



Role Title	Crime Scene Surveyor	Reporting to	Senior Imaging Officer (Plans/Editing)
Section	Regional Imaging Unit	District/Department	Regional Scientific Support Services
Tenure		Rank/Grade	SO1

Part A – JOB DESCRIPTION

Overall purpose of role	To provide effective and efficient Crime Scene Surveys and Plan Drawing service to meet the investigative requirements of all four Forces within the Yorkshire and Humber region.
--------------------------------	---

Key outputs for role –	
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Submit written statements of all actions and attend court, if required, to give evidence in all areas of the Crime Scene Surveying function.3. Using your knowledge of surveying, decide on the correct surveying equipment and methods to perform accurate crime scene surveys. Operate Laser scanning, Total Station GPS and digital camera equipment to produce photo realistic 3D recreations of crime scenes when required.4. Use recorded survey data and Computer Aided Design software to produce 2D plans and 3D CAD models of crime scenes, incorporating additional forensic data if required, subsequently producing and despatching plans, Ordnance Survey maps and aerial photographs, annotating as necessary for use by customer's, meeting court deadlines as required.5. Directly contribute to the development of Assistant Crime Scene Surveyors ensuring acceptable standards of performance and accuracy are maintained and that Standard Operating Procedures are adhered to within the department.6. Use processed 3D data to create and 3D Print solid models of objects as required as part of ongoing investigations or RSSS projects.7. In tandem with the department, ensure both continuous personal development and the development of the service offered, by keeping abreast of latest technologies in the surveying field and make recommendations to management where appropriate.8. Carry out object Speed and Height analysis using CCTV images and laser scan data, processing 3D point cloud software. Calculate and interpret the results to produce a written technical report of calculated object speed or subject height to be submitted as evidence, and attend court where necessary.9. When required, take personal responsibility for the upkeep of the Crime Scene Surveyors email inbox and team calendar, booking in work and self tasking when required, prioritising workload to suit.10. Support and engage in the relevant quality management system/s to ensure organisational conformance with the standards required by the Forensic regulator.	

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• The Drawing Office handles approximately 900 job tasks and produces approximately 6000 copies of plans per year, maintaining a high technical standard to the Crown Prosecution Service and investigating officers.• Adhere to National guidelines and legislation in relation to exhibit handling, continuity, disposal and retention• Work to prescribed quality standards as set out in the RSSS quality manual• To use digital equipment to a total value of £1m.

- To work strictly within the quality procedures as directed within the RSSS ISO Quality Manual
- Cover operational work throughout the Yath region

Work/Business contacts

Internal: All ranks of Police Officers and Police Staff across the Yorkshire and Humber Forces. To liaise, provide and receive information, offer guidance.

External: Other Police Forces and specialist intelligence gathering agencies to supply plans and maps for crime and surveillance operations.

The Crown Prosecution Service to supply plans for court.

Contact members of the public and private industry to arrange scene visits and perform site surveys

Specialist surveying equipment and computer hardware and software suppliers to ensure all system up to date with the latest licensed software.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

- | | |
|--|-----------|
| • Knowledge of Ordnance survey mapping. | Essential |
| • Experience of working in a CAD Environment | Essential |
| • Degree qualification or equivalent in a surveying discipline and/or substantial proven relevant experience within an associated environment. | Essential |
| • in Cartography or Surveying, or equivalent | |
| • Competencies in more than one of the following survey methods – Total Station. Measured building surveying, producing plans, sections and elevations. 3D representation using CAD. | Essential |
| • Experience of survey disciplines and GPS. | Essential |
| • Due to the nature of the role, must provide Biometric samples (fingerprints and DNA) for inclusion on the respective Police Elimination Databases for routine speculative searching purposes | Essential |
| • Experience of using Leica Laser Scanners, Cyclone and Recap software. | Desirable |
| • Basic Photographic knowledge | Desirable |

Other (Physical, mobility, local conditions)

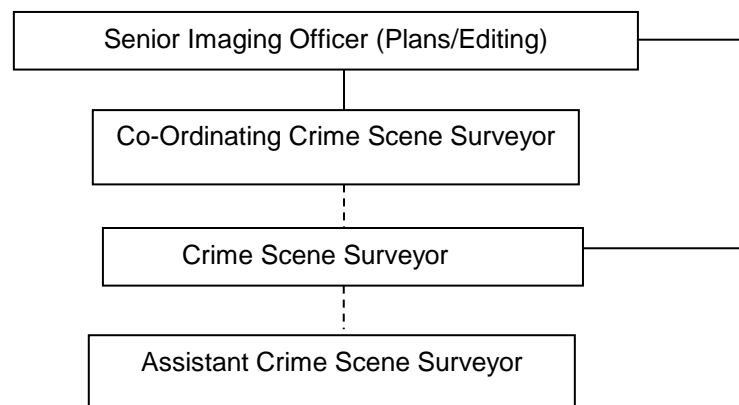
- | | |
|---|-----------|
| • Has full current UK/European driving licence. | Essential |
| • Ability to undertake and complete a manual lifting and handling course. | Desirable |
| • Ability and willingness to travel for business purposes | Essential |
| • Flexible approach to working hours to ensure efficient crime scene surveying processes. | Essential |
| • Ability and willingness to participate in a standby rota | Essential |

Expertise in Role - After initial development - Level 2

- Detailed knowledge of computerised drawing and database systems in use within the Imaging Unit.
- Demonstrate a sound knowledge of the use of Scanning data software and it's us in Computer Aided Design.
- Advanced knowledge of Legislation, Force and Local policies and procedures which relate to the Plan Drawing Function.

- Ability to produce 3D CAD models from survey/Laser Scan data.
- Ability to train and mentor Assistant Surveyors.
- Ability to use professional photographic equipment at a basic level.
- Understanding of the RSSS quality manual relating to Imaging

Structure



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Ability to perform Speed/Height and object analysis unassisted using developed skills and appropriate software
- Aware of tasks and skills throughout the Imaging Unit and their relationship to the Plan Drawing Function.
- Develop skills to become a recognised expert in Crime Scene Surveying and Analysis.
- Ability to be credible witness in court.
- Can demonstrate an ability to manage and complex plan drawing tasks from the initial request through to completion.
- Is recognised as a source of expert advice relating to imaging services.
- Ability to produce 3D solid printed models using developed skills and appropriate software

PART D - ACCESS & VETTING

<i>Standard IT Access</i>	Default
<i>Police Building (Perimeter and Zone access)</i>	Perimeter Access to Police Buildings where based
<i>Vetting Level</i>	Recruitment Vetting
<i>Date accepted as a role profile</i>	8 th April 2019