**Staffordshire Police - Role Profile**

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| **Forensic Services Officer** |

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| **Grade/Rank:** | Grade E |
| **Directorate:** | Specialist Crime |
| **Reports to:** | Forensic Services Supervisor |
| **Direct Reports:** | N/A |

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| **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.** |

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| **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 |

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| **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 |

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| **Education, Qualifications and Experience** | |
| **Essential:** | **Desirable:** |
| 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. | Previous experience of working in a forensic department |

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| **Skills Matrix (See Skills Matrix)** | | | | |
| **Essential:** | **Desirable** | | | |
| 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.  Proficient in use of Microsoft Office & force systems  Working as part of a team |  | | | |
| **Leadership Passport Level** | Practitioners & Team Leaders |  |  |  |
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| **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 |

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| **Professional Registration/Licences** |
| N/A |

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| **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 |  |  |

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