

CSI Investigator

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: CSI Team Leader

JE Reference: JHA076.1

Grade: CS09

JE Date: 28/11/2023

Job purpose

To Process Crime Scenes using specialist, approved techniques to visualise, capture and recover digital trace evidence, and gather information and intelligence as part of an investigation.

Job specific outcomes

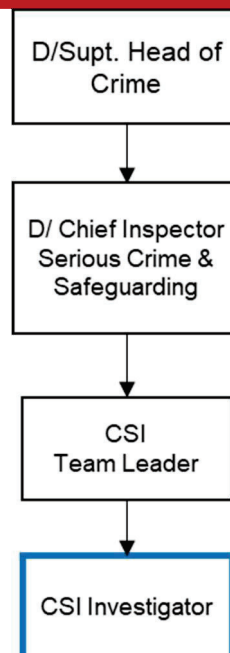
1. Develop and implement short term plans and objectives within each investigation to assist in achieving the wider investigative objectives.
2. Engage with and implement and abide with departmental procedures in line with the requirements of the Forensic Regulator Codes of Conduct and Practice and the International Standards Organisation (ISO) 17020/17025 standards. To provide a quality service through accreditation e.g. including forensic examinations within the DNA Clean Room for DNA material and other such trace evidence, ensuring anti-contamination protocols and procedures are maintained and controlled.
3. Support investigations through preserving, capturing and assessing evidence at crime scenes and from all relevant seized exhibits, using digital capture, forensic techniques (including digital) and fingerprint techniques.
4. Handle exhibits from investigations in line with agreed protocols to maintain the integrity, continuity and security of the evidence for the purpose of investigative processes and court proceedings.
5. Assist with the advancement of the investigations by observing, assessing and recording all aspects of the crime scene and the immediate environment, and ensuring all findings are available for the wider investigation. Identify situations when specialist support is appropriate to advance an investigation.
6. Support the Criminal Justice Process by providing accurate and timely Streamlined Forensic reports (SFR), statement and other documentation and the preparation of relevant disclosure material.
7. Design and deliver training for key stakeholders and the wider policing community to improve knowledge and understanding of Crime Scene Investigation in the investigation process and share best practice on crime scenes investigation in the force, regionally and nationally to aid collaboration and continuous improvement in policing.

8. Comply with all applicable specialist health and safety legislation and regulations to ensure safe working practice in relation to crime scene investigation e.g. including the engagement and provision of advice to agency partners and specialist representatives, in line with agreed protocols and procedures to support and progress investigations.
9. To qualify as a Crime Scene manager and ensure the crime scene is preserved and processed in accordance with protocols, enabling evidence to be collected safely and comprehensively through effective communication with those involved in the investigation.
10. Prepare chemical reagents and solutions and utilise them in the enhancement of fingerprints and other such marks in accordance with Home Office approved guidelines and capture the resulting marks through digital means pending further analysis. The post holder shall further require a good working knowledge of Health and safety legislation requirements to include the Control of Substances hazardous to Health (COSHH).
11. Carry out any other reasonable requests as outlined by the CSI Team leader.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to (Degree level) ideally in a science field, or equivalent experience in an investigative role.</p> <p>Certification in Initial Crime Scene Investigator Course.</p>	<p>Certification in or working towards the following: Coordinators course, Foundation fire Investigation, Fingerprint recovery recording techniques, blood spatter analysis, Health and safety.</p>
Knowledge	<p>Knowledge of specialist forensic equipment and forensic procedures and relevant of PPE equipment;</p> <p>Knowledge of operating across a number of systems and adjusting to specialist systems.</p> <p>Working knowledge of relevant systems (e.g. Microsoft Office), equipment, processes and procedures including standard software packages, with limited use of non-standard software.</p>	<p>Knowledge and understanding of:-</p> <ul style="list-style-type: none"> • Criminal Law in Jersey • Court Procedure • Parish Hall Enquiry practice • Police Procedures and Criminal Evidence (Jersey) Law 2003 • Data Protection Law • Health and Safety Legislation • UKAS ISO 17025 and 17020 accreditation awareness and working knowledge.
Technical / Work-based Skills	<p>Ability to use and adapt to various computer systems to enter data and retrieve data.</p> <p>Proficient in using computer applications e.g. Microsoft Office.</p> <p>Ability to adapt to the use of specialist forensic equipment and the use and relevance of Personal protective equipment.</p> <p>Prioritisation skills of work and tasks, to ensure deadlines are met.</p> <p>Accuracy and attention to detail, coupled with the ability to spot errors and use a common-sense approach to managing workload.</p>	

<p>General Skills/Attributes</p>	<p>Highly analytical with critical thinking skills.</p> <p>Excellent attention to detail with the ability to accurately record highly confidential information and data.</p> <p>Organised and self-motivated.</p> <p>Able to deal with a number of requests in a planned and organised way.</p> <p>Ability to carry out established and continuing activities.</p> <p>Competent numeracy and literacy skills.</p> <p>Competent oral and written communication skills.</p> <p>Ability to adapt to working within unsavoury and highly emotive, physically challenging and changing environments.</p> <p>Strong communication skills required, to promote collaborative working within the team and to effectively communicate with members of the public involved in an investigation, as well as briefing key stakeholders on CSI matters.</p> <p>Must be able to work in a confidential manner at all times with the ability to work to a high standard with little supervision.</p> <p>Reliability, discretion and trustworthiness are required, as the post holder will have constant access to classified material and personal records.</p>	
<p>Experience</p>	<p>Experience working within a criminal justice system.</p> <p>Experience and an awareness of data protection issues is essential.</p>	

Criteria relating to Safeguarding	Exposure to unsavoury, confidential and highly emotive and sensitive issues where the careful and effective handling of such matters is essential.	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.