



## Crime Scene Investigator

<b>Service Unit</b>	Crime and Justice
<b>Team</b>	Crime Scene Investigation
<b>Responsible to</b>	Crime Scene Operations Manager
<b>Scale and Salary Range</b>	Scale 3/6
<b>Vetting Status</b>	RV
<b>Politically Restricted</b>	Not Politically Restricted
<b>CVF Level</b>	CVF Level 1

### Job Purpose

To attend and forensically examine crime and incident scenes, record and recover forensic evidence and produce detailed reports for submission to internal and external forensic laboratories for analysis and subsequent presentation in court.

### Principal Duties and Responsibilities

- Forensic examination, including photography, of volume and major crime scenes as well as other incidents as appropriate, ensuring the security and preservation of the scene and resources.
- Recovery and recording of forensic evidence ensuring it is preserved for further analysis and exhibit integrity is maintained for presentation in court.
- Attend post mortems and assist the pathologist in the recovery, packaging and storage of exhibits and samples. In addition to take finger, palm and foot impressions from cadavers if required.
- Provide specialist guidance and advice on crime scene examination issues to investigating officers, other service units and partner agencies.
- Produce detailed crime scene examination reports and provide a clear record of where forensic evidence has been found and recovered, and any relevant observations and actions taken at the scene.
- Maintain records of crime scene examinations and related information and input relevant data onto the police computer systems.
- Prepare statements in accordance with current legislation and attend court to present evidence.
- Liaise with other forensic services staff, investigating officers, forensic service providers, other experts and agencies regarding the exchange of crime intelligence.
- Provide quality control guidance to investigating officers regarding submissions to the Fingerprint Bureau, forensic service providers and other such agencies.
- Take fingerprints for visa applications, including the verification of personal identification, document completion and money handling.
- Provide any specialist areas of support commensurate of the role e.g. E-Fit, Arson Task Force,



## Crime Scene Investigator

working at heights and CBRN.

- Conduct regular vehicle and equipment checks and ensure the safety and maintenance of all personal equipment.
- Be familiar and comply with all relevant Health and Safety, operational, data protection, risk management, COSHH and ISO regulations.
- Adherence to the Quality Management System (QMS) to ensure compliance with ISO accreditation.
- Undertake professional development as required to maintain professional competence.
- Promote equality, diversity and human rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.

### Note

**The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.**

**All employees are to comply with confidentiality laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).**

**All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all within Cleveland Police.**



## Crime Scene Investigator

<b>Person Specification</b>	
<b>Essential knowledge, skills, and experience (E)</b>	<b>Desirable knowledge, skills, and experience (D)</b>
<b>Knowledge and Qualifications</b>	
Successful completion of appropriate, recognised crime scene examination course.	Nationally recognised crime scene diploma qualification
Basic keyboard skills and a working knowledge of Microsoft Office.	Knowledge of forensic and police computer systems such as LOCARD and IRIS
	Current first aid qualification
<b>Experience</b>	
Proven ability to work in stressful and unpleasant circumstances whilst maintaining concentration and accuracy	Experience of crime scene examination
<b>Skills and Abilities</b>	
Current evidence of good performance in crime scene examination.	
An ability to acquire knowledge quickly, use own initiative with the ability to work as part of a team and alone, organising and prioritising own workload.	
Good written and verbal communication skills, with good interpersonal skills in dealing with people at all levels and under difficult circumstances.	
Able to comply with the physical requirements of the post.	
Able to work unsociable hours, including weekends, bank holidays and provide on call cover outside of shifts as part of a rota.	
<b>Other</b>	
Demonstrate a high degree of self motivation.	
Flexible approach to work	
Required to work shifts over a 7-day rotating shift pattern.	
Full driving licence due to the use of a police vehicle and the need to carry and transport equipment	

**All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.**

<b>Version Control</b>	
<b>Reason for Version Change</b>	<b>Version date</b>
Placed on new template	13 <sup>th</sup> June 2019



# Crime Scene Investigator




## Crime Scene Investigator

### Competency and Values Framework (CVF) for Policing: Level 1 – Practitioner

Set out below are Cleveland Police Leadership Behaviours (2017) drawn from the College of Policing's Competency and Values Framework for Policing (2017). A candidate's behaviours/values will be measured at interview.

<b>Competency</b>	<b>Level 1 – Practitioner</b>
<b>Emotionally aware</b>	<ul style="list-style-type: none"><li>• I treat others with respect, tolerance and compassion.</li><li>• I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law.</li><li>• I remain calm and think about how to best manage the situation when faced with provocation.</li><li>• I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure.</li><li>• I ask for help and support when I need it.</li><li>• I understand the value that diversity offers.</li><li>• I communicate in clear and simple language so that I can be easily understood by others.</li><li>• I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.</li></ul>
<b>Taking ownership</b>	<ul style="list-style-type: none"><li>• I actively identify and respond to problems.</li><li>• I approach tasks with enthusiasm, focusing on public service excellence.</li><li>• I regularly seek feedback to understand the quality of my work and the impact of my behaviour.</li><li>• I recognise where I can help others and willingly take on additional tasks to support them, where appropriate.</li><li>• I give feedback to others that I make sure is understandable and constructive.</li><li>• I take responsibility for my own actions, I fulfil my promises and do what I say I will.</li><li>• I will admit if I have made a mistake and take action to rectify this.</li><li>• I demonstrate pride in representing the police service.</li><li>• I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.</li></ul>
<b>Collaborative</b>	<ul style="list-style-type: none"><li>• I work cooperatively with others to get things done, willingly giving help and support to colleagues.</li><li>• I am approachable, and explain things well so that I generate a common understanding.</li><li>• I take the time to get to know others and their perspective in order to build rapport.</li><li>• I treat people with respect as individuals and address their specific needs and concerns.</li><li>• I am open and transparent in my relationships with others.</li><li>• I ensure I am clear and appropriate in my communications.</li></ul>
<b>Deliver, support and inspire</b>	<ul style="list-style-type: none"><li>• I take on challenging tasks to help to improve the service continuously and support my colleagues.</li><li>• I understand how my work contributes to the wider police service.</li><li>• I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others.</li><li>• I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent</li></ul>



## Crime Scene Investigator

	<p>or hinder delivery.</p> <ul style="list-style-type: none"> <li>• I support the efficient use of resources to create the most value and to deliver the right impact.</li> <li>• I keep up to date with changes in internal and external environments.</li> <li>• I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.</li> </ul>
<b>Analyse critically</b>	<ul style="list-style-type: none"> <li>• I recognise the need to think critically about issues. I value the use of analysis and testing in policing.</li> <li>• I take in information quickly and accurately.</li> <li>• I am able to separate information and decide whether it is irrelevant or relevant and its importance.</li> <li>• I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action.</li> <li>• I refer to procedures and precedents as necessary before making decisions.</li> <li>• I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions.</li> <li>• I recognise gaps and inconsistencies in information and think about the potential implications.</li> <li>• I make decisions in alignment with our mission, values and the Code of Ethics.</li> </ul>
<b>Innovative and open-minded</b>	<ul style="list-style-type: none"> <li>• I demonstrate an open-ness to changing ideas, perceptions and ways of working.</li> <li>• I share suggestions with colleagues, speaking up to help improve existing working methods and practices.</li> <li>• I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements.</li> <li>• I adapt to change and am flexible as the need arises while encouraging others to do the same.</li> <li>• I learn from my experiences and do not let myself be unduly influenced by preconceptions.</li> </ul>

<b>Values</b>	<b>All Levels</b>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public.</li> <li>• I demonstrate courage in doing the right thing, even in challenging situations.</li> <li>• I enhance the reputation of my organisation and the wider police service through my actions and behaviours.</li> <li>• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations.</li> <li>• I am open and responsive to challenge about my actions and words.</li> <li>• I declare any conflicts of interest at the earliest opportunity.</li> <li>• I am respectful of the authority and influence my position gives me.</li> <li>• I use resources effectively and efficiently and not for personal benefit.</li> </ul>
<b>Impartiality</b>	<ul style="list-style-type: none"> <li>• I take into account individual needs and requirements in all of my action.</li> <li>• I understand that treating everyone fairly does not mean everyone is treated the same.</li> <li>• I always give people an equal opportunity to express their views.</li> <li>• I communicate with everyone, making sure the most relevant message is provided to all.</li> </ul>



## Crime Scene Investigator

	<ul style="list-style-type: none"> <li>• I value everyone's views and opinions by actively listening to understand their perspective.</li> <li>• I make fair and objective decisions using the best available evidence.</li> <li>• I enable everyone to have equal access to services and information, where appropriate.</li> </ul>
<b>Public Service</b>	<ul style="list-style-type: none"> <li>• I act in the interest of the public, first and foremost.</li> <li>• I am motivated by serving the public, ensuring that I provide the best service possible at all times.</li> <li>• I seek to understand the needs of others to act in their best interests.</li> <li>• I adapt to address the needs and concerns of different communities.</li> <li>• I tailor my communication to be appropriate and respectful to my audience.</li> <li>• I take into consideration how others want to be treated when interacting with them.</li> <li>• I treat people respectfully regardless of the circumstances.</li> <li>• I share credit with everyone involved in delivering services.</li> </ul>
<b>Transparency</b>	<ul style="list-style-type: none"> <li>• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others.</li> <li>• I am clear and comprehensive when communicating with others.</li> <li>• I am open and honest about my areas for development and I strive to improve.</li> <li>• I give an accurate representation of my actions and records.</li> <li>• I recognise the value of feedback and act on it.</li> <li>• I give constructive and accurate feedback.</li> <li>• I represent the opinions of others accurately and consistently.</li> <li>• I am consistent and truthful in my communication.</li> <li>• I maintain confidentiality appropriately.</li> </ul>

Further detailed information on the CVF can be located by clicking on the following link:

<https://skillsforjustice-ppf.com/competency-values/>