



ROLE PROFILE

Post Title:	Crime Scene Manager	
Grade:	LC9	JE:1527
Location:	HQ Crime – countywide cover	
Responsible to:	CSI Supervisor	

Job Purpose:

To provide a crime scene investigation service in support of operational policing for all incident types, including responsibility for the effective management & deployment of scientific resources in order to provide support in the detection & recovery of forensic evidence at Serious & Major Crime scenes.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Engage with and perform the procedures and other working practices required to achieve and maintain the ISO:17020 quality standard for the CSI Unit in accordance with the Forensic Science Regulator's Code of Practice and Conduct and schedule of accreditation for forensic units in England and Wales.
- Search for & recover forensic evidence at crime scenes in support of police investigations in compliance with local & national procedures, including taking possession of evidence from victims, suspects, witnesses & cadavers (in some instances in support of medical or pathological examinations).
- Provide a crime scene investigation service in support of operational policing & carry out all duties associated with the CSI role.
- Effectively undertake the role of Crime Scene Manager, when required, providing cover across the Force & taking part in the CSM on-call rota,

ensuring that the appropriate resources are available & co-ordinated effectively to maximise forensic opportunities & deliver against scene examination strategies in conjunction with Senior Investigating Officers.

- Maintain personal competence to enable examination of all incident types, both as a CSI & a CSM, demonstrating the ability to prepare & examine a scene for evidence, recover & package exhibits, plan & take a range of evidential photographs to meet the needs of the customer and in accordance with departmental procedure and organisational policy.
- Undertake photographic & video tasks relevant to the CSI role in support of police investigations.
- Provide expert advice & guidance to Police Officers including Senior Investigating Officers, Police Staff & students in respect of crime scenes, forensic intelligence gathering techniques etc & prepare forensic strategies as required.
- Demonstrate an in-depth understanding and specialist knowledge of all Scientific Support Department units and relevant aspects of the Digital Media Investigation Unit to enable effective examination of crime scenes and production of appropriate forensic strategies.
- Provide Operational Cover for CSI Supervisor as required
- Deliver and evaluate training programmes to agreed content and assessment specifications, when required. Deliver sessions professionally, maintaining the integrity of corporately agreed products for a range of audiences both internally and externally.
- Contribute to achieving and maintaining ISO accreditation by ensuring that training and competence requirements for Crime Scene Investigation are met and Standard Operating Procedures are implemented and followed throughout the Unit. Dip sample work of others in the team when required.
- Ensure compliance with national, Constabulary & BCU standards in respect of crime scene management, crime scene attendance & forensic intelligence gathering.
- Work effectively as part of a team, participating in forensic strategy meetings & providing specialist advice & knowledge. Support and mentor colleagues in the team when required.
- Ensure liaison & consultation with other units in SSD to ensure forensic

strategies are fit-for-purpose, appropriate & value for money.

- Gather & utilise intelligence in support of effective forensic examination & disseminate intelligence in the appropriate manner to relevant organisations, department and/or individuals, whilst maintaining the required confidentiality, sensitivity & duty of care.
- Participate in police & agency-led operations, whilst managing risks to the operation & acting in accordance with legislation & procedure.
- Prepare statements & reports, attend court & give evidence in accordance with legislation. Quality assure statements & reports of other staff within the CSI Unit.
- Represent the Scientific Support Department, Constabulary or BCU at meetings, seminars, conferences & other CSI/Forensic Intelligence related forums as appropriate.
- Expectation to work beyond normal tour of duty on occasions to support major crime enquiries.
- Deal effectively with members of the public, witnesses, complainants, victims & offenders in a variety of situations together with senior officers, colleagues & representatives of outside organisations.
- Be conversant with health and safety, in particular risk assessment relevant to scientific procedures and scene examination.
- Carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	2	Interview
We take ownership	2	Interview

Inclusive, enabling and visionary leadership		
We are collaborative	2	Interview
We deliver, support and inspire	2	Interview
Intelligent, creative and informed policing		
We analyse critically	2	Interview
We are innovative and open minded	2	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
Demonstrable Crime Scene Manager Experience	H&S Risk Assessment Trained	Application Form (verification by certificate)
Successful completion of College of Policing licensed Crime Scene Managers Course and portfolio or willingness to undertake within 12 months of appointment	COSHH Trained	Application Form (verification by certificate where appropriate)
Successful completion of College of Policing licensed Crime Scene Investigation stage 1 & stage 2 courses	Manual Handling Trained	Application Form (verification by certificate)
A Level qualification or equivalent in a scientific discipline relating to Crime Scene Investigation (e.g. Biology, Chemistry, Physics, Photography)	Degree in a Science discipline	Application Form (verification by certificate)
Knowledge / Experience		
Substantial experience of working within a crime scene investigation or related forensic science field & able to demonstrate the role of the CSI/CSM at complex serious & major crime scenes		Application Form / Interview
Describe & demonstrate how to deal with different types of scenes, including fire, serious & organised crime, suspicious deaths etc		Interview
Understand the full range & application of forensic opportunities in investigations		Interview
Experience of working effectively as part of a team	Experience of managing, motivating & developing teams to achieve business objectives	Application Form / Interview
Experience of working on own initiative, investigating problems, developing solutions & taking appropriate timely action to resolve them		Application Form / Interview
Experience of dealing with people in difficult situations		Application Form / Interview
Ability to discuss & prepare forensic examination plans or strategies as appropriate in an accurate manner with a high level of attention to detail		Application Form / Interview
Experience of maintaining strict confidentiality, using tact & diplomacy where applicable		Interview
Ability to work to deadlines & tight timescales within a pressurised environment		Application Form / Interview

Ability to work effectively with minimum supervision		Application Form / Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external
Full driving licence		Application Form
Able to lift & carry equipment appropriate to the job		Meet the standards for the Risk Assessment Based Medical Examination
Willing to work anywhere within the Force as required		Interview
A flexible approach to working hours & practices		Interview
Meet eyesight standards using the Snellen's & Ishihara's tests		Certificate from Ophthalmologist
Willing to provide DNA sample to be entered on the Staff Elimination Database (SED) & elimination fingerprints to be entered on the Police Elimination Database (PEDB)		Application Form

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

Date last updated: February 2022

CRIME SCENE INVESTIGATOR **EYESIGHT REQUIREMENTS**

Part of the role of a Crime Scene Investigator involves meticulous and detailed searching of premises and objects, and because of this exacting work the Lancashire Constabulary has set specific eyesight standards, which are essential criteria in becoming a Crime Scene Investigator.

Therefore, prior to an offer of appointment being made you will need to arrange an appointment with a registered Ophthalmologist in order to obtain an eyesight certificate which should outline your unaided and, if appropriate, aided standard of vision using the Snellen's and Ishihara's tests, as described below.

You must meet the following requirements: -

DISTANT VISION

Correctable, if necessary, with glasses or contact lenses to 6/6 on one eye, 6/12 in the other eye and 6/6 binocularly

(Snellen's Test)

NEAR VISION

Correctable, if necessary, with glasses or contact lenses to standard N/5 as recognised by the Faculty of Ophthalmologists.

COLOUR VISION

Ability to identify all principle colours clearly.
(Ishihara/City of University Test – 7 out of 10)

Please hand this list of criteria to your optician and forward a certificate detailing the results to the Human Resource Department, prior to an offer of appointment.

Designation of Police Powers to Crime Scene Investigation Staff

The Chief Constable will convey the powers listed below to Police Staff employed within the Crime Scene Investigation Department following the receipt of training and an official uniform. The powers have been selected from the Policing Support Officers role description under the Police Reform Act 2002 (as amended by the Policing and Crime Act 2017), which are specifically targeted at the needs of Lancashire Constabulary.

The list of powers exercisable by Lancashire Constabulary CSI Staff whilst on duty are:

1. Seize and retain any items pursuant to section 8 Police and Criminal Evidence Act 1984 for which a search warrant has been authorised.
2. Seize and retain any items pursuant to section 26 Theft Act 1968 for which a search warrant had been authorised.
3. Seize and retain any items pursuant to section 23 Misuse Drugs Act 1971 for which a search warrant has been authorised.
4. Obtain access to excluded and/or special procedure material pursuant to section 9 and schedule 1 Police and Criminal Evidence Act 1984.
5. Enter and search premises after arrest and seizing and retaining anything they are authorised to search for pursuant to section 18(1) Police and Criminal Evidence Act 1984. Also pursuant to section 18(5) Police and Criminal Evidence Act 1984 seize and retain any items they are authorised to search for because the presence of the person arrested other than at a police station is necessary for the effective investigation of the offence for which the person has been arrested.
6. Seize anything which is on the premises the officer is lawfully on pursuant to section 19 Police and Criminal Evidence Act 1984.
7. Seize material and remove from premises to “search and sift” where it is not practicable to make that determination on the premises, pursuant to sections 50-66 Criminal Justice and Police Act 2002.
8. Photograph persons detained in Police custody with or without their consent pursuant to section 64A Police and Criminal Evidence Act 1984.
9. Photograph persons detained in Police custody under section 54A Police and Criminal Evidence Act 1984.

