responsibilities:

- Commission forensic analysis in straightforward simple cases where the primary aim is to identify a suspect; developing and delivering forensic



## intelligence in serious acquisitive crime investigations

- Provide advice and support for drugs cases; enabling rapid drugs identification and phone evidence to support investigations
- Reporting of DNA matches, speculative searches and commissioning extra work for linked scenes; creating Forensic Intelligence Packages in relation to footwear and DNA intelligence.
- Managing road traffic toxicology service
- Supporting Case management Advisors by carrying system updates and exhibit logistics for their cases by:
  - Coordinating the movement of exhibits within the Force, to and from in-house Forensic Expert Services and external Forensic Service Providers
  - Recording and updating work management systems and databases with data and results regarding statements, results, delivery notes and invoices
- Examining and analysing footwear patterns recovered from scenes of crime & custody; establishing shoe type and related code by referencing the National Footwear Reference Collection (NFRC); updating the National Footwear Database (NFD) with new and unidentified shoe patterns.
- Interrogating work management systems and databases for potential links between crimes scenes and individuals considering the significance of potential links, considering MO and forensic evidence obtained. Ensuring timely response to Investigating Officers especially in relation to potential links to individuals in custody.
- Moving exhibits between force locations to enable examinations to take place, ensuring timely submissions to forensic service providers, packaging of items for collection by forensic service providers; accurate recording, appropriate handling and correct storage of exhibits.
- Monitoring forensic supplier performance including work in progress, timeliness
- Processing invoices, ordering consumables and monitoring financial spend
- Maintenance & updates of NicheRMS and SOCRATES
- Provide general advice regarding forensic submissions to Local Policing Teams, Force Investigative Services, Criminal Justice Services and Forensics Department colleagues including:
  - Preservation and packaging of different evidence types
  - Timescales for examination of different evidential types including urgent submissions
  - Preparation of submissions paperwork for authorisation and exhibits for dispatch
  - Likely costs, case status and outcomes of examinations
- Processing PACE DNA samples and Ten Prints; maintain accurate records relating to processed, retained and destroyed PACE samples.
- Take DNA and fingerprint samples from force colleagues to inform reference databases



- Assist the Forensic Recovery Unit with:
  - Preparation of chemicals using approved methods
  - Lab cleaning
  - Administrative support – booking in FRU submissions from FI Hubs
  - Preparation of FRU exhibits for return to property stores
- Printing and booking in of FI crime scene lifts, filing fingerprint forms, maintenance of police and staff elimination print database and other administrative duties
- Support and contribute to the Forensics Department Quality Standards strategy
- Conduct peer review where required

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

Ensuring forensic facilities are secured from unauthorised access

Following Standard Operating Procedures (SOPs)

Maintaining accurate records

## Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

### **Resolute, compassionate and committed**

We are emotionally aware	1a	Valuing Diversity	1a
		Managing Sensitivities	1a
We take ownership	1b	Customer Service	1b
		Maintaining Accuracy	1b

### **Inclusive, enabling and visionary leadership**

We are collaborative	1b	Partner Working	1b
		Managing Complexity	1b
We deliver, support and inspire	1a	Self-Leadership	1a
		Supporting Colleagues	1a

### **Intelligent, creative and informed policing**

We analyse critically	1a	Problem Solving	1a
		Situational Judgement	1a
We are innovative and open-minded	1a	Continuous Improvement	1a
		Futurology	1a



## Education, Qualifications and Experience

### Essential:

A basic awareness of forensic science and its use to support police investigations, evidence awareness of the various types of forensic evidence and demonstrate a basic understanding of forensic procedures.

Recent administrative experience with the ability to pro-actively manage administration processes and previous experience of costs estimation, database and spreadsheet data entry and invoice reconciliation.

Possess excellent communication and interpersonal skills with people at all levels within an organisation and experience of working with a variety of customers demonstrating the ability to handle issues in an objective and if required assertive manner.

Experience of working to multiple deadlines and delivering results through effective planning and organising; the ability to prioritise own time and workload and work methodically and accurately even under pressure, and with minimal supervision.

Ability to deal with sensitive, distressing and confidential material in a professional and objective manner; having previous experience of working with confidential and/or sensitive information and an awareness of GDPR and its implications.

Experience of working as part of a team and ability to build effective working relationships with members of own and other teams.

### Desirable:

Previous experience of working in a forensic department

## Skills Matrix (See Skills Matrix)

### Essential:

Basic awareness of forensic science

Ability to analyse information and provide an assessment

Problem solving and decision making

Good communication and interpersonal skills

IT literate with effective keyboard skills and the ability to learn and utilise new packages.

### Desirable



Proficient in use of Microsoft Office & force systems				
Working as part of a team				
<b>Leadership Passport Level</b>	Practitioner s & Team Leaders			
	1			

### CPD Requirements

Successfully complete the training and demonstrate competence in the role and maintain competency through annual assessments

Compliance with Health and Safety procedures

Maintain a working knowledge and understanding of:

- Standard operating procedures
- Quality standards, relevant legislation and criminal justice requirements

### Professional Registration/Licences

N/A

### Special Conditions

Own car for business use	Yes				
Driving Licence	Essential				
Requirement to wear Uniform	Optional				
Requirement for post entry training	Yes and ongoing competency demonstration				
Hours	37 hours per week Monday - Friday Cover office hours 08:00 - 16:30 with colleagues				
Weekend working expected	No				
Elimination Samples	A requirement to provide Fingerprint and DNA elimination samples that will be held on relevant secure databases; managed and maintained in line with relevant policy				
Welfare	The post holder will work within an environment where they may be exposed to distressing scenes or material. Welfare support networks are available if required.				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period			1 month		



Agile Profile (See Agile Matrix)						
Base	Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
1	2	5	1	2	3	2