Job title: Evidence Recovery Technician

Main purpose of the role:

Recover, develop, and enhance items from crime scenes using a range of forensic techniques in the laboratory, and attend crime scenes as required, to encapture forensic evidence for positive identification to assist with the detection of crime.

Grade: SCALE 4/SO 2

Role code: EN0935

Status: Police Staff

Home Office code: Organisational Support

Main responsibilities:

- Level 1:

  - Assess the quality and integrity of volume crime submissions from crime scenes, determine the most appropriate forensic examination techniques and devise a recovery plan, to enable the effective recovery of evidence (reviewed by competent ERT until individual competency achieved).

  - Apply chemical treatments to submitted exhibits in line with standard operating procedures (both volume and major crime) to enable positive identification.

  - Examine treated volume crime exhibits using the application of appropriate technical techniques, to identify and capture forensic evidence, in order to support police investigations

  - Evaluate treated exhibits, and label, and photographically capture fingerprint and shoe wear marks that contain sufficient detail for searching and identification (reviewed by competent ERT until individual competency achieved).

  - Accompany team colleagues in attendance at crime scenes to assist in the capture of forensic evidence for use in investigations

  - Complete and maintain accurate and timely documentation concerning the receipt, action, processing and disposal of exhibits including recovery plans, real time case management system, and evidential statements, to ensure the security and integrity of exhibits and resulting evidence

- Level 2 (in addition to above responsibilities at Level 1):

  - Make decisions on the most appropriate forensic examination techniques and devise recovery plans for major crime cases (reviewed by competent ERT until individual competency achieved)

  - Examine and evaluate major crime exhibits to identify and capture forensic evidence in order to support police investigations

  - Provide specialist advice and information to Crime Scene Investigators and Senior Investigating Officers, to maximise the potential to recover forensic evidence and achieve positive detection rates

  - Attend the scenes of major incidents to provide fingerprint recovery and recording expertise, to enable the capture of forensic evidence for use in investigations. Attendance is in the capacity of Reporting Officer when compiling evidence for their portfolio; ERT will be accompanied wherever possible with a fully competent colleague.

  - Develop a lead in a specialist techniques, including photography, fingerprints, or chemical treatments, in order to impart shared knowledge, advice and information to support colleagues in their duties

  - Assist in the training and supervision of new staff, and delivering presentations on the work of the team to visiting groups concerning matters relating to forensic recovery.
- Assist with the writing, development and implementation of standard operating procedures and quality systems in order to achieve mandated ISO 17025:2005 accreditation.

- Level 3 (in addition to above responsibilities at Level 1 and Level 2):

- Attend crime scenes and major incidents in the capacity of Reporting Officer to provide fingerprint, DNA and footwear recovery and recording expertise, to capture forensic evidence for use in supporting investigations.

- Authorise submission requests to the Chemical Enhancement Laboratory in the absence of the supervisor, making proportionate decisions taking into consideration workflow within the lab, circumstances of the case and the nature of the exhibits in question.

- Responsible as an authorising signatory for changes to forensic strategies when consensus cannot be reached by technicians surrounding treatment choices, in order to enable the effective support and progression of investigations.

- Assist in the training and supervision of staff through developmental stages, to enable best practice within the service.

- Research areas of service development, to identify improvements to laboratory practice or technology, making recommendations that affect the efficiency or effectiveness service delivery

- September 2014

**Vetting level:**
Management Vetting required.

**Necessary experience:**
Attention to detail and good analytical skills are required in order to examine and record fine details with precision.

Dynamic risk assessments are carried out on attending crime scenes. The role requires knowledge and adherence to locally generated risk and COSHH assessments and general health and safety legislation.

Flexibility is required in being able to adapt to changing demands

Ability to understand and apply process guidelines, applying a methodical approach and logical sequence to following procedures

Problem solving skills and resourcefulness are key requirements to completing scene work; often an ERT will arrive at a scene unaware of what difficulties the physical surroundings may present to them.

The role requires an individual to be forward thinking in their approach in every aspect of the service they provide. Organisational skills are imperative, for example when preparing and attending crime scenes.

Must be organised and effective in planning own workloads which feed into achieving team objectives and meeting strict turnaround times. Often the role works under pressure to meet investigative deadlines.

Interpersonal skills are necessary to build effective working relationships within the team and with internal / external customers. Assertiveness and the ability to influence others is especially important when conducting scene work, often advising Senior Investigating Officers of available options

Ability to work on own initiative, and ability to work alone as minimum supervision is available during some working hours / shifts

Ability to recognise sensitive and confidential information, maintaining confidentiality Maintain competency in all activities carried out to uphold ISO 17025 quality standards.
Following closure of the National Forensic Training Centre, the progression criteria is based on evidence of competence aligned to ISO 17025 and FSR codes of practice and conduct.

Activities completed by an Evidence Recovery Technician

1. Opening Up & setting evidence recovery plans (ERPs). Requires knowledge of booking-in / rejections.
2. Treatments, equipment maintenance, chemical tracking and chemical preparation.
3. Marking-Up (all examination techniques).
4. Photography (DCS5 & IRIS).
5. Scene attendance.

Level 1

Scale 4 Working towards:
- Understanding the laboratory environment
- Competence in basic treatment processes (DFO, NIN, Thermal Coating Removal, CNA, BY40, Powder Suspension)
- Competence in use of chemical tracking system, balance use & chemical preparation
- Understanding the use of SOPs, risk assessments, COSHH assessments, H&S & PPE
- Scene attendance in an assisting capacity

Evidence Checklist:

Level 1 Scale 4

SOPCEL002 - Cyanoacrylate Fuming
SOPCEL003 DFO
SOPCEL004 Ninhydrin
SOPCEL006 Powder Suspension
SOPCEL009 Cyanoacrylate Fluorescent Dye Staining
SOPCEL010 Balance Use
SOPCEL023 Chemical Tracking & Mixing
SOPCEL024 Thermal Coating Removal

Scale 5 Able to complete all previous Level 1 tasks. Working towards:
- Competence & confidence to complete all treatment processes
- Competence in repackaging, rejection and booking-in procedures
- Competence & confidence to open up & assign ERPs for non-target items
- Competence in cursory visual examinations
Evidence Checklist:

Level 1 Scale 5

SOPCEL005 - Physical Developer
SOPCEL007 - Acid Dyes
SOPCEL008 - Powder
SOPCEL012 - Booking in Exhibits
SOPCEL013 - Processing Rejections
SOPCEL014 - Repackaging & Returning Exhibits
SOPCEL019 - KM (Kastel-Meyer) Test
SOPCEL020 - Handling Blood Contaminated Equipment & Exhibits
SOPCEL022 - Exhibit Handling (Opening Up Non-Target Items)

Knowledge Check - Evidence Recovery Plans, Non-Target Items
Knowledge Check - Friction Ridge Detail Characteristics
Knowledge Check - Submissions Policy

Level 2 - Scale 6 Able to complete all Level 1 tasks. Working towards:

- Competence in the use of all photographic systems
- Competence in the use of the marking up process using all examination techniques
- Competence & confidence to assign ERPs for target items
- Completion of Major Crime exhibit allocations (once signed off as competent in that treatment / activity any ERT can process an exhibit regardless of crime type.)
- Competence in the image transfer procedure
- Mentoring / training staff in treatment processes as necessary
- Participation in validation/verification studies as necessary
- Participation in proficiency testing as necessary

Evidence Checklist:

Level 2 Scale 6

SOPCEL018 - Marking Up Friction Ridge Detail (Ninhydrin, Powder Suspensions, DFO, Stain)
SOPCEL025 - TracER Compact Laser
SOPCEL026 - Crime-Lite ML
SOPCEL027 - Crime-Lite 82S
SOPCEL028 - IRIS Image Capture & Processing (White Light, HILS)
SOPCEL030 - DCS 5 Image Capture & Processing (White Light, HILS)

SOPCEL035 - Image Transfer

Knowledge Check - Evidence Recovery Plans, Target Items

SO1 Able to complete all previous level 1 & 2 tasks. Working towards:

- Scene attendance as Report Writing ERT.

Additional responsibilities:

- Completion of Major Crime exhibit allocations unaided.
- Mentoring / training staff in examination / photographic processes as necessary.
- Authorising submissions

Level 2 SO1

Scene Reports - Scenes to include fluorescence examinations, treatments using powder suspension and acids, generation of swabs and recovered friction ridge detail. Demonstrable competence in the use of the D300s for both white light and fluorescence photography. Recovery of fluorescent footwear marks.

Level 3

SO2 Able to complete all level 1 & 2 tasks. Additional responsibilities:

- Completion of any laboratory or scene work requested unaided or with a trainee.
- Training new ERTs / LSOs in any procedure as necessary.

This post is deemed to be a designated post.

Vetting clearance is a pre-requisite of employment in designated posts and the post holder will be subject to management vetting assessment every 7 years. National security vetting clearances are reviewed every 10 years.

**Behaviours:**

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<th>Analyse Critically (Level 1)</th>
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I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

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<th>Collaborative (Level 1)</th>
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I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

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<th>Deliver, Support and Inspire (Level 1)</th>
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I take challenging tasks to help improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

**Emotionally Aware (Level 1)**

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

**Innovative and Open-minded (Level 1)**

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures for continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.

**Take Ownership (Level 1)**

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

**Values:**

**Impartiality (Accredited)**

I take into account individual needs and requirements in all of my actions. I understand that treating everyone fairly does not mean everyone is treated the same. I always give people an equal opportunity to express their views. I communicate with everyone, making sure the most relevant message is provided to all. I value everyone's views and opinions by actively listening to understand their perspective. I make fair and objective decisions using the best available evidence. I enable everyone to have equal access to services and information, where appropriate.

**Integrity (Accredited)**

I always act in line with the values of the police service and the Code of Ethics for the benefit of the public. I demonstrate courage in doing the right thing, even in challenging situations. I enhance the reputation of my organisation and the wider police service through my actions and behaviours. I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations. I am open and responsive to challenge about my actions and words. I declare any conflicts of interest at the earliest opportunity. I am respectful of the authority and influence my position gives me. I use resources effectively and efficiently and not for personal benefit.

**Public Service (Accredited)**

I act in the interest of the public, first and foremost. I am motivated by serving the public, ensuring that I provide the best service possible at all times. I seek to understand the needs of others to act in their best interests. I adapt to address the needs and concerns of different communities. I tailor my communication to be appropriate and respectful to my audience. I take into consideration how others want to be treated when
interacting with them. I treat people respectfully regardless of the circumstances. I share credit with everyone involved in delivering services.

Transparency (Accredited)

I ensure that my decision-making rationale is clear and considered so that it is easily understood by others. I am clear and comprehensive when communicating with others. I am open and honest about my areas for development and I strive to improve. I give an accurate representation of my actions and records. I recognise the value of feedback and act on it. I give constructive and accurate feedback. I represent the opinions of others accurately and consistently. I am consistent and truthful in my communications. I maintain confidentiality appropriately.

Technical skills:

National Occupational Standards: