



<b>Role Title</b>	Regional Forensic Intelligence Officer (Entry 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 4

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To process, review and quality assure routine forensic identifications, advise Officers and deliver accurate Streamlined Forensic Reports that are compliant with current legislation and national policy to the Police forces of Yorkshire and Humberside .
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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. In conjunction with department policy, receive and review Forensic identifications; DNA, Fingerprints and Footwear, applying the principles of current legislation and policies, including Police and Crime Evidence Act 1984 (PACE), the Protection of Freedoms Act 2012 (PoFA) and the Forensic Information Database Services.</li><li>3. Processing of individual Forensic identifications 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. 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. Maintaining accurate records of Forensic identifications and related information, errors identified and actions taken on all IT systems in accordance with standard operating procedures and Force policy.</li><li>6. Notifying 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. In conjunction with relevant Force policies, legislations and Forensic Information Database Services, understand and apply the principles, advising Police Officers, Support staff and external agencies, to ensure that the forensic identifications are handled ethically, sensitively and in accordance with current standard operating procedures.</li><li>8. To support and engage in the development of department standard operating procedures to promote an efficient delivery of service, which is supportive of the relevant ISO quality management system/s. Supporting the maintainance of the quality management system, assisting in audits to ensure organisational conformance to standards.</li></ol>

**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 received, identifying and resolving any quality and or process anomalies.
- Supporting managers and staff in various forensic areas throughout YatH in compliance with PACE & POFA, 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, PNC Services, National DNA Database and other Home Office staff. To disseminate and collate information, provide guidance, advice and information where necessary

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

- Demonstrate previous experience and use of computerised systems such as databases and micro-soft packages **Essential**
- Working experience in recording, researching and interpreting data **Essential**
- Ability to prioritise and organise work load to deliver service provision to meet customer requirements in agreed time frames **Essential**
- Good communication skills (verbal and written) and attention to detail. **Essential**
- Basic knowledge of the Forensic Information Database Services, and of forensic techniques used in a variety of disciplines including standard DNA, Fingerprints and footwear. **Desirable**
- Basic knowledge of relevant Police and Crime Evidence Act 1984 (PACE) and DNA related legislation and the Protection of Freedoms Act 2012 (PoFA) **Desirable**

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

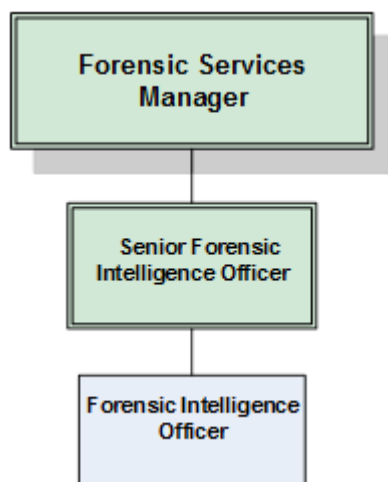
- Ability to accurately compare and update data, identify clerical errors to validate accuracy **Essential**
- Flexible approach to working hours to ensure an efficient forensic intelligence service is maintained **Essential**

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

- Successful completion and 'pass' attained in the Police National Computer (PNC) system training and other force systems required for the role.
- Demonstrates excellent organisational skills: prioritising workloads to deliver service provision to meet customer requirements in agreed timeframes and effectively contributing to departmental performance indicators.
- Demonstrates consistently good standard of accuracy in the maintenance or records, a high level of attention to detail and ability to resolve inaccuracies;
- Fully competent to independently process 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.
- Demonstrates 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.

- Has successfully developed relationships with other internal and external contacts and demonstrated excellent clear communication skills (verbal and written).
- 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.
- Competent in all areas of the Forensic Intelligence Officer training programme, as documented in the career development portfolio.

## 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)

- Demonstrating 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
- Demonstrated 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
- Demonstrated 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

## PART D - ACCESS & VETTING

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