

# NOTTINGHAMSHIRE POLICE

## JOB DESCRIPTION

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Job title: **Volume Crime Scene Investigator**

Department/ Location: **Crime Scene Investigation Department,  
Divisional Bases**

Responsible to: **Crime Scene Investigation Manager**

Responsible for: **N/A**

Date: **27<sup>th</sup> April 2012**

Library no.; HMIC Classification:

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### JOB PURPOSE

To provide a comprehensive, efficient and effective volume crime scene examination service to police investigations contributing to the successful detection and prosecution of criminals. To be a primary point of contact for the delivery of volume crime scene examination from one-to-one contact with victims of volume crime through to providing intelligence and advice to operational policing team.

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### PRINCIPAL ACCOUNTABILITIES

1	Perform the role of an operational Volume Crime Scene Investigator effectively managing and prioritising own time. Attending volume crime as directed to support a complete and thorough scene examination and investigation, working with Force employees, other agency experts or professional bodies that may be in attendance.
2	Produce detailed and accurate reports from examinations to support investigations , <b>to ensure that</b> relevant evidential <b>assessment can be made by</b> EMSOU-FS or external service providers, <b>enabling</b> preparation of factually and accurate statements for presentation in court.
3	Undertake a range of photographic, forensic and fingerprint processes or examinations to maximise <b>evidential</b> opportunities <b>to ensure the</b> integrity and continuity of material is maintained at all times.
4	Attend court to give testimony as a sworn witness. This may include justifying and explaining decision-making, actions, findings and conclusions <b>at the discretion of the court</b>
5	Ensure that all Health and Safety precautions and risk assessments,

	<b>inherent within the role</b> are carried out within appropriate guidelines.
6	Provide professional advice guidance and expertise in respect to role, responsibilities and capabilities of Crime Scene Investigation team to a range of audiences both internal and external. Provide input to groups or meetings to support operational effectiveness of CSI department to deliver departmental or divisional objectives.
7	Attend as required, internal and external training and development courses and events, contributing with managers to the supporting, introduction, adoption and use of best practice where appropriate.
8	Be aware of and work within the various legislation that affects the examination of crime scenes, recovery and storage of evidence.
9	Appropriately use the corporate IT systems to maintain the daily functioning of core duties.
10	To participate in the Force PDR process and take responsibility for identifying your own professional and career development needs.

## **DIMENSIONS**

**Financial:** No financial responsibility

**Staff:** N/A

### **Sphere of activity:**

- Required to work shifts over a 7-day rotating shift pattern.
- Primary focus is in relation to volume crime but may be required to supplement crime scene investigation activities at more serious crime utilising core Volume Crime Scene Investigation Skills.

## **ACCOUNTABILITY**

Prepared by: Philip Cotton (Head of Crime Scene Investigation Department).

Signature: ..... Date: .....

# PERSON SPECIFICATION

Job title: **Volume Crime Scene Investigator**

Department/ Location: **Crime Scene Investigation Department,  
Divisional Bases**

Date: **27<sup>th</sup> April 2012**

Library no HMIC Classification:

<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<p><b>KNOWLEDGE AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a general awareness of photographic or scientific techniques which would be deployed to support crime scene investigation work.</li> <li>• Experience of working within a customer focused environment</li> </ul>	<p>Application form/ Interview</p> <p>Application form/ Interview</p>
<p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Well developed communication skills both written and verbal and able to clearly articulate complex information.</li> <li>• Awareness of requirements of Health and Safety legislation.</li> <li>• Able to demonstrate attention to detail and is able to plan and organise time and prioritise work effectively.</li> <li>• Ability to demonstrate a personal commitment to Equal Opportunities and championing Diversity</li> <li>• Ability to work as part of a team and on own initiative with the minimum of supervision.</li> <li>• Possess a sound knowledge and understanding of working with Microsoft applications including Microsoft Word, Outlook and data entry.</li> </ul>	<p>Interview</p> <p>Interview / Test Application Form/ Interview / Test</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<p><b>EDUCATION / QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Science based qualifications to A Level standard (in Biology or Chemistry) or equivalent, with previous experience in a practical scientific role.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Operational experience within the field of Crime Scene Investigation i.e. Forensic Science, Fingerprints, photographic or a related discipline.</li> </ul>	<p>Application Form</p> <p>Application Form</p>
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Full Driving Licence.</li> <li>• Must be flexible to working hours, working a seven-day rotating shift pattern.</li> <li>• Physically able to carry routine CSI equipment (approx. 10kg), climb stairs and be able to get out of police vehicles after spending time travelling between scenes.</li> <li>• Ability to meet the minimum requirements of an eyesight and hearing test as completed during the medical examination.</li> </ul>	<p>Application Form</p> <p>Application Form / interview</p> <p>Medical</p> <p>Medical</p>

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Signature: ..... Date: .....

## ORGANISATIONAL/DEPARTMENTAL CHART

