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| **Police Staff** **Crime Scene Manager (CSM)** **Crime Department** **Role Definition:ZZ044/20463** |

**ROLE DEFINITION**

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| Dept / Area Command: | Forensics Department | http://domcms/icons/ecblank.gif | Section: | Crime Scene Investigations Unit |
| Post Title: | Crime Scene Manager (CSM) | http://domcms/icons/ecblank.gif | Post Reference: | ZZ044/20463 |
| Post Grade: | Grade F | http://domcms/icons/ecblank.gif | Location: | MEL |
| 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: | Crime Scene Investigations Supervisor (CSIS) | | | |
| Staff Responsibilities: | Allocated subordinate staff and trainees | | | |
| Purpose: | To manage the forces forensic response to complex, serious and major crime scenes to ensure appropriate forensic strategies and safe working practices are put in place that maximise the recovery of all potential evidence to support the investigation of crime. | | | |

**Key Responsibilities:-**

**1. Develop and implement forensic strategies for complex, serious and major crime scenes in order to support the Senior Investigating Officer (SIO) gathering relevant and proportionate forensic evidence.**

**2. Act as the single point of contact for SIO’s, attending investigative briefings and forensic reviews in order to provide advice and guidance regarding the forensic potential.**

**3. Supervise and direct a team of Crime Scene Investigators (CSI) and other specialists attending a crime scene to preserve forensic potential and evidential integrity at all times.**

**4. Undertake dynamic risk assessments whilst at scenes and put safe working practices in place to ensure the welfare needs of crime scene resources, reporting any wellbeing issues to the Crime Scene Investigations Supervisor (CSIS).**

**5. Provide support to new and existing members of staff by acting as a mentor and proactively seeking opportunities assist in their professional development and promote the wider team competence.**

**6. Assist with the development and implementation of standards and procedures in line with compliance requirements of the Forensic Science Regulator Codes of Practice, Internal Standards Organisation (ISO) 17020/17025 accreditation regulations and other governing bodies.   
7. Manage and oversee post-mortem attendance with CSI support, ensuring all samples are recovered and recorded in agreement with the Home Office Pathologist and Senior Investigative Officer (SIO) strategies.**

**8. Maintain continued professional development; and provide support and resilience cover for the Crime Scene Investigations Supervisor (CSIS) where appropriate.**

**Designated Powers  
Post holders undertaking this role will be required to undertake designated functions and will have associated powers conferred by the Chief Constable under the Police Reform Act 2002 (as amended by the Policing and Crime Act 2017).  
  
  
Professional Competency**

**Post holders undertaking this role will be required to have the relevant experience and be competent at the level of Crime Scene Investigator and Crime Scene Manager.**

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