



<b>Role Title</b>	Identification Database Officer	<b>Reporting to</b>	Senior Identification Expert
<b>Section</b>	Regional Identification Bureau	<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 validate, process, research, identify and record Fingerprint and Footwear samples ensuring the integrity of National Data in accordance with legislation and Force Policy and Procedure.
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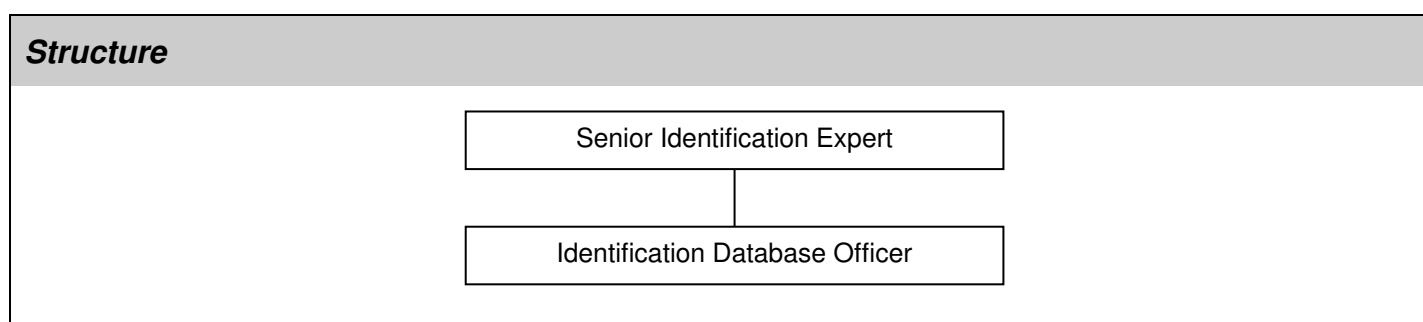
<b>Key outputs for role –</b>
<ol style="list-style-type: none"><li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li><li>2. Maintain the Yorkshire and the Humber sections of the National Fingerprint collection and associated subsidiary collections in accordance with legislation, Force and National policy, maintaining their integrity and effectiveness as a source of information critical to crime investigation.</li><li>3. Acquire, compare, analyse and identify tenprints that require operator intervention, and shoe impressions submitted to the Identification Bureau, from custody areas received electronically or physically ensuring the integrity of the relevant databases.</li><li>4. Accurately upgrade fingerprint images for optimum quality ensuring the effectiveness of the National Fingerprint Database searching.</li><li>5. Take fingerprints and DNA regionally from Police personnel, additionally, fingerprints from members of the public for Immigration /DBS issues to provide evidence of identity and accepting/recording relevant monies charged when appropriate and maintain relevant databases.</li><li>6. Manage through remote access and direct contact with custody staff, the Force Livescan units, to investigate the reasons why tenprint forms have not been received, amend these discrepancies, ensuring tenprint submissions are maximised.</li><li>7. Identify, analyse and resolve inconsistencies/errors on AFIS, Footwear System, PNC and NICHE to ensure accurate criminal record data, through system interrogation, updating PNC and liaising with local PNC offices, National Fingerprint Office and AFIS service provider.</li><li>8. Provide advice and training in relation to forensic identification to appropriate internal and internal and external personnel and deliver presentations and training duties at various locations.</li><li>9. Support and engage in the relevant quality management system/s to ensure organisational conformance with the standards required by the Forensic regulator.</li></ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>• Section comprises of up to six staff processing up to 100,000 ten-print forms, of which up to 10,000 may require operator intervention, and up to 20,000 footwear samples per year.</li><li>• Processing circa 350 fingerprint acquisitions from public applicants to the value of £20,000.</li></ul>

<b>Work/Business contacts</b>
<b>Internal:</b> Police Officers and support staff of all levels.
<b>External:</b> Other Forces, National system providers, NIS, Foreign Office and members of the public.

<b>Expertise in Role Required (At selection – Level 1)</b>	<b>Essential or Desirable</b>
• Has basic knowledge of and is able to use computer packages such as Microsoft Office.	Essential
• Has a good standard of numeracy and literacy skills.	Essential
• Demonstrate ability with regard to pattern recognition and the identification of Fingerprints.	Essential
<b>Other (Physical, mobility, local conditions)</b>	
• Ability to successfully complete a safe lifting course	Essential
• Ability to carry out visual comparisons of fingerprints.	Essential

<b>Expertise in Role – After initial development – Level 2</b>
<ul style="list-style-type: none"> <li>• Detailed knowledge of the relevant aspects of Force and National computer systems in operation in the Identification Bureau.</li> <li>• Successfully completed the Tenprint Officer Course at the College of Policing or equivalent</li> <li>• Detailed knowledge of Custody functions in relation to fingerprints and footwear and associated capture technology.</li> <li>• Detailed knowledge of the verification, quality control and searching of fingerprints and footwear</li> <li>• Detailed knowledge of the documentation used within the Prisoner Sampling section of the Bureau.</li> </ul>



## PART B – COMPETENCIES & VALUES

<b>Competency and Values Framework –</b> <a href="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</a>
Level 1 –Practitioner

## PART C – DEVELOPMENT OF ROLE

<b>Expertise in Role (Advanced – Level 3)</b>
<ul style="list-style-type: none"> <li>• Is recognised as a source of expertise in relation to ten print registration.</li> <li>• Passed internal examination - testing knowledge of procedure and technical capability.</li> </ul>

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to Police Buildings where based
<b>Vetting Level</b>	Recruitment Vetting
<b>Date accepted as a role profile</b>	2016