

Cumbria Constabulary

HAY JOB PROFILE

Job Title: Fingerprint Officer **Department:** Forensic Services,
Crime Command

Reports To: Head of Identification **Location:** Scientific Support Unit – HQ

Post No: **Grade:** Scale 6/SO1/SO2

All employees must ensure compliance with the Cumbria Constabulary Health and Safety Policy, and all other relevant statutory health and safety Legislation.

This job profile has been written primarily for evaluation purposes and may not detail some less major duties allocated to the postholder, nor cover duties of a similar nature, commensurate with the grade, which may from time to time be reasonably required by the relevant manager.

1. JOB PURPOSE

To assist in the maintenance of the Cumbria Constabulary Fingerprint Bureau and provide a professional identification service to the Constabulary and any other service users.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 To undertake manual searches and comparisons of crime scene marks with ten print forms.
- 2.2 To undertake computerised searches with a view to identifying impressions recovered from crime scenes.
- 2.3 To undertake computerised searches with a view to confirm identity of persons in custody.
- 2.4 To assist Fingerprint Enhancement Laboratory staff in the recovery of latent finger marks.
- 2.5 To visit crime scenes at the request of the Head of Identification or Scientific Support Manager. This includes dealing with dead bodies in order to provide identification.
- 2.6 To conduct opinion based examinations and analysis including reporting of findings.
- 2.7 Preparation and presentation of expert fingerprint evidence in accordance with current legislative guidelines. This includes at all levels of civil and criminal judicial hearings.
- 2.8 To undertake verification comparisons of cases, ten print processing and crime scene mark identifications.
- 2.9 Maintain up to date professional knowledge on fingerprints and wider forensic disciplines. This will include attending training, meetings and conferences as a representative of the Constabulary.
- 2.10 Provide professional, specialist advice to other members of the Constabulary in order to assist in the efficient and effective provision of Forensic Services.
- 2.11 Taking responsibility for maintaining continuity and integrity of all exhibits submitted to the Bureau.
- 2.12 To adhere to current implemented quality assurance programs such as Forensic Science Regulator (FSR) ISO17025 and the FSR Codes of Practice.
- 2.13 To accurately up date and record results of examinations undertaken and where relevant maintain computer systems.
- 2.14 To ensure legal compliance in relation to data retention and sharing within fingerprint services.
- 2.15 Any other duties commensurate with the grade.

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3. DIMENSIONS

- 3.1 To assist in the processing and comparison of approximately 1000 crime scene mark case submissions per year
- 3.2 To assist in the processing and comparison of approximately 12, 000 ten print fingerprint forms per year.
- 3.3 To contribute to Bureau performance and where appropriate Force objectives including having specific responsibility for the case submissions for a geographical area of Cumbria.
- 3.4 To prepare and present expert evidence in all Courts. This includes addressing enquiries and dealing with Independent Expert Witnesses.
- 3.5 It is essential that Bureau policies and procedures relating to fingerprints are complied with, including quality assurance frameworks such as UKAS 17025.
- 3.6 Provide instruction and training to other members of staff including police officers in respect of all submissions to the Fingerprint Bureau.
- 3.7 Maintain liaison with Area Crime Scene Investigators, operational police officers and other relevant departments, with a view to maximising all available intelligence.
- 3.8 Answer and deal with telephone enquiries both internal and external in a professional and helpful manner.
- 3.9 Complete all relevant administrative and technical tasks ensuring a high level of quality and efficiency is maintained at all times.
- 3.10 Operate relevant Bureau computer systems such as Ident 1 and Locard
- 3.11 Assist in the recovery of latent impressions at major crime scenes and the fingerprinting of cadavers as instructed.
- 3.12 Be able to undertake on call work to allow the provision of a 24 hours service.

The post holder does not have any budgetary responsibilities.

4. KEY FEATURES

4.1 Framework and Boundaries

Data Protection Act
Official Secrets Act
Constabulary and Bureau procedures and policies.
Work to externally accredited Bureau procedures such as UKAS 17025
Conform to nationally agreed evidential standards
National Register of Fingerprint Experts
Health and Safety at Work Regulations
Control of Substances Hazardous to Health Regulations
Computer systems including Ident 1 and Locard
Forensic Science Regulator Code of Conduct

4.2 Important Working Relationships

Internal:

Scientific Support Manager
Fingerprint Bureau and other Scientific Support staff
Fingerprint Enhancement Laboratory staff
Area Crime Scene Managers
Crime Scene Investigators
Operational Police Officers
Criminal Justice/ Witness Care Units
Custody Staff

External:

External IT service providers and Help Desks
Other Fingerprint Bureau and outside agencies

Crown Prosecution Service
Isle of Man Constabulary
Her Majesty's Revenue and Customs

4.3 Major Challenges

Working to high levels of accuracy in order to ultimately provide expert opinion evidence for Courts.
High skill levels for comparison and searching of finger marks to achieve best possible results in identification.

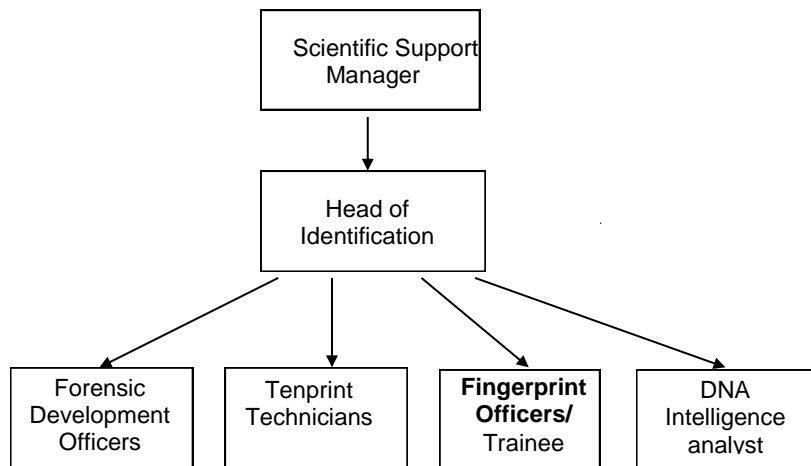
Accountable for managing own workloads.

Working to prescribed deadlines and agreed Service Level Agreements.

Adherence to quality management frameworks which scrutinise work and procedures.

Compliance with legislation to ensure the Bureau work is legal and ethical.

5. ORGANISATION CHART



Agreed by Post Holder: _____ Date: _____

Line Manager: _____ Date: _____

Head of Department/
Division: _____ Date: _____

CUMBRIA CONSTABULARY

PERSON SPECIFICATION

JOB: Fingerprint Officer

POST No:

LOCATION: Scientific Support Unit – HQ

	Essential	Desirable
<p>Experience and Knowledge</p> <p>Skills & competencies required. Eg Geographical knowledge of the area, familiarity with certain legislation.</p>	<p>Minimum 3 years experience in a recognised Fingerprint Bureau (or demonstrable competence)</p> <p>Understanding of current and future legislation and Home Office guidelines relating to fingerprints</p> <p>A good understanding of the wider field of Scientific Support (including Forensic and DNA issues)</p>	<p>Knowledge of computers and their functions</p> <p>Competent with an automatic fingerprint recognition systems</p> <p>Understanding of current Livescan systems</p>
<p>Education and Training</p> <p>General education Specialist training</p>	<p>5 GCSE's grade A – C (or equivalent) including English and Maths or demonstrable competence</p> <p>Successful completion of a nationally accredited Advanced Fingerprint Course (or equivalent)</p> <p>Registered as a current expert on the National Fingerprint Experts Register (or equivalent)</p>	
<p>Competency and values framework</p>	<p>Critically Analyse We take ownership Emotionally aware Collaborative Deliver, support and inspire Innovative and open minded</p>	
<p>Circumstances</p> <p>Eg: Driving licence/mobility Shift working Unusual/irregular working hours Standby/callout</p>	<p>Required to attend residential courses</p> <p>Able to partake in 24 hour on-call service</p> <p>Attend major crime scenes and mortuaries</p>	<p>Current driving licence or ability to travel</p>

