

JOB SPECIFICATION

TITLE: Scenes of Crime Officer

DEPARTMENT: Royal Gibraltar Police - Headquarters

RESPONSIBLE TO: Detective Inspector – CID

JOB PROFILE:

To search for and recover physical evidence at scenes, to establish the execution of a criminal offence. To provide intelligence/advice to investigating officers which could be used to link offences and connect offenders with outstanding crimes. To collect, record, store and submit exhibits to Court. Undertake general fingerprint testing.

The main duties and responsibilities of the post are:

Administration:

- Write reports on incidents attended in accordance with Royal Gibraltar Police Policy.
- Develop and print photographs as required.
- Preparation of photographic evidence for submission in court.
- Preparation of Statements.
- Monitor and maintain equipment stocks.
- Advise Officers in the preparation of reports for the submission of exhibits to the Forensic Scheme laboratory.
- Undertake delegated administration tasks as required.
- Fingerprinting, including recovery, examination and presentation.

Dealing with people:

- Develop a good working relationship with other departments, organisations or agencies.
- Brief and advise members of the Royal Gibraltar Police and others as above.
- Testify in court.
- Liaise with outside enforcement agencies.
- Deal with members of the public, victims and suspects in the course of investigations.

- Liaise with outside bodies e.g. Fire Brigade, Gibraltar Health Authority, and Forensic Medical Examiner etc.

Operational tasks:

- Attend incidents as required.
- Obtain relevant photographs of crime scenes.
- Conduct examination of scene for evidence.
- Retrieve any material of suspected evidential value.
- Photograph victims/defendants re: injuries sustained.
- Pack, seal and label items to be examined forensically at laboratories.
- Remove, pack, seal and label clothing of defendants for fibre contamination.
- Examine drugs, test and weigh same.
- Prepare and dispose of drugs as required.
- Obtain controlled samples, non-intimate and intimate.
- Ensure preservation of crime scene.
- Assist qualified officers in reconstruction of fatal traffic accidents.
- Attend court hearings and testify as required.
- Act as quality controller for items submitted to forensic science laboratories.
- Prevent exhibit contamination and ensure continuity of evidence.
- Ensure integrity of exhibit handling procedures.

Other tasks:

- Arrange for the maintenance of equipment.
- Maintain departmental MAQUIS (drug testing kit).
- Maintain departmental sexual assault kit.
- Ensure the correct and secure storage of exhibits.

Other Duties:

- Any other duties appropriate to the post.

Working Conditions:

- Will usually be based in Police Headquarters or a divisional office, but will probably spend a lot of time travelling to and from other places including crime scenes.
- Will be outdoors in all weathers, sometimes in unpleasant and smelly conditions.
- May have to climb on roofs, crawl through mud, carry heavy equipment and work at heights.
- Will have to wear protective clothing, including masks and gloves at scenes of crimes.
- Some crime scenes may be very distressing.
- May be required to be on call on emergencies outside normal working hours and may have to work overtime at night.

PERSON SPECIFICATION – SCENES OF CRIME OFFICER

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications:	A degree or equivalent in Forensic Studies or Forensic Analysis	Class 'B' driving licence
Experience:	Academic and/or theoretical Scenes of Crime experience.	Experience in criminal operations procedures. Photographic training and development.
Knowledge:	Knowledge of procedures to follow at crime scenes. Up to date with latest forensic techniques.	Aware of crime patterns and trends.
Personal Effectiveness:	Ability to take on responsibility, and is self-motivated. Ability to work in a controlled methodical manner. Ability to meet tasks within set time constraints. Recognises the importance of attention to detail. Identifies and responds positively to the needs of others and is able to build a rapport with them.	Smart and neat in appearance.
Key Skills and Behaviours:	Communicates clearly and at a manner appropriate to the situation. Can maintain and upkeep records in a thorough and accurate manner. Solves problems without the need to constantly seek help or advice. Possesses the ability to organise and prioritise workload, and can see a task through to conclusion. Makes effective and efficient use of resources.	Is fluent in both written and oral English and Spanish.
Other Requirements:	May be required to work outside normal working hours as and when directed by exigencies of the post.	