

JOB DESCRIPTION

Post: Fingerprint Officer
Grade: Band C to Band E (dependant on National Accreditation) **Job Evaluation Ref:** B330
District/Department: Forensic Services
Sector/Section: Forensic Support
Location: Wymondham
Reporting to: Senior Fingerprint Officer

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

Ensure the provision of an expert fingerprint identification service within Norfolk and Suffolk Constabularies.

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

- Examine fingerprint submissions by comparing and identifying finger and palm impressions ensuring effective use of Ident 1.
- Ensure that the service delivered is of high quality, with accurate and timely response to all fingerprint submissions. Compliance with service level agreements and service standards.
- Maintain liaison with Forensic Services personnel, investigating officers and other police forces.
- Maintain an up to date knowledge of technical developments.
- Assist with maintaining Norfolk and Suffolk Constabularies National Fingerprint Collection.
- Provide local support to policing teams and officers in respect of crime initiatives and specific operations.
- Provide specialist advice, produce fingerprint evidence and attend court as an expert witness.
- Assist and support the delivery of Livescan training for staff across Norfolk and Suffolk Constabularies.
- Undertake the recovery of fingerprint impressions from cadavers as requested by the Crime Scene Manager/Crime Scene Co-ordinator.
- Carry out audits within Forensic Services relating to relevant ISO quality system.
- Any other duties that are commensurate with the role and grade as may be requested by management.

3. 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.

PERSON SPECIFICATION

Post: Fingerprint Officer

District/Department: Forensic Services

Location: Wymondham

Essential Criteria

1. GCSE English, Maths and Science at grade C or above or demonstrate equivalent numeracy and literacy skills
2. Demonstrate ability and willingness to undertake further study and qualifications
3. Well developed communication and relationship skills
4. Proven ability to work within an analytical environment
5. Demonstrate good organisational skills and a flexible approach to balance a variety of tasks
6. Attention to detail, in particular in relation to collating information
7. Ability to work in unpleasant working conditions as required
8. Basic keyboard skills and competent in the use of Microsoft Office applications, Word and Excel
9. Full driving licence and the ability to travel within the counties of Norfolk and Suffolk

Desirable criteria

1. A level or HNC or equivalent qualification in a science subject