



Role Title	CSI Support Officer	Reporting to	CSI Supervisor
Section	Crime Scene Investigation	District/Department	Regional Scientific Support Services
Tenure		Rank/Grade	Scale 3

Part A – JOB DESCRIPTION

Overall purpose of role	To process and maintain administrative and information systems and records within the department and for departmental personnel to assist in the provision of an efficient and effective service to both the Region and division.
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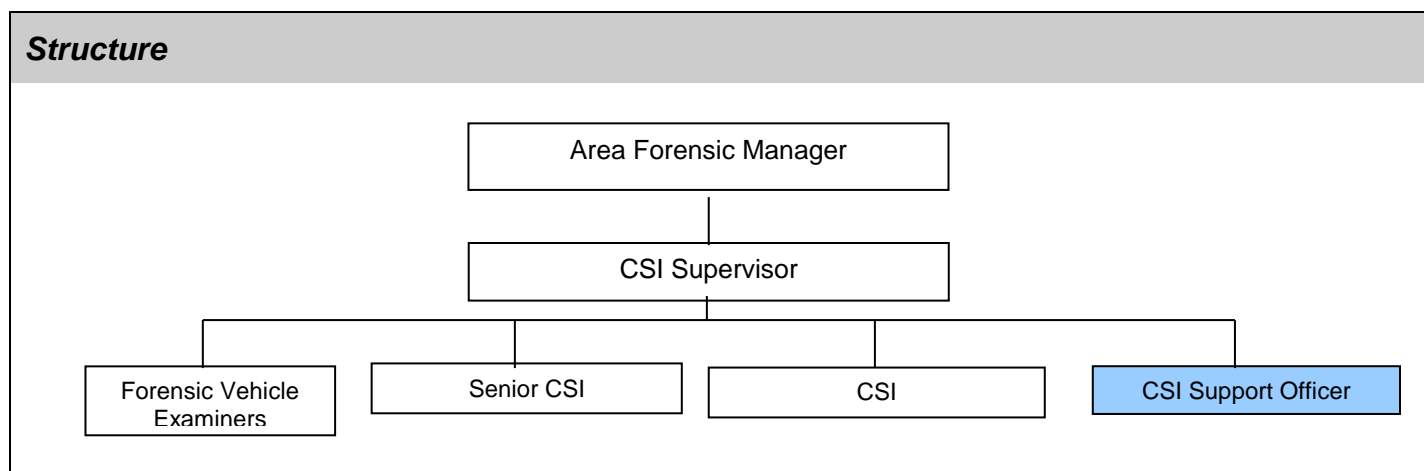
Key outputs for role –
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Update relevant IT systems for the recording of scene attendance, forensic exhibits and associated scene samples3. Quality check and manage the submission of exhibits to the Regional Scientific Support Central Submissions Unit, Fingerprint Development Laboratory and divisional property stores in line with force and departmental policies, obtaining the appropriate level of authorisation where necessary.4. Undertake general clerical duties, provide administrative support and assist with Streamlined Forensic Reports, CJA statements and maintain adequate levels of stock and consumables.5. Liaise with Crime Scene Investigation and RSSS colleagues regarding the standards of packaging and labelling and continuity issues in order to maintain the integrity of samples.6. Manage and assist with completing H&S checks maintaining accurate records.7. Monitor requests for Property examinations tasked through SMARTSTORM, quality assure requests and assist with allocating resources where necessary, notifying supervision when intervention is required to maintain standards of service.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
One of three individuals who <ul style="list-style-type: none">• Process exhibits related to an average of 50 GF111 submissions per week• Process exhibits related to approximately 100 footwear and 115 fingerprint cases from RSSS per week• Process exhibits related to approximately 50 FEL submissions per week.

Work/Business contacts
Internal: Scientific Support staff, police staff, police officers of all grades and ranks
External: Forensic service provider staff, members of public

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none"> Has a basic knowledge of and is able to use relevant computer packages e.g. Casework management, incident management and crime systems, Microsoft Office 	Essential
<ul style="list-style-type: none"> Previous clerical or administrative experience 	Essential
<ul style="list-style-type: none"> 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
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none"> Must be able to complete a manual handling course 	Essential
<ul style="list-style-type: none"> Holds a full current UK/European Driving Licence 	Desirable

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> Basic knowledge of West Yorkshire Police structure and organisation Detailed knowledge of departmental practices and procedures Demonstrated ability to use relevant computer systems such as Socrates and Niche



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 D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Recruitment Vetting
Date accepted as a role profile	2018