



<b>Role Title</b>	Regional Forensic Intelligence Officer (Advanced level)	<b>Reporting to</b>	Regional Senior Forensic Intelligence Officer
<b>Section</b>	Regional Forensic Intelligence Unit	<b>District/Department</b>	Regional: Scientific Support Services
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 5

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To process, review and quality assure both routine and highly complex forensic identifications including those arising from missing person enquiries, non-routine speculative searches, the PRUM agreement and biometric vetting process. Advising Officers by delivery of appropriate Forensic Reports to the Police forces of Yorkshire and Humberside that are compliant with current legislation and national policy, and mentoring staff in the entry level role
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<b>Key outputs for role –</b>
<ol style="list-style-type: none"><li>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.</li><li>2. Receive and review Forensic identifications; DNA, Fingerprints and Footwear including more complex identifications and reports, applying the principles of current legislation and policies, including Police and Crime Evidence Act 1984 (PACE), the Protection of Freedoms Act 2012 (PoFA), Criminal Prosecution Investigation Act (CPIA) and the Forensic Information Database Services.</li><li>3. Apply in-depth forensic knowledge and critical analysis to process Forensic identifications and related reports by conducting integrity and accuracy checks, utilising the IT systems of Yorkshire and Humberside Forces and PNC, identifying integrity issues, determining the reliability of information and taking appropriate action, such as amending, adjusting and controlling access to the identification information on the Regional IT system.</li><li>4. To produce and deliver Forensic identifications in the format of Streamlined Forensic Report (SFR), ensuring key forensic evidence is recorded, is legally held and accurate and the appropriate caveats are applied in accordance with Crim.PR3.2(e), national policy and standard operating procedures.</li><li>5. To maintain accurate records of Forensic identifications and related information, identifying and resolving complex inaccuracies by challenging and recording, ensuring appropriate actions taken on all IT systems in accordance with standard operating procedures and Force policy.</li><li>6. To notify the appropriate departments of the Yorkshire and Humberside Forces of Forensic identifications in a timely manner to maximise the effectiveness of the intelligence or evidence.</li><li>7. Apply in-depth understanding of the principles, legislation and relevant policies of the Force and Forensic Information Database Services, advising Police Officers, Support staff and external agencies, to ensure forensic identifications and complex related DNA reports including MISPER, SPEC searches, PRUM and Biometric Vetting results, are handled ethically, sensitively and in accordance with current standard operating procedures.</li><li>8. Actively contribute to and engage in the development and maintenance of department operating standard procedures to promote an efficient delivery of service, which is supportive of the relevant ISO quality management system/s, participating in audits where required to ensure organisational conformance with standards.</li><li>9. Effectively communicate with Forensic Providers, Police Officers, Police staff and other agencies keeping abreast of changes in legislation and Forensic science developments, regional procedures, local and National guidelines supporting Departmental Managers with the delivery of training to internal and external customers.</li></ol>

10. Support and engage in the mentoring and development of Forensic Services staff to achieve a high standard of competency.

**Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Receive, collate, research and distribute approximately 15,000 scientific intelligence 'hits' per annum, for the Yath region
- Evaluate all Forensic results including highly complex reports received, identifying and resolving any quality and or process anomalies.
- Supporting and influencing managers and staff in various forensic areas throughout Yath in compliance with PACE, POFA & CPIA legislation, regional policy and procedures

**Work/Business contacts**

**Internal:** All ranks of Police Officers and Police Staff in designated Yath/RSSS/WYP business areas. To gather, develop and distribute information thus participate in the process of crime detection

**External:** Police Officers and Police Staff in other UK Forces, Forensic Service Providers, National DNA Database and other Home Office staff, PNC Services. To disseminate and collate information, provide guidance, advice and information where necessary

**Expertise in Role Required (At selection - Level 1)**

**Essential or Desirable**

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| • Successful completion and 'pass' attained in the Police National Computer (PNC) system training and other force systems required for the role.   | Essential |
| • Demonstrates consistently good standard of accuracy and organisational skills: prioritising workloads and maintaining records that are consistently accurate demonstrating a high level of attention to detail and ability to resolve inaccuracies,  | Essential |
| • Experience of independently processing DNA, Fingerprint and Footwear identifications and other related reports accurately and in compliance with internal policies and procedures and national policies including Home Office regulations, Protection of Freedoms Act 2012 (PoFA) legislation.   | Essential |
| • Is able to demonstrate competent, decision making through understanding the relevance of forensic analysis and scientific advances, in the processes involving PACE submissions, DNA profiling, outcomes and legislation and the interpretation of the DNA Forensic identifications.   | Essential |
| • Experience of successfully developed relationships with other internal and external contacts and demonstrated excellent clear communication skills (verbal and written).   | Essential |
| • Knowledge and engagement of relevant ISO Quality Management System, its application to the policies, procedures and documentation of Forensic Services and regularly contributing to improvements of processes and or systems recognising gaps or inconsistencies in information.  | Desirable |
| • Competent in all areas of the Forensic Intelligence Officer training programme, as documented in the career development portfolio.   | Essential |
| • Competent in the assessment and decision making skills when processing complex DNA match identifications and related Forensic reports (MISPER, Spec Searches, and Bio Statements), in compliance with internal policies and procedures and national policies including Home Office regulations, Protection of Freedoms Act 2012 (PoFA) legislation | Essential |
| • Experienced in the ability to cross reference conflicting information, audit systems, processes and data in order to rectify critical issues ensuring conclusions and feedback is in alignment with the values of the Code of Ethics   | Essential |
| • Experienced in the ability in mentoring and supporting the training and development of Forensic Staff in line with processes documented in the career development portfolio to achieve a high standard of competency in decision making and evaluation of all Forensic related matters including complex issues                                    | Desirable |

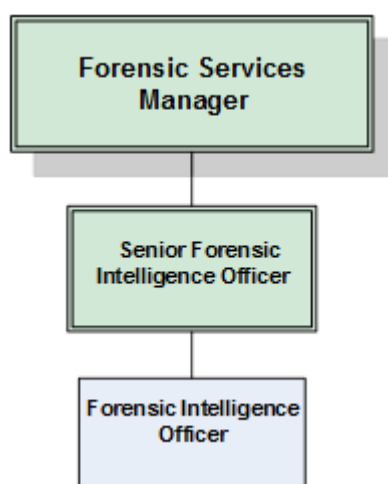
### **Other (Physical, mobility, local conditions)**

- Competent in the ability to accurately compare and update data, identify clerical errors to validate accuracy **Essential**
- Flexible approach to working hours ensuring an efficient forensic intelligence service is maintained **Essential**

### **Expertise in Role – (After initial development - Level 2)**

- Independently competent in all areas of Forensic identifications and related forensic processes including highly complex procedures (Complex investigations, Crime Stain removals process, Biometric Vetting results, PRUM intelligence reports and CPIA retention) in line with National policies including Home Office regulations and Protection of Freedoms Act 2012 (PoFA) and Criminal Prosecution Investigation Act (CPIA) Legislation.
- Using in-depth knowledge and experience, demonstrating an unassisted ability to cross-reference complex and conflicting information, audit systems, processes and data in order to resolve and rectify critical issues taking appropriate action where limited information applies ensuring conclusions and feedback is in alignment with the values of the Code of Ethics.
- Is actively, a key supportive role in the engagement of the relevant ISO Quality Management document, its application to the policies, procedures and the documentation of Forensic Intelligence area of business recognising gaps or inconsistencies in information and potential implications suggesting improvements appropriately.
- Attained the skills and ability to deliver up to date training to internal and or external customers, sharing information pertinent to their role helping them understand how their work overlaps within the Forensic field.
- Independently competent in all areas of the Forensic Intelligence Officer training programme as documented in the career development portfolio
- Competent in identifying barriers, which inhibit progress of Forensic identifications taking necessary steps to resolve these to allow progression avoiding unnecessary delays in investigations.
- Regarded as a source of expertise in a wide variety of enquiries in all areas of relevant Forensic intelligence disciplines including complex subject matters providing constructive feedback to relevant personnel

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

### **Select one level**

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

### ***Expertise in Role (Advanced - Level 3)***

- Supervisory experience
- Demonstrated ability to lead projects, seeking to identify process efficiencies and cost savings
- Demonstrated ability to analyse and interpret statistical data and prepare management reports

## PART D - ACCESS & VETTING

<b><i>Standard IT Access</i></b>	Default
<b><i>Police Building (Perimeter and Zone access)</i></b>	Perimeter Access to buildings where based
<b><i>Vetting Level</i></b>	Management Vetting
<b><i>Date accepted as a role profile</i></b>	17 <sup>th</sup> January 2020