Role Profile

Role Profile Part 1			
Role title	Crime Scene Investigator	**Grade/Rank**	Scale 5 bar 6 bar SO1
Dept/Area	Forensic Services Department	**Vetting Level**	MV
Responsible to	CSI Supervisor	**Staff line managed**	None
Reviewed by (Line Manager)	Emma Hennessey	**Date**	05/04/2026
Purpose of Job	To process all types of crime scenes using specialist, approved techniques to visualise, capture and recover digital and trace evidence, and gather information and intelligence as part of an investigation.		
Key Accountabilities	1. Support investigations through the preservation, assessment and recovery of evidence at crime scenes using a multitude of forensic techniques which may link an individual to the scene. 2. Observe, assess and record all aspects of a crime scene and the immediate environment, ensuring that all findings are available to support the wider investigation. 3. Handle exhibits from investigations in line with agreed protocols to main the integrity, continuity and security of evidence in support of investigative processes and court proceedings. 4. Attend suspicious deaths and post-mortems to provide appropriate forensic advice and support and to recover any evidential material which may have forensic potential. 5. Co-ordinate CSI deployments using Police systems including RMS, CMP and Microsoft Teams. 6. Prepare and present evidence, including, but not limited to, written statements, scene examination reports, oral presentation at court and prepare exhibits for onward submission to the laboratories.		

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	7. Provide specialist forensic advice and support to investigators, developing and implementing short term plans and objectives which support the objectives of the wider investigation. At the earliest opportunity, ensure that investigating officers are made aware of the forensic potential of a crime scene. 8. Identify situations when specialist support is appropriate to advance an investigation, including, but not limited to, working with partnership agencies, forensic service providers and specialists. 9. Design and deliver training to key stakeholders in relation to crime scene investigation to improve knowledge and understanding of the associated processes, sharing best practice locally, regionally and nationally to aid collaboration and continuous improvement. 10. To be fully conversant with the relevant sections of the Police and Criminal Evidence Act (PACE) and its Codes of Practice, ensuring that the correct legislation relating to Powers of Entry and Seizure are applied. To be fully conversant and remain compliant with the Forensic Science Regulator (FSR) Code of Practice. 11. Partake in regular competency assessments such as practical mock scenes, peer reviews and knowledge checks to comply with FSR Code of Practice. 12. To be aware of Force policies on Equal Opportunities, Health and Safety and Data Protection and comply with the legislation and the standards of “good practice”. 13. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire & Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.

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Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. This role has been identified as requiring mandatory Psychological Screening. Must hold the appropriate vetting level. Be prepared to work outside of normal hours on a departmental shift pattern and are required to participate in an out-of-hours call out rota. The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full drivers licence and be prepared to take and pass a Force driving course if required. There will be an expectation to undertake call-out duties as part of a duty rota. Be prepared to submit a DNA sample to the central elimination database (CED) and Forensic Services internal DNA Database and provide a set of fingerprints. Represent Hampshire & Isle of Wight Constabulary in a variety of situations and will be required to wear a uniform whilst on duty. Have, and maintain, a reasonable standard of physical fitness which will encompass: ▪ The ability to demonstrate a standard of corrected or uncorrected eyesight at an agreed acceptable limit (this will be set in consultation with the Force Medical Officer according to criteria connected with age of applicant and demands of post). ▪ Being sufficiently agile to climb, bend and get into awkward places, such as roofs, ditches, etc. - not suffering from fear of heights. ▪ Possessing good hand/eye co-ordination. Tutor, mentor or facilitate stakeholder attachments to the SSD department. Suitable training will be given to allow for tutoring of new CSI's.

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Bar Criteria Scale 5-6

In order to progress from scale 5 to scale 6, the role holder must satisfy the following criteria:

- Satisfactorily completed the required 12-month probationary period. Completion of this period will not mean automatic progression through the salary bar.
- The post holder must have a good attendance record, i.e. below the Force 'cause for concern' absence trigger point. If it is proposed to progress through the bar with a higher level of absence, approval must be obtained from the relevant People Services Business Partner. Successfully completed the residential Initial Crime Scene Investigators course, passing incorporated examinations.
- Been signed-off as fully competent in the VCSI National Occupational Standards to carry out the full range of tasks unsupervised. This will be evidenced in the CSI training and development portfolio.
- Evidenced continued professional development (CPD).

Bar Criteria Scale 6-SO1

In order to progress from scale 6 to scale SO1, the role holder must satisfy the following criteria:

- Successfully completed the residential Crime Scene Investigators Conversion course, passing incorporated examinations.
- Been signed-off as fully competent in the CSI National Occupational Standards by the Assessment and Performance team to carry out the full range of tasks unsupervised. This will be evidenced in the CSI training and development portfolio.
- Evidenced Continued Professional Development.

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Role Profile Part 2			
Education/Qualifications	Essential: • Educated to QCF Level 3 in Chemistry, Biology or other relevant science subject OR significant work experience deemed to have brought the postholder to a comparable level. Desirable: • To have successfully completed a nationally recognised Stage 1 CSI course. • Further academic or vocational qualification that are relevant to the post.		
Experience and Skills	Essential: Significant experience in a related field, examples may include: • Forensic work. • General science/laboratory work. • Extensive, detailed investigative work. • Experience in a Criminal Justice role. Desirable: None stated		
Last Role Evaluation	Jayne Beddall Senior HR Advisor	**Date**	13/03/2017

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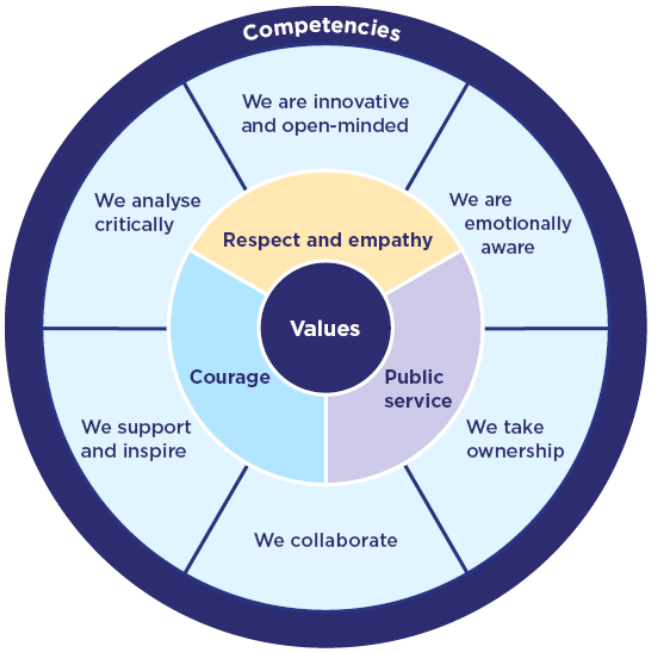
Role Profile Part 3			
Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.		
	We are Emotionally Aware	Level 1	
	We Take Ownership	Level 1	
	We are collaborative	Level 1	
	We Support and Inspire	n/a	
	We Analyse Critically	Level 2	
	We are Innovative and Open Minded	Level 1	
Underpinning Values	Courage		
	Respect and Empathy		
	Public Service		
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required		
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.		