



**POSITION OVERVIEW
CRIME SCENE SERVICES BRANCH
FORENSIC SERVICES GROUP
VARIOUS LOCATIONS**

Position title: Senior Scene of Crime Officer (S/SOCO)
Classification/Grade: Clerk Grade 7/8
Date: 11/03/2015

Key Areas:

- The position is responsible for the tasking, deployment, coordination, management and supervision of metropolitan Scene of Crime Officers (SOCO's) in a professional manner to ensure that customers are provided with a high quality, timely and reliable service in relation to the examination of non complex crime scenes.
- The position reports to the metropolitan Zone Commander (Senior Sergeant) within Crime Scene Services Branch.
- The position also provides key support to metropolitan crime scene sections.
- The position is expected to plan and monitor the work of the SOCO's and to allocate work to individual staff members. The Senior Scene of Crime Officer is also required to provide the Zone Commander with a work status report on a daily basis.
- **NOTE:** This is a fully operational and rotational position and maybe called upon to perform duties within each of the metropolitan zones within Crime Scene Services Branch

Position Overview:

- With an emphasis on customer service and corporate values, perform all duties efficiently and effectively to achieve the corporate goals of the New South Wales Police Force (NSWPF).
- Provide NSWPF resources for the forensic examination (Fingerprint/Physical evidence) of non complex crime scenes (such as break enter and steal and stolen motor vehicle offences) including scenes and exhibits of a bio-hazardous nature.
- Task, deploy and coordinate SOCO's in the field utilising sound decision making to ensure optimum customer service and utilisation of resources.
- Assess and prioritise all work received from the Zone Commander on a continuous basis.
- Maintain statistical workflow data, analyse results, identify potential problem areas and allocate resources accordingly.
- Assist in the training and development of SOCO's, ensure quality and standards are maintained.
- Facilitate annual competency assessments of SOCO's through the Evidence Recovery Section/Fingerprint Operations Branch and implement and manage remedial training programs where required.
- Evaluate field notes and technically review statements for accuracy and quality prior to dissemination to the OIC.
- Management of SOCO's including compliance with the Career Management System.



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- Manage the Command Management Framework and comply with NATA requirements.
- Asset management including maintenance and auditing functions.
- Provide advice to the Zone Commander regarding the implementation of administrative and operational plans, strategies, programs and procedures.
- Coordinate region intelligence and liaise with Crime Managers and Crime Coordinators.
- Liaise with other areas of the NSWPF including operational police and other forensic officers.
- Maintain an awareness of developments in Forensic Sciences relevant to the services provided by the Forensic Services Group (as defined in FSG policy and procedures)
- Maintain an awareness of equipment and procedures used in crime scene examination.
- Participate in professional training and development programs as required.
- Present technical evidence in criminal proceedings and other judicial inquiries.
- Required to work shifts (including weekends and public holidays)
- In compliance with the NSW Police Force Safety Management System, follow all NSW Police Force health and safety policies and take all reasonable care that your actions or omissions do not impact on the health and safety of others.
- Perform other related duties as required.

Selection Criteria:

- Appropriate practical forensic science experience / training or equivalent in a multi-disciplined environment.
- Relevant post secondary technical/scientific qualifications and/or extensive relevant experience in the field on investigation/forensic science.
- Supervisory/management experience and/or relevant qualifications.
- Knowledge of or aptitude for photography.
- Demonstrated conceptual, analytical and problem solving skills.
- Excellent communication and customer service skills.
- Willingness to attend crime scenes including those of a bio-hazardous nature throughout the Sydney metro area.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Job Notes:

- Willingness to operate on a seven day rotating roster.
- Current NSW driver's licence with a clear driving record for the past 12 months.
- Required to participate in security vetting procedures prior to appointment.

***Position overview reviewed by:
Commander
Crime Scene Services Branch
12th March 2015***



POSITION OVERVIEW
Various Crime Scene Sections
CRIME SCENE SERVICES BRANCH
FORENSIC SERVICES GROUP

Position title: Scene of Crime Officer
Classification/Grade: Clerk 5/6
JSR: 13
Date: August 2014

Key Areas:

- The position is responsible for the provision of technical support services with regard to the gathering and interpretation of forensic evidence predominantly at minor / volume crime scenes.
- The position also provides key support to regional crime scene sections.
- The position reports to the Manager, Crime Scene Zone and is tasked primarily by the relevant Field Operations Coordinator/Scene of Crime Officer Operations Coordinator.

Position Overview:

- With an emphasis on customer service and corporate values, perform all duties efficiently and effectively to achieve the corporate goals of NSW Police Force.
- Provide a Police Force resource for the forensic examination (Fingerprint/ Physical Evidence) of minor / volume crime scenes (such as break enter & steal and stolen motor vehicle offences) and examination of exhibits and scenes where non complex techniques are required including those of a biohazardous nature.
- Maintain an awareness of developments in Forensic Sciences relevant to the services provided by the Forensic Services Group (as defined in Forensic Services Group policy and procedures).
- Prepare briefing notes and maintain case records, data and other correspondence as required by the Commander, on issues relevant to the examination of minor / volume crime scenes.
- Maintain facilities and technical equipment to the highest possible standards.
- Liaise with other areas of the police force, including operational police and other forensic officers.
- Maintain a current awareness of equipment and procedures used in the examination of minor / volume crime scenes.
- Comply with the requirements of Occupational Health and Safety regarding minor / volume crime scene examinations.
- Record and acquit exhibits in accordance with Police Policy.
- Participate in professional training, development and assessment programs.
- Present technical evidence in criminal proceedings and other judicial inquiries.
- Adhere to the Section Corruption Prevention Plan.
- Required to work shifts (including weekends and public holidays).
- In compliance with the NSW Police Force Safety Management System, follow all NSW Police Force health and safety policies and take all reasonable care that your actions or omissions do not impact on the health and safety of others.
- Perform other related duties as required.

SAP Position Code/s:



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Selection Criteria:

- Appropriate practical forensic science experience/training or equivalent in a multi-disciplined environment.
- Relevant post secondary technical/scientific qualifications or substantial progress towards an equivalent qualification or extensive relevant experience in the field of investigation/forensic science.
- Knowledge of or aptitude for photography.
- Demonstrated conceptual, analytical and problem solving skills.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Required to participate in security vetting procedures prior to appointment.
- Current NSW driver's licence with a clear driving record for past 12 months.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
- Common Selection Criteria

Job Notes

- Meet inherent physical and medical requirements to perform Scene of Crime Officer duties.

Position overview reviewed by
Crime Scene Services Branch Management Team
August 2014