



Warwickshire
POLICE



West Mercia
POLICE

JOB PROFILE

POST TITLE:	Scenes of Crime Officer
GRADE:	E
DIRECTORATE:	Protective Services
RESPONSIBLE TO:	Senior Scenes of Crime Officer
LOCATION:	Bedworth, Shrewsbury, Worcester, Hereford spur, Kidderminster
JOB PURPOSE:	To examine crime scenes as directed, prioritising where necessary, in order to maximise the recording, development, recovery and evaluation of all types of forensic evidence to support the investigation of crime.

MAIN RESPONSIBILITIES:

1. Collect, collate and evaluate forensic evidence and intelligence that may aid the investigation. Undertake a comprehensive forensic, fingerprint and photographic examination of crime scenes, including victims / suspects and the deceased. Package, label and systematically record all evidence at crime scenes.
2. Attend post-mortems as directed by the Crime Scene Manager. Complete all relevant documentation including photography and take possession of all subject matter appertaining to the deceased. Use recognised methods assist in the identification process of the deceased / human remains, including the fingerprinting of the deceased following post- mortem examination.
3. Attend crime scenes, preserving them from any form of contamination and examining for the purpose of retrieving contact trace evidence. Ensure the preservation, recovery, integrity and continuity of evidence and utilise as appropriate. Arrange for the safe removal of articles to Forensic Services and submission of evidence to laboratories for specialist analysis.
4. Maintain and use all equipment, substances and protective clothing issued for SOCO work, ensuring that it is kept in good condition, is fit for purpose and fulfils health and safety / COSHH requirements
5. Ensure a complete and accurate record is made when examining scenes, maintaining and updating electronic systems, departmental records and files. Prepare court statements and necessary court exhibits. Attend court when required.
6. Manage crime scenes as appropriate, advising and liaising with Investigating Officers and members of the public as necessary. Assist and advise others with regard to the quality of forensic evidence and the correct procedures in recovery and submission to outside agencies and internal departments.

8. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

Special Conditions:	<ul style="list-style-type: none"> • Shift working including Unsocial hours and weekends • On call rota. • The duties of this post involve exposure to disturbing / unpleasant images or tasks including attendance at post-mortems. • Travel throughout Warwickshire and West Mercia • Wearing a uniform • 12 months probationary period <p>Warranted Powers: You will be required to lawfully exercise with professional judgement the 'designated powers' of a Scene of Crime Officer as determined by the Police Reform Act 2002, and as authorised by the Chief Constable of Warwickshire Police and West Mercia Police. Those powers are under Section 38, Part 2: to enter and search premises under paragraph 18 and a general power of seizure under paragraph 19. These powers are only exercisable within the policing areas of Warwickshire and West Mercia.</p>
Security level:	MV

PERSONAL QUALITIES LEVEL: PRACTITIONER	
Serving the public	
Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.	
Openness to change	
Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.	
Service delivery	
Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.	
Professionalism	
Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds	

professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

PERSON SPECIFICATION

Knowledge:

- A GCSE grade C or above in a laboratory science, Maths and English or equivalent.
- Attended and passed an ACPO recognised Crime Scene Investigation Course.
- Knowledge of how science and technology support and aid crime investigation and an understanding of how those techniques are applied in order to obtain best evidence.

Experience:

- Experience in scene assessment and attendance, advising others on scene preservation.
- Experience in photography (digital), fingerprint, DNA and trace evidence recovery.
- Experience of Command and Control, telephony and Airwave equipment.
- Experience of dealing with confidential information.

Key Skills:

- Good IT skills including WORD, Excel and at least one forensic case management system.
- Able to prioritise competing demands.
- Able to demonstrate methodical approach and pay particular attention to detail.
- Full driving licence.