



POLICING PROFESSIONAL PROFILE

FINGERPRINT OFFICER

North Wales Police - Other Role Specific Criteria

(Insert details from HR system as appropriate for vacancy)

NWP Job Ref. No.	
Grade/Rank	Scale 5 to SO1 with the potential of progressing to SO2
Responsible to	Fingerprint Manager
Functional Area	
Business Area/Department	Scientific Support
College of Policing Job Family	
If applicable, Job Evaluation Ref. No.	
Post Vetting requirements	
Minimum Welsh Language Requirements	
Spoken Welsh	
Written Welsh	
Core Capability Requirements	
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> CC4 – Evaluate Information
<input type="checkbox"/> CC1 – Sitting	<input type="checkbox"/> CC5 – Restraint & Retention
<input type="checkbox"/> CC2 – Running/Walking	<input type="checkbox"/> CC6 – Understand/Retain/Explain
<input type="checkbox"/> CC3 – Decisions/Reporting	<input type="checkbox"/> CC7 – Full Shifts/CADRE

Role Purpose

(This section summarises the key function of the role)

To assess recovered Friction Ridge Detail to determine its quality and identify the donor.
To ensure that the conclusions from Fingerprint assessments are provided to relevant parties in a timely manner.
To carry out duties within the Fingerprint Bureau to ensure that it operates effectively.

Key Accountabilities

(This section details the key accountabilities required of the role)

Grade 5 - Fingerprint Officer (Trainee):

1. Have passed or be prepared to pass an initial Fingerprint Course or equivalent training and assessment.
2. Develop skills to assess the quality of recovered friction ridge detail to determine the suitability to identity of the donor.
3. Become competent to process submissions from crime scenes. This will include quality checks, suspect checks and with experience searches using the paper fingerprint collection and IDENT1 under the supervision/assistance from more senior colleagues.
4. Develop an understanding of the science of fingerprints, principals of identification and knowledge of methods of fingerprint development techniques.
5. Develop basic knowledge of fingerprint related technical/legislative issues and local and national policy and procedure in relation to crime scene mark identification.
6. Develop basic knowledge and use of AFIS including the processing of Tenprints and the maintenance of



records.

7. Carry out Biometric checks for recruits, Disclosure Barring Service etc. including the notifying of the relevant department/agency of the results.
8. Taking of Tenprints from staff/officers and members of the public when required
9. Use of force systems, including PNC/Phoenix, to input/extract and check accuracy of information and to liaise with the PNC Bureau etc. as required.
10. Resolve queries and deal with routine issues from different sources or agencies.
11. Ability to meet given targets/deadlines.
12. Develop knowledge relating to PoFA including process, Law and Destruction and become proficient in the process.
13. Carry out administrative duties within the Fingerprint Bureau
14. Provide support in relation to ISO17025 within the Fingerprint Bureau. To include the documentation of processes, the production of working documents and the validation of processes.
15. Process offenders 'Tenprint' forms and make identifications of persons by means of their fingerprints.
16. Apply knowledge of current identification standards and their practical application.

Progression to Grade 6 can be attained when competency is demonstrated by assessment that exhibit evaluation and casework can be completed with minimal supervision and by completion of the required Sections in the portfolio.

Grade 6 - Fingerprint Officer (non-Expert):

1. As Grade 5
2. At least one years' experience in a fingerprint environment.
3. Have passed or be prepared to pass an Intermediate Fingerprint Course or equivalent training and assessment.
4. Become competent to process submissions from crime scenes. This will include quality checks, suspect checks and searches using the paper fingerprint collection and AFIS with decreasing/minimal support from colleagues.
5. Develop a full understanding of the science of fingerprints, principals of identification and knowledge of methods available to initiate identifications for verification.
6. Develop a full understanding of fingerprint related technical/legislative issues and local and national policy and procedure in relation to crime scene mark identification.
7. Develop full knowledge and use of AFIS and other North Wales Police computer systems, with the ability to interrogate them and to add/amend data. This will include the resolution of problems and retrieval of less routine information.
8. Resolve queries and deal with issues from different sources or agencies with increasing complexity.
9. Attend crime scenes as directed and be prepared to be 'called out' for operational duties.
10. Examine property/crime scene to indicate areas of ridge detail that could enable a Fingerprint Identification.
11. Assist with the Fingerprinting of cadavers.
12. Undertake guided tours, talks to visitors and police officers.

Progression to Grade SO1 can be attained when competency is demonstrated by assessment that:

- **Casework can be assessed without supervision.**
- **Casework can be completed in accordance with the major crime process.**
- **Demonstrate an awareness of the additional requirements when processing Tier 3**
- **The completion of the required Sections in the portfolio**

Grade SO1 – Fingerprint Officer (Non-Expert but competent as Tier 3 Crime Lead):

1. As Grade 6



2. Deal with all aspects of finger mark search and comparison.
3. Deal with complex cases from difference sources/agencies to resolve queries and deal with less routine tasks.
4. Comprehensive knowledge and use of AFIS and North Wales Police computer systems and be able to interrogate systems for less routine information.
5. Carry out verification of identification checks for Fingerprint Experts if required.
6. Provide technical advice to Fingerprint Bureau staff with less experience.
7. Provide technical advice to police officers and outside agencies as required.
8. Be prepared to be the lead FPO 'called out' for operational duties, including Tier 3 Crime scenes and be the lead for fingerprinting of cadavers.
9. Examine property to identify areas of ridge detail to enable a Fingerprint Identification.
10. Take the lead when requested to in relation to ISO17025 within the Fingerprint Bureau. To include the documentation of processes, the production of working documents and the validation of processes.

Progression to the next pay scales will be dependent on the passing Advanced Fingerprint Assessment/Course, the completion of a portfolio and a vacancy for a Fingerprint Expert within the Fingerprint Bureau.

If there is not a vacancy for a Fingerprint Expert an individual who has passed a course/assessment and completed the portfolio will remain on Grade SO1 and its responsibilities until such time that they are able to progress to a Fingerprint Expert Grade either permanent or temporarily.

Grade SO2 – Fingerprint Officer (Expert):

1. As SO1
2. Preferred to have one years' experience as a Fingerprint Officer at Grade SO1.
3. Carry out the final identification verification checks for Fingerprint Identifications. This includes full responsibility for the accuracy and authentication of these identifications and associated paperwork.
4. Produce statements of evidence
5. Attend court to provide evidence and provide professional guidance on Fingerprint matters to all parties.
6. Be the lead FPO 'called out' for operational duties.
7. Deputise as required for the Fingerprint Manager/Technical Manager

For all Grades:

1. Promote and comply with North Wales Policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
2. Assist with training, development, and assessment of staff of within Fingerprint Bureau
3. Any other duties as directed by a Supervisory Officer commensurate with the post and salary grading.

Behaviours

(Outlines the behavioural requirements of the role)

All roles are expected to know, understand and act within the ethics and values of the Police Service.

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice.

It is suggested that this role should be operating or working towards the following levels:

Resolute, Compassionate and Committed

We are emotionally aware



We take ownership			
Inclusive, Enabling and Visionary Leadership			
We are collaborative			
We deliver, support and inspire			
Intelligent, Creative and Informed Policing			
We analyse critically			
We are innovative and open-minded			

Education, Qualifications, Skills and Experience

(Outlines the skills and educational and qualification requirements to be able to fulfil the role, this criteria should be considered as part of an individual's PDR)

The role requires applicants who can demonstrate (with evidence) skills in the following areas:

Grade 5 - Fingerprint Officer (Trainee):

1. NVQ Level 3 or equivalent experience.
2. To be computer literate, with a working knowledge of Microsoft Office applications and preferably SharePoint.
3. Good communication skills.
4. Passed or be prepared to pass a Foundation Fingerprint Course/assessment and Tenprint Technician course/assessment.
5. Ability to meet given targets/deadlines.
6. Appreciate of the integrity of evidence and the need for confidentiality
7. Knowledge of Health and Safety, Equal opportunities, Diversity and Data Protection Legislation/issues.
8. The post holder will be required to drive Force vehicles, therefore must hold a full driving licence.

Grade 6 - Fingerprint Officer (non-Expert):

1. As detailed in Grade 5
2. At least one years' experience in a fingerprint environment or equivalent.
3. Pass or be prepared to pass an Intermediate Fingerprint Course
4. IT skills to include relevant Police IT systems i.e., PNC, RMS, Locard and Ident 1
5. Demonstrate an ability to work under increasing pressure demonstrating the ability to organise and prioritise own workload within a team process to deliver a quality service and to meet given deadlines and objectives.
6. Awareness of Fingerprint Law including PoFA.
7. Assist in the production of clear and concise documented procedures, policies, and processes.

Grade SO1 – Fingerprint Officer (Non-Expert but competent as Tier 3 Crime Lead):

1. As detailed in Grade 6
2. At least two years' experience in a fingerprint environment.
3. Passed or be prepared to pass an Advance Fingerprint Course/assessment.
4. IT skills to include relevant Police IT systems i.e., PNC, RMS, Locard and Ident 1.
5. Good communication skills.
6. Ability to meet given targets/deadlines.
7. Ability to work under pressure within a busy environment demonstrating the ability to organise and prioritise own workload within a team process to deliver a quality service and to meet given deadlines and objectives.

Grade SO2 – Fingerprint Officer (Expert):



1. As detailed in Grade SO1
2. At least three years' experience in a fingerprint environment preferably with one years' experience at Grade SO1 or be able to evidence the ability to work at this level.
3. Passed an Advance Fingerprint Course/assessment.
4. IT skills to include relevant Police IT systems i.e., PNC, RMS, Locard and Ident 1
5. Evidence of good interpersonal and communication skills using all methods at a variety of levels.
6. Ability to produce clear and concise documented procedures, policies, and processes.
7. Ability to meet given targets/deadlines.
8. Able to work under pressure.

Continuing Professional Development (CPD)

(Outlines possible continuing professional development activities which will enable the individual to maintain and enhance competence in the role, refer also to College of Policing PD Framework)

Professional Registration/Licences

(Outlines any ongoing registration or licencing requirements of the role)

Links to other profiles

(Indicates links to NPoCC role profiles, or other professional profiles which should be read in conjunction with this professional profile, please note this may not be exhaustive)

Hours of Duty

37 hours Mon – Fri flexi

Reviews & Version Control

Version No.	Effective Date	Reviewed By (Full Name)	Ratification by Diversity & Date Only when the following sections have been updated: Education, Qualifications, Skills & Experience	
1.0				



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