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| **Police Staff****Forensic Submissions Supervisor****Forensic Services****Role Definition:ZZ800/30034** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Forensic Services  | http://domcms/icons/ecblank.gif | Section: | Identification and Submissions  |
| Post Title: | Forensic Submissions Supervisor  | http://domcms/icons/ecblank.gif | Post Reference: | ZZ800/30034  |
| Post Grade: | Grade G   | http://domcms/icons/ecblank.gif | Location: | Peterlee  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: |   | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: |   | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | Identification Manager |
| Staff Responsibilities: | Allocated subordinate staff and trainees |
| Purpose: |  To provide forensic science support to investigations and supervision of the submission of evidential materials for subsequent forensic analysis; to ensure the forensics needs of the investigation are met and to identify the most appropriate exhibits to submit for analysis in the review of historic enquiries.  |

**Key Responsibilities:-**

1. **Supervise Forensic Submissions staff to ensure effective, value for money forensic analysis is commissioned to meet the needs of the investigation and the wider criminal justice system.**
2. **Provide scientific advice and consultancy service for investigating officers, including Review Officers on forensic potential to inform submissions, contamination risks and the strengths and limitations of further forensic analysis**
3. **Manage the submission of items to Forensic Service Providers in line with force procedures and ensure that all forensic submissions are based on scientific and evidential benefits.**
4. **Develop and maintain up to date procedures and work instructions for all forensic submissions, to ensure submissions are carried out to the highest standards and in line with legislative requirements.**
5. **Maintain an efficient forensic submissions recording system that enables financial, evidential and staff performance data to be gathered in order to evidence efficient, cost-effective procedures within allocated budgets.**
6. **Ensure decision making is appropriate and documented in relation to forensic submissions and evidential continuity and integrity; ensuring investigations are protected and decision rationale is recorded.**
7. **Provide initial assessment of forensic suitability to support the Review Team with the submission of historic, undetected homicide and major enquiries; identifying opportunities that may lead to the detection and prosecution of offenders.**
8. **Manage the retrieval of information, case files, retained and frozen materials to support the review of historic investigations through effective communication with the national forensic archives**
9. **Supervise and develop forensic submissions staff to ensure individuals have the knowledge, skills and experience to achieve the required standards and objectives, delivering best results through high performance.**
10. **Liaise with Forensic Service Providers and partner agencies to ensure the service gains best value, benefits from and follows best practice by identify and developing opportunities to explore emerging technology and new initiatives including collaborative working arrangements.**
11. **Maintain up-to-date skills and knowledge of forensic disciplines, forensic limitations and rules of evidence, in order to ensure forensic opportunities are maximised and operational officers receive the correct guidance and direction during investigations**

 **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**