



## Role Description

<b>JOB TITLE:</b>	Fingerprint Expert	<b>REPORTING TO:</b>	Fingerprint Bureau Manager
<b>DEPARTMENT:</b>	Forensic Services Department	<b>GRADE:</b>	Grade 6
<b>DATE:</b>	24/03/2023	<b>DATE OF LAST REVIEW:</b>	03/03/26

### 1. MAIN PURPOSE OF ROLE

The post holder will complete all duties required of their role in line with the Quality Management System (QMS) of the West Midlands Police Fingerprint Bureau (WMPFB). This will mainly involve the analysis, comparison and evaluation of crime scene impressions received by the WMPFB either manually or on screen. In addition, Fingerprint Experts will verify fingerprint identifications made by other Fingerprint Officers/Experts and produce all relevant reports and, when required, prepare fingerprint evidence for identification and elimination purposes for presentation in court.

### 2. KEY RESPONSIBILITIES

- To understand all tasks defined for a Fingerprint Officer/Trainee Fingerprint Expert, but also perform the following tasks commensurate with the position of a Fingerprint Expert.
- To verify fingerprint identifications made by Fingerprint Officer/Trainee Fingerprint Expert and other Fingerprint Experts in line with the Quality Management System
- To undertake searches and comparisons on the National Automated Fingerprint Identification System (NAFIS) of crime scene impressions
- To compare suspects and eliminations against crime scene impressions either manually or on screen.
- To co-ordinate operations including attendance at Forensic Strategy Meetings and to liaise with Investigation Teams, Crime Scene Co-ordinators (CSC) and Forensic Scene Investigators (FSI) in line with the Quality Management System.
- To update the Forensic Case Management System (Socrates).
- To attend the Fingerprint Development Laboratory and Major Crime Laboratory to offer technicians technical advice
- To support the West Midlands Police Counter Terrorism Forensic Management Team by offering TACT Expert technical advice.
- To attend major crime scenes to advise CSC and FSI on suitable friction ridge detail for development when required.
- To prepare fingerprint evidence for identification and elimination purposes for presentation in court and on allocation, be the liaison with the Crown Prosecution Service, Police Officers in the case, Defence and Independent Experts whilst also demonstrating knowledge of Pre-Trial Issues and fingerprint law.

## RESTRICTED

- To attend court and give verbal evidence as an Expert witness in order to comply with disclosure and other judicial requirements.
- To peer review fingerprint evidence prepared by other Experts for accuracy before submission to the officer in the case if the Fingerprint Bureau Manager is not available.
- To interrogate the Police National Computer (PNC) and any other relevant force systems.
- To attend mortuaries and assist and advise CSC/FSI in retrieving friction ridge detail from cadavers.
- To undertake projects as defined by the Forensic Services Department Senior or Wider Leadership Team and represent the department at meetings and projects on a local, regional and national level.
- To advise and guide Police Officers and other Police Staff on the requirements of the WMPFB QMS
- To apply both the Forensic Services Department and WMPFB retention and destruction policy to all fingerprint forms and casework.
- To actively participate in the development and training of Fingerprint Officers/ Trainee Fingerprint Experts by supporting the mentoring programme.
- To assist with the training and assessment of other Fingerprint Experts/Fingerprint Officers/Trainee Fingerprint Experts where deemed competent to do so.
- To assist with the taking and processing of Biometrics from police officers/staff for recruitment purposes.
- To produce the suite of Streamlined Forensic Reports (SFR's) and manage the process through to the requirement of a full evidential statement.
- To actively participate in the QMS by assisting as an auditor or auditee for both internal and external audits.
- To understand and utilise Q-Pulse and QMS by raising Improvement Actions, Change Requests and Non Conformances to improve processes and procedures.
- To actively support and participate in verification/validation methods when requested.
- In the absence of the Fingerprint Bureau Manager ensure daily workflow is maintained in accordance with demand to ensure current Service Level Agreements are maintained consistently.
- Maintain own competency in line with QMS
- Maintain Continual Professional Development (CPD) and keep abreast of any professional developments within your area of expertise.
- Participate in Proficiency Testing and Inter-Lab Comparison exercises
- Maintain professional standards in line with the Forensic Science Regulators Codes of Conduct, most importantly how it impacts on the role of a Fingerprint Expert.

### 3. COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE

#### Knowledge & Experience (including qualifications)

##### Essential

- To have completed the Advanced Fingerprint Course and/or be capable of being signed off as a competent practitioner under ISO17025 to complete the final check for fingerprint identifications and produce fingerprint evidence on all crime types.
- Knowledge of ISO17025, ILAC G19, LAB13 & the Forensic Science Regulators Codes of Practice
- Operational knowledge of Ident1 or an equivalent AFIS system

##### Desirable

- Hold a full driving licence

#### Skills

##### Essential

- Proven attention to detail and accuracy and ability to concentrate for long periods and work with minimum supervision
- Demonstrate the ability to adhere to strict deadlines.
- Demonstrate the ability to adhere to set processes and procedures
- Computer skills and experience of using Microsoft Office and other Windows based packages.
- Must possess good interpersonal skills and the ability to maintain confidentiality and impartiality and apply discretion at all times.
- Ability to plan, evaluate and prioritise a variety of tasks to maximise efficiency and assist service delivery.
- Must demonstrate excellent presentation skills
- Demonstrate a practical approach to problem solving and a willingness to accept responsibility.
- Demonstrate an ability to pro-actively develop initiatives within the scope of the role to enhance service delivery.
- Excellent report writing skills

**Contacts (Internal and External)**

- Staff within the WMPFB and within the WMP Forensic Services Department
- All employees of West Midlands Police concerning fingerprint related enquires.
- Senior Investigating Officers (SIOs), CSC's and Exhibit Officers in connection with major incident enquires.
- National and International Fingerprint Bureaux, Forensic Suppliers, Police Forces and other external agencies via written and verbal communication.
- Liaison with Crown Prosecution Service (CPS), barristers, independent experts and other judicial members.
- Any external auditing bodies (UKAS, Forensic Science Regulator)
- Maintain written/verbal contact with any external service providers/suppliers.

**Budgetary Responsibility**

- None

**Special Conditions**

- Alternating shift patterns are worked, covering 06:00-22:00 Monday-Friday. Currently 14% weekday shift allowance.
- 1 in 4 weekends covering 10:00 – 18:00. Approximately 5% weekend shift allowance accrued.
- All Bank Holidays will be covered 06:00-22:00.
- 7.5% market supplement
- Must produce a current certificate of eye examination to evidence appropriate optical performance is achieved, either aided or unaided, in order to undertake the role of a Fingerprint Expert competently.
- Provide Biometrics upon recruitment to be added to the relevant database.

**Direct Reports**

Report directly to Fingerprint Bureau Manager.  
In addition, report to Technical Manager and Identification Manager.

**Role Holder Signature**