

## Forensic Laboratory Officer

<b>Service Unit</b>	Crime and Justice
<b>Team</b>	Scientific Support Unit
<b>Responsible to</b>	Crime Scene Operations Manager
<b>Scale and Salary Range</b>	Scale 4-5
<b>Vetting Status</b>	Recruitment Vetting
<b>Politically Restricted</b>	Not Politically Restricted
<b>CVF Level</b>	CVF Level 1

### Job Purpose

- Provide a comprehensive, effective and efficient Forensic Laboratory service to the force.
- Provide specialist physical, chemical and sampling techniques and utilise specialist equipment to support investigations
- Locate, enhance, recover, record and control evidence and exhibits in order to gather maximum potential evidence
- Deliver a 'best evidence' service, capable of materially furthering the progress of an investigation.
- Although routinely based in a laboratory/office environment, there may be occasions where visits to other locations, including crime scenes will be necessary. This may involve attending scenes of a sensitive, distressing and traumatic nature.

### Principal Duties and Responsibilities

- Make best use of technology in support of the role, ensuring correct operation and compliance with technical procedures, force policy and legislation.
- Have and maintain a thorough knowledge of appropriate sequential treatments, including specialist processes, techniques and equipment for the development and recovery of evidential material.
- Prepare, maintain and update databases, software packages and digital recording media.
- Examine, locate, recover and record physical and trace evidence.
- Ensure correct handling, integrity, quality control and continuity of exhibits and evidence by correct handling, packaging, storage and documentation.
- Utilise all available and appropriate enhancement, sampling and recovery techniques to maximise the recovery of physical evidence. Apply innovative methods to preserve, record and recover evidence in difficult circumstances
- Plan, process and manage a range of evidential photographs to meet the needs of the customer and use appropriate recording media to record evidence, utilising appropriate photography and digital imaging techniques.
- Produce accurate written and computerised records and diagrams.
- Liaise with investigating officers and internal and external agencies to maintain effective communication.
- Maintain detailed contemporaneous notes for all laboratory and crime scene based examinations, ensuring that continuity, security, traceability, data protection and disclosure guidelines are adhered to at all times.
- Prepare and present reports and statements in accordance with internal procedures and current

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- legislation and attend court to give evidence when required.
- Provide mentoring, advice, guidance, support and training to other staff, officers and outside agencies as necessary.
  - Participate in planned projects and operations ensuring confidentiality is maintained at all times.
  - Be familiar with and comply with all relevant Health & Safety, operational, data protection, risk management COSHH and ISO regulations and Home Office produced manuals and internal quality management procedures.
  - Conduct laboratory based examinations, including application of sequential physical, chemical and technical processes.
  - Analyse, evaluate and assess all physically and chemically treated items for forensic evidence/intelligence opportunities.
  - Carry out laboratory based examinations for the recovery of (but not exclusively);
    - Indented marks and altered documents
    - Friction Ridge Detail
    - Footwear impressions
    - DNA
    - Other trace evidence
    - Digital imaging of evidential material
  - Prepare, use, manage and record chemical reagents and ensure stock reserves of chemicals, consumables and equipment are maintained and keep strict control and management of substances, consumables and equipment, held under licence by the unit for inspection by HM Customs & Excise. Ensure appropriate safe containment, management and disposal of chemicals and chemical waste whilst maintaining Health and Safety standards at all times.
  - Undertake routine maintenance and cleaning of the unit and equipment, including the Trace Evidence Recovery Facility, to ensure the efficient and safe operation of laboratory processes whilst minimising the risk of cross contamination. Ensure that cleaning schedules are updated and maintained as a permanent record.
  - Support, adhere to, comply with, use and participate in the Quality Management System, including the Quality Procedures, Quality Manual, Standard Operating Procedures, Technical Procedures and all documentation relating to ISO accreditation processes and the Quality Management System, to ensure that Quality Standards are met at all times.
  - Prioritise and complete tasks to meet specific deadlines
  - Provide ad-hoc cover in other departments within the Scientific Support Unit and/or undertake any other duties, commensurate with your skills, when requested by a supervisor
  - Attend alternative locations and crime scenes when requested to perform specialised physical and chemical techniques as directed by a supervisor, including non-destructive high intensity light source examinations to secure physical and trace evidence whilst ensuring that Health and Safety is not compromised.
  - Attend training courses, conferences and development days commensurate with the responsibilities of the post to attain and maintain a contemporary knowledge of developments in the fields of Crime Scene Investigation and Forensic Science and show continuing professional development.



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### 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.**

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Person Specification	
Essential knowledge, skills, and experience (E)	Desirable knowledge, skills, and experience (D)
Knowledge and Qualifications	
Excellent working knowledge of forensic and/or crime scene work	Accredited qualification, degree or professional diploma in a forensic laboratory related subject or a related topic
Good working knowledge of the law, police practices and crime scene examination work	College of Policing: Forensic Laboratory Officer Qualification or equivalent (e.g. FERRT/NPIA forensic Laboratory Officer) Practical experience of crime scene or forensic work
Understanding of Quality Management Systems and British Standard ISO/IEC 17025:2005	Experience of working within a laboratory accredited to BS ISO/IEC 17025
	Experience/Qualification in Quality Management
Experience	
Ability to plan and prioritise resources effectively in order to deliver a quality service	Proven ability to undertake research into new projects and ideas relating to working practices
Understanding of 'Best Value and Best Evidence' principles and how this impacts on forensic submissions.	Familiarity with the Home Office (CAST) manual of fingerprint development techniques
	Experience of working within a similar role
	Excellent IT skills
	Experience of auditing
	Knowledge of forensic intelligence issues
Skills and Abilities	
Excellent interpersonal and communication skills, both written and verbal	Ability to train, mentor and coach staff
Has the ability to work successfully as part of a team and also confident to work individually with a minimum of supervision	Ability to give presentations
Has the ability to make reasoned decisions and take responsibility for actions	Previous experience of working within a police forensic laboratory
Excellent organisational and customer service skills	
Demonstrates an ability to deal with distressing, traumatic and emotional situations	
Has the ability to deal with sensitive work situations with confidence and discretion whilst treating all people with dignity and respect.	
Other	
Able to give attention to detail and an ability to identify small features	
Current & valid UK driving licence	
Has a flexible approach to meet the needs of the post and is prepared to work unsociable hours when required	
Knowledge/experience of Health & Safety issues, including COSHH.	

**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.**



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Version Control	
Reason for Version Change	Version date
Placed on new version control template	27/11/2020



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### 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.

Competency	Level 1 – Practitioner
<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>



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	<ul style="list-style-type: none"> <li>or hinder delivery.</li> <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>

Values	All Levels
<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>



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	<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/>