

## **JOB DESCRIPTION**

**Post:** Volume Crime Scene Investigator  
**Grade:** Band D **Job Evaluation Ref:** C1083  
**District/Department:** Joint Protective Services Department  
**Sector/Section:** Forensic Services Department  
**Location:** Various across Norfolk and Suffolk  
**Reporting to:** Senior Crime Scene Investigator

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

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

Attendance at volume crime scenes to recover forensic evidence to help identify offenders, reduce crime and establish crime series; to reassure victims by providing a consistent high quality professional forensic service.

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

- Investigate crime scenes in an acceptable time to interpret, record, recover and ensure integrity of forensic exhibits (including fingerprints, DNA and footwear evidence)
- Photograph crime scenes
- Complete crime scene reports to assist police officers, Forensic Services personnel and forensic scientists
- Provide training and advice on forensic related matters, including exhibits for laboratory analysis.
- Complete statements and attend court to provide evidence as a professional witness
- As part of role development, you may be asked to assist Crime Scene Investigators at major crime scenes
- Satisfy national training courses and maintain professional competence in forensic scene examination
- Work weekends, Bank Holidays on a rota basis to ensure sufficient staffing is available to meet operational policing demands
- Undertake training as requested to maintain professional competence, ensure continual professional development and comply with the requirements of ISO17020/25
- 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:** Volume Crime Scene Investigator

**District/Department:** Joint Protective Services Department

**Location:** Various across Norfolk and Suffolk

### **Essential Criteria**

1. Good literacy and numeracy skills
2. GCSE or an equivalent level of qualification in a Science discipline
3. Experience of undertaking analytical work with the ability to create accurate reports
4. Experience of working within a customer service environment
5. Experience of working as part of a team, prioritising demands and meeting deadlines
6. Excellent interpersonal skills with the ability to interact with members of the public and staff/officers of all levels
7. Basic keyboard skills and working knowledge of Microsoft Office Suite
8. Full driving licence due to need to drive police vehicles and transport equipment

### **Desirable criteria**

1. Experience of ISO 9001 Quality Standards
2. Experience of delivering information/training
3. Photographic experience