



**WEST YORKSHIRE
POLICE**

ROLE PROFILE

Role Title	Forensic Laboratory Technician	Reporting to	Senior Forensic Laboratory Officer
Section	Regional Forensic Enhancement Laboratory	District/Department	Regional Scientific Support Services
Tenure		Rank/Grade	Scale 4

Part A – JOB DESCRIPTION

Overall purpose of role	To provide Yorkshire and the Humber Regional specialist services in the provision of forensic mark enhancement in the furtherance of crime investigations. To ensure integrity and continuity of exhibits by correct handling, storage and documentation.
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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. Assess, determine and undertake specialist forensic mark enhancement techniques on a range of exhibit types including financial and sensitive documentation, accurately recording large amounts of money ensuring case integrity and confidentiality. Adhere to correct handling procedures of firearms and weapons.
3. Interrogate various force systems to safeguard quality control of incoming submissions guaranteeing accuracy of all exhibits/documentation so as to prevent significant repercussions to criminal investigations. Research and carry out investigative duties to amend or reject non-conformance in line with ISO 17025 quality standards and report findings to the Regional accreditation and standards manager.
4. Set up and operate technical laboratory equipment, monitor maintenance requirements in line with departmental procedures and order equipment consumables.
5. Prepare chemical reagents (to CAST formulations) adhering to ISO 17025 quality standards and COSHH procedures, maintain stock levels of chemicals and consumables to sustain process resilience. Undertake dynamic risk assessments to comply with health & safety regulations
6. Plan and organise own workload adhering to target dates and awareness of case urgency to provide a continuous caseload to the Forensic Laboratory Officers. Provide support to the Forensic Laboratory Officers in various challenging environments at scenes and within the laboratory when needed.
7. Provide specialist advice and deal with complex queries to internal and external contacts; advising on submission policy, sampling guidelines, and other forensic services available complying with the departmental service level agreement to maximise a cost effective and best practice service.
8. Manage electronic documentation control, and undertake all duties in accordance with regulatory policies and procedures in place and consider improvements in working practices to deliver continual improvement
9. Produce evidential statements and attend court at all levels to give evidence on the handling and processing of exhibits.
10. Support and engage in the relevant quality management system/s to ensure organisational conformance with the standards required by the Forensic regulator.

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

- A laboratory team of 15 staff.
- 1 of 3 staff responsible for receiving and recording circa 50,000 exhibits annually into the department and the treatment of circa 30,000 exhibits annually.
- To ensure compliance with relevant international and regulatory standards (e.g. ISO 17020/25, FSR Codes, etc.)

Work/Business contacts

Internal: Scientific Support staff. Forensic co-ordinators and police officers at all levels to give technical advice and information. CJSU staff to inform them on case progression and to receive information from them on any cases where they may have to attend court.

External: Forensic providers, trading standards, Customs and Excise and officers from other forces to inform/advise students and visitors to give advice and explain the work of the department. CPS staff in relation to providing evidence.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

- | Expertise in Role Required (At selection - Level 1) | Essential or Desirable |
|--|------------------------|
| • Basic knowledge of and ability to operate computerised databases | Essential |
| • Ability to quality control and prioritise workload to meet customer requirements | Essential |
| • Previous experience of UKAS ISO Management System (or equivalent) | Desirable |
| • Experience of working in a laboratory environment/basic science qualification | Desirable |
| • An understanding of exhibit integrity and continuity | Desirable |

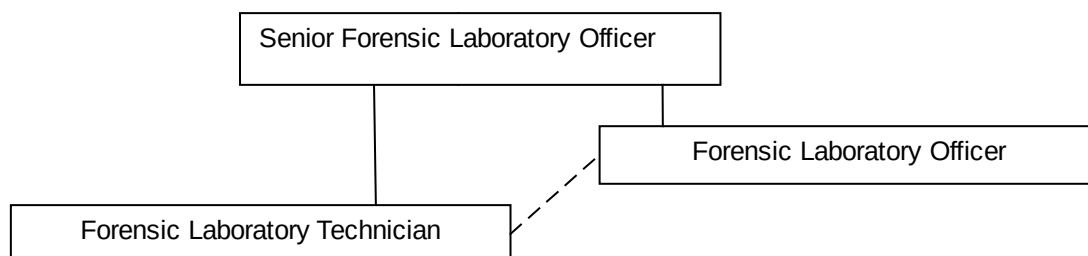
Other (Physical, mobility, local conditions)

- | Other (Physical, mobility, local conditions) | Essential or Desirable |
|---|------------------------|
| • Ability to successfully complete a safe lifting course | Essential |
| • Ability to deal with the effects of crime and scenes of a sensitive nature | Essential |
| • Ability to carry out visual quality control | Essential |
| • Be physically capable of carrying out chemical tasks | Essential |
| • Ability and willingness to travel around the Force for business purposes | Desirable |
| • Due to the nature of the role, must provide biometric samples (fingerprints and DNA) as required to ensure ongoing inclusion on the relevant elimination databases for policing purposes. | Essential |

Expertise in Role - After initial development - Level 2

- Knowledge of Health and Safety within the laboratory and crime scene environment
- Detailed knowledge of relevant Force Computer systems in operation in the YatH region and in the management of information relating to forensic exhibits.
- Comprehensive experience of processes and procedures used within the Regional Forensic Enhancement Lab
- Competent in decision making, managing customer's expectations with departmental resources available
- Understands Regional police structure, policies and procedures
- Awareness of the tasks performed within the other Regional Scientific Support departments
- Suggests improvements and efficiencies in working practices

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

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Shows aptitude and ability to train up as FLO

PART D - ACCESS & VETTING

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