



HERTFORDSHIRE  
CONSTABULARY

## ROLE PROFILE

<b>Role Title:</b>	<b>Volume Crime Scene Examiner</b>
<b>Department/Unit:</b>	<b>JPS Crime - Scientific Services</b>
<b>Rank/Grade:</b>	<b>(B) SC4 (C) SC4 (H) A3 (non-supervisory)</b>
<b>Reporting to:</b>	<b>Scenes of Crime Supervisor</b>
<b>Main purpose of the role:</b>	<p>To attend all scenes of category 3-5 and other incidents to carry out an examination specifically to identify, photograph, collect and record forensic evidence to support the investigation of crime process.</p> <p>Under competent supervision attend category 1 and 2 scenes to carry out examinations.</p> <p>To recognise the implications of cognitive bias, confidentiality and impartiality; to present evidence as required for the benefit of the Court.</p> <p>They may also attend post mortem examinations and undertake work in connection with bodies and mortuaries under supervision.</p> <p>To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies.</p>

### Key Responsibilities

- Attend and examine category 3-5 scenes as a competent Scene Examiner. Competencies include scene assessment, examination and management, imagery, identification, recovery and recording of friction ridge detail marks, DNA material, footwear marks, tool marks and trace evidence.
- Develop and follow contamination avoidance and evidence recovery strategies at all scenes of crime.
- Understand and apply the requirements of ISO 17020 and FSR Codes of Practice as defined in the Quality Management System and technical documentation.
- Raise non-conformance, requests for change and preventative action reports as required.
- Undertake duties associated with managing QMS responsibilities, such as asset management, as required.
- Maintain your own continuous professional development.
- Uphold the values contained in the Police Code of Ethics and the Forensic Regulator's Code of Practice and Conduct.
- Promote strong working relationships and interaction between Scenes of Crime and other SSU departments.
- Forward relevant recovered items to Forensic Service providers and internal departments such as Fingerprint Bureau and Photographic department on a daily basis to ensure crime investigation receives the most timely and effective use of forensic evidence. Forward all intelligence gathered to the appropriate Intelligence Unit in a timely manner. Update all relevant databases maintaining accurate details and records of scene examinations and outcomes. In accordance with defined procedures ensure integrity, security, storage and transport of forensic samples and other materials and to prepare and maintain appropriate documentation and reports.
- Undertake liaison with all personnel, especially those officers investigating serious acquisitive crime, and disseminate information to investigating officers and intelligence units to support successful investigations. Give technical advice and guidance to all staff in the organisation on scientific unit matters. Provide assistance and guidance to investigating officers relating to the creation of a submission to Forensic service providers.

<b>Psychological Assessment</b>	To be confirmed
<b>Return on Investment</b>	To be confirmed

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

### Entry Requirements



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- Educated to A Level standard including a science based subject and/or inspection-, technology- or science-based technical experience or equivalent qualification.
- Knowledge of forensic and photographic techniques.
- Ability to operate a customised database.
- Ability to undertake basic sketch making.
- Able to deal with situations/incidents of a physically or emotionally unpleasant nature.
- Must have a good standard of written and verbal English language communication for correspondence and reports and be able to speak to people face to face and over the telephone clearly and concisely.
- Experience of working with the public and dealing with people.
- Good team-working skills.
- Good ICT skills.
- Ability to work under pressure.
- Ability to prioritise and meet deadlines.

### Any other General Requirements/Scope

- This role requires the post holder to hold full valid UK manual driving licence for class B and to be prepared to travel and work in any of the three force areas as and when required.
- If using a private vehicle then business insurance needs to be organised by the individual.
- Vetting is required, as advised by the Vetting Unit (BC Standard recruitment vetting).
- The post holder will be required to successfully complete initial training and internal competency assessment within the QMS of BCH SSU and thereafter to maintain that competency.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

### Obligatory Requirements

- Before commencement of this appointment, this role may be subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.
- Must consent to have personal DNA profile and fingerprints/palprints placed on Police Elimination databases.
- The role will involve working a pattern covering all seven days of the week, working a shift pattern involving early and late shifts as well as a requirement to participate in an out of hours on call rota.
- There will be a requirement on occasions to work additional hours, change shift at short notice and work rest days to meet operational service delivery. Such requests will be managed in accordance with individual force policies.



## ROLE PROFILE

### Personal Qualities(Behavioural Competencies)

#### We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

#### We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

#### We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

#### We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. 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. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. 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.

#### We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

#### We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.