



Role Title	Sample Reception Officer	Reporting to	Regional Exhibit Management Supervisor
Section	Regional Forensic Submissions Unit	District/Department	Regional Scientific Support Services
Tenure		Rank/Grade	Scale 3

Part A – JOB DESCRIPTION

Overall purpose of role	To provide a comprehensive administrative support function in relation to forensic exhibits, ensuring effective and efficient processes for the management of casework exhibits and integrity of continuity records
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Key outputs for role –

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. Process and record the receipt, storage, internal / external transfer and return / destruction of all exhibits that require forensic examination, either by forensic services internal to the Yorkshire and Humber region or by external forensic providers
3. Guarantee the integrity and continuity of all samples / exhibits handled by the unit in accordance with regional policy and procedure
4. Liaise with internal and external customers to ensure correct storage protocols are observed and the integrity of exhibits is preserved at all times
5. Perform general filing and weeding of all documents to ensure appropriate retention and destruction in accordance with Force procedures and National guidelines
6. Collate information to allow constructive feedback to Divisions and Departments in relation to compromised exhibits
7. Make suggestions for changes required to ensure a satisfactory level of compliance with force quality documentation
8. Provide clerical support for the unit, including handling of telephone and postal enquiries, general administration, ordering of equipment and stationary to help ensure the effective and efficient running of the unit
9. Support and engage in the relevant quality management system/s and where appropriate assist with audits to ensure organisational conformance with the standards required by the Forensic regulator.

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

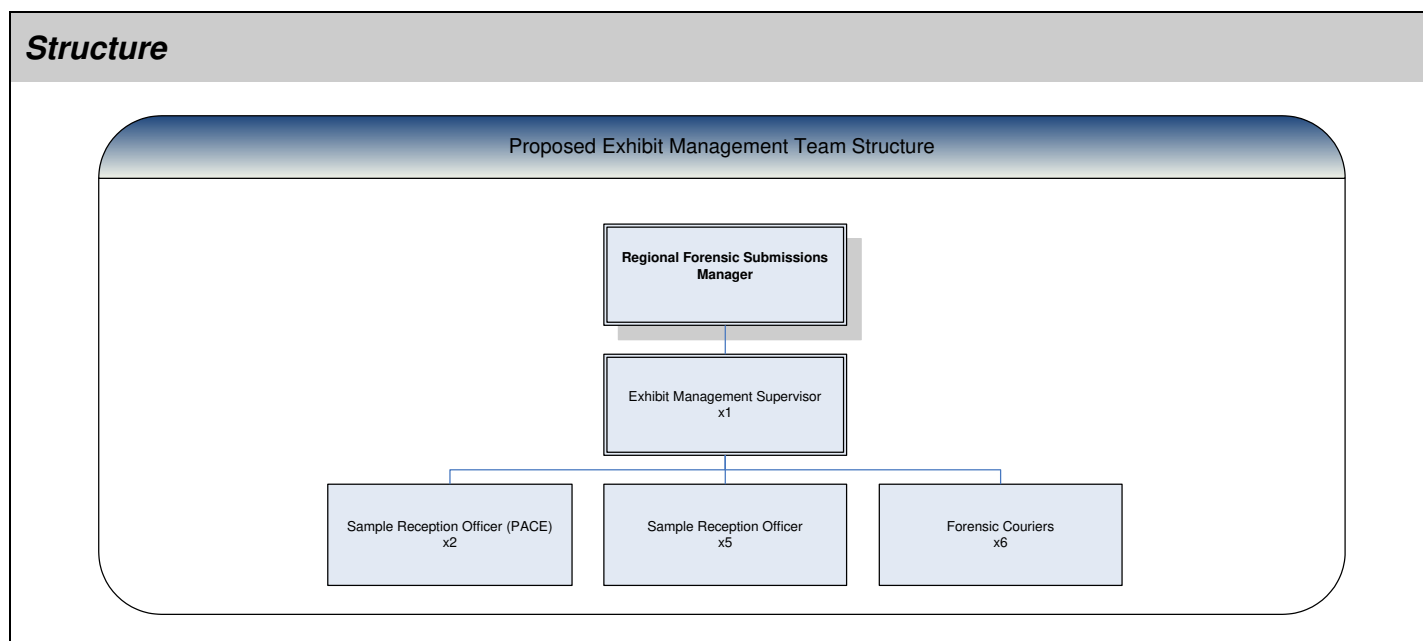
- Interrogate and update information on a range of technical systems, including Force crime recording systems, Socrates and Microsoft packages.
- Handle a large quantity of sensitive / confidential exhibits and documentation relating to forensic examinations. Approximately 25,000 cases per annum for the Yorkshire and Humber Forces.

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:** Police Officers and Police Staff in other UK Forces, Forensic Service Providers. To disseminate and collate information, provide guidance, advice and information where necessary.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Basic knowledge of and ability to operate computerised databases.	Essential
• Ability to prioritise work load and deliver service provision to meet customer requirements	Essential
• An understanding of exhibit integrity and continuity, and its importance to the Criminal Justice system	Essential
• Knowledge of correct exhibit packaging protocols and storage guidelines	Desirable
• Basic knowledge of forensic services provision and procurement	Desirable
• 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)	
• Able to compare and update data that is displayed in various fonts / sizes	Essential
• Able to undertake visual checking of forensic exhibits and associated documentation	Essential
• Ability to complete a 'Manual Handling' course	Essential
• Flexible approach to working hours to ensure an efficient exhibit management process	Essential

Expertise in Role - After initial development - Level 2
• Detailed knowledge of relevant Force Computer systems in operation in the YatH region and in the management of information relating to forensic exhibits
• Detailed knowledge of policies, procedures and documentation relevant to the role
• Basic knowledge of police structure across the YatH region, and general policies / procedures
• Knowledge of correct exhibit packaging protocols and storage guidelines



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)

- Handles a wide variety of tasks and enquiries competently, able to recognise mechanisms for system improvement and streamlining.

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>	2016