

JOB DESCRIPTION

Post: Fingerprint Development Officer
Grade: Band D **Job Evaluation Ref:** B331/C19
District/Department: Forensic Services
Sector/Section: Forensic Support
Location: OCC, Wymondham
Reporting to: Senior Forensic Technical Officer

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To effectively deliver a Fingerprint Development Laboratory service for Norfolk and Suffolk Constabularies, undertaking a range of processes utilising specialist laboratory equipment for the enhancement, recording and recovery of fingerprint evidence.

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

- Operate specialist equipment and light sources to search for and enhance latent fingerprint impressions.
- Develop and recover fingerprint impressions carrying out chemical treatments as appropriate.
- Maintain accurate documentation and computer records.
- Give technical advice to investigating officers and Forensic Services staff in relation to all Fingerprint Development matters.
- Maintain an up to date knowledge of chemical treatment and enhancement techniques.
- Attend major crime scenes to carry out chemical treatments as requested by the Crime Scene Manager/Crime Scene Co-ordinator.
- Take possession of and check exhibits from officers, staff and external providers submitted for chemical treatment, maintain continuity and challenge incorrect and inappropriate submissions.
- Prepare and store chemical solutions to conform with the requirements of Control of Substances Hazardous to Health (COSHH). Review all Fingerprint Development Laboratory COSHH assessments as required.
- Handle, examine and, where necessary and appropriate, recover physical evidence from exhibits.
- Prepare exhibits, statements and deliver evidence in court as requested.
- Comply with ISO17025 and other quality standards as appropriate, participating in internal audits and peer review as well as technical requirements including tests, validation of techniques, equipment calibration,.
- Any other duties that are commensurate with the role and grade as may be requested by 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 Constabulary as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.

PERSON SPECIFICATION

Post: Fingerprint Development Officer

District/Department: Forensic Services

Location: Wymondham

Essential Criteria

1. GCSE English and Maths at grade C or above or demonstrate equivalent numeracy and literacy skills
2. Previous experience of working in a laboratory or analytical environment
3. Previous photographic knowledge or experience
4. Demonstrate good organisational skills with the ability to balance a varied workload
5. Demonstrate good communication skills
6. Good keyboard skills and competent in the use of Microsoft office applications
7. Full driving licence and the ability to travel within the counties of Norfolk and Suffolk

Desirable criteria

1. Practical scene examination work experience
2. Experience of working within a Fingerprint Development Laboratory environment
3. A level or HNC or equivalent qualification in a science subject