

Crime Scene Investigator (Non-qualified and Qualified)

Job Family – Technical

Grade: E upon appointment. Progression to Salary Grade F is upon successful completion of Level 2 CSI course.		Department: Forensic Services
Location:		Security Vetting: RV & CTC
Role Specific Requirements/ Restrictions:	Biometric Vetting, Weekend Working, On-Call, Designated Powers under Police Reform Act 2002 'Investigating Officer'	
Role Specific Hazards:	Manual Handling, Mental Health, Noise, Vibration, Chemical, Night Working (occasional), Lone Working, Confrontation, Exposure to Animals, Working at Height, Working on or near Water, Display Screen Equipment, Confined Spaces, Wearing/Carrying Heavy Equipment, Physical Activity	
System Access Requirements:	Information Assets, MyTrent Self Service, DMS, Working Time Recording, External email, Intelligence, CMS, WebStorm, Daily state, NCALT, Property management system, Briefing, Custody white board	

Role Purpose

To Provide Expertise In The Recovery And Evaluation Of Forensic And Photographic Evidence Ensuring Maximisation Of Evidential Retrieval.

Role Specific Tasks

1. To provide a digital photography service to meet the needs of the organisation.
2. To attend incidents, secure and preserve the scene, and having due regard for contamination issues record, search and recover evidence in accordance with ISO, best practice and the rules of evidence.
3. To maintain contemporaneous records, information data, and produce statements of evidence, reports, bulletins in accordance with the requirements of the post.
4. To advise and regularly update all staff on matters including developments and to ensure that employees maximise the potential from forensic evidence.
5. To maintain and review equipment to ensure their effective and efficient performance in order to effectively recover potential evidence and information.
6. To prepare and provide awareness training in issues related to Forensic Services in order to enhance the knowledge of individuals and to promote the service.
7. To attend Courts of Law, Coroners' Inquests and other boards of enquiry to present evidence.

Role Generic Tasks

8. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [[Click here](#) for the DPP Welsh Language requirements].
9. To deliver advice and guidance to the point of resolution.
10. To undertake activities and administrative tasks as required.
11. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
12. To communicate effectively with internal and external customers.
13. To ensure force systems are maintained and updated effectively in line with business processes.
14. To ensure all work is undertaken is compliant with relevant legislation and force policies and procedures, keeping up to date with emerging technologies and best practise.
15. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application]

Only evidence against these FIVE attainments on your application form

	1. Must have or be willing to successfully complete Level one and Level two Crime Scene Investigator course (E)
	2. Must be able to demonstrate good verbal/written communication skills to prepare reports/statements and communicate with other forces, agencies, members of the public (E)
	3. Must be experienced in working in an environment where confidentiality and integrity in dealing with data is paramount. (E)
	4. Must have a practical knowledge of photography. (E)
	5. Must demonstrate a practical approach to problem solving (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process

	1. Must be qualified to HNC/HND standard or equivalent, or have considerable work experience to be able to demonstrate and ability to perform and undertake study at this level. (E)
	2. Must be able to demonstrate good numerical reasoning skills (E)
	3. Must hold a full driving licence and be able to travel throughout the force area and wider as required. (E)
	4. Must have the ability to give evidence in a public forum i.e. Court (E)
	5. Must have a proven ability to work effectively with a minimum of supervision, organising and prioritising own workload (E)
	6. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	7. Must have effective keyboard inputting skills (E)
	8. Must be computer literate, proficient in the use of Microsoft Word and Excel (E)

KEY: (E) – Essential / **(D)** – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.