

## **JOB DESCRIPTION**

**Post:** Crime Scene Investigator  
**Grade:** Band E **Job Evaluation Ref:** C28  
**District/Department:** Forensic Services  
**Sector/Section:** Forensic Operations  
**Location:** Bury St Edmunds, Great Yarmouth, Ipswich, King's Lynn, Thetford, Lowestoft, Norwich  
**Reporting to:** Senior Crime Scene Investigator

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

Attend and conduct a forensic examination at crime scenes, recovering forensic evidence including photographs and producing detailed reports for submission to Forensic Support or external forensic laboratories for analysis and subsequent presentation in court.

### **2. Main activities of the role *(This list is not exhaustive)***

- Forensic examination, including photography, of volume and major crime scenes as well as other incidents as appropriate. Recovery of forensic evidence ensuring it is preserved for further analysis; exhibit integrity to be maintained for presentation in Court.
- Attend suspicious death scenes, working with a Forensic team as appropriate to process the deceased so that all potential, relevant forensic evidence is preserved and recovered before the deceased is moved.
- Attend post mortem examinations and assist the Pathologist to take possession of samples and to photograph items as requested, in addition to taking finger and palm impressions from cadavers if required.
- Forensic examination of recovered exhibits at police or other suitable premises
- Detailed reports giving professional opinion on crime scenes and providing a clear record 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 Constabulary computer systems.
- Preparation of statements and court attendance to present evidence.
- Liaison with other Forensic Services staff, Investigating Officers, the Forensic Service Providers, other experts and other such agencies regarding the exchange of crime intelligence.
- Provide quality control guidance to Investigating Officers regarding submissions to the Fingerprint Section, Forensic Service Providers and other such agencies.

- Provide training, instruction and advice regarding Forensic Services matters to other police staff and officers.
- Take and ensure the obtaining of elimination fingerprints and palm prints.
- Assist in the administration and maintenance of the office, equipment and vehicles to ensure the efficient running of the Section.
- Undertake training as requested to maintain professional competence, ensure continual professional development and comply with the requirements of ISO17020/25
- Any other duties commensurate with the role and grade as may reasonably be requested by line management.

**4. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.
- e) Following appointment the post holder will be subject to DNA Testing

## **PERSON SPECIFICATION**

**Post:** Crime Scene Investigator

**District/Department:** Forensic Services

**Location:** Bury St Edmunds, Great  
Yarmouth, Ipswich, King's  
Lynn, Thetford, Lowestoft,  
Norwich

### **Essential Criteria**

1. Minimum 1 year's recent experience of Crime Scene Examination, successful completion of appropriate, recognised Crime Scene Examination courses and proven ongoing competence
2. Current evidence of good performance in Crime Scene Examination
3. Able to demonstrate positive involvement in process change
4. Good organisational skills with the ability to effectively prioritise to meet deadlines
5. Good interpersonal skills in dealing with people at all levels and under difficult circumstances and in operating as an effective team member
6. Able to solve problems and effectively evaluate options
7. Flexible approach; able to work across Norfolk and Suffolk (and in other forces where required) and to work unsocial hours including out of hours on-call cover as part of a rota
8. Basic keyboard skills and a working knowledge of Microsoft Office suite
9. Full driving licence in order to drive police vehicles and transport equipment
10. Possess physical fitness necessary to carry out the duties of the post

### **Desirable criteria**

1. Direct involvement in ISO quality management
2. Nationally recognised Crime Scene qualification (e.g. diploma)