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## **JOB SPECIFICATION**

**Grade:** Crime Scene Investigator

**Department:** The Royal Gibraltar Police

**Responsible to:** Commissioner of Police

### **JOB PROFILE**

To process 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, supporting the examination of volume and major crime scenes across Gibraltar.

#### ***Key Accountabilities- (This section details the key responsibilities required for the role)***

- Develop and implement short-term plans and objectives within each investigation to assist in achieving the wider investigative objectives.
- Engage with and implement departmental procedures in line with the requirements and International Standards to provide a quality service through accreditation.
- Support investigations by preserving, capturing, and assessing evidence at volume and major crime scenes using digital capture, forensic (including digital) and fingerprint techniques.
- Handle exhibits from investigations in line with agreed protocols to maintain the integrity, continuity and security of the evidence for the purpose of investigative processes and court proceedings.
- Assist with the advancement of the investigation by observing, assessing and recording all aspects of the crime scene and the immediate environment, and ensuring all findings are available for the wider investigation.
- Operate independently and apply applicable decision-making methods to ensure effective decision making is undertaken in challenging and pressured situations.
- Identify situations when specialist support is appropriate to advance an investigation.
- Comply with guidance, regulations and legislation concerning confidentiality of covert operations to ensure that investigations are not compromised.
- Support the Criminal Justice process by providing accurate, timely, and court-compliant notes, reports, statements and the preparation of relevant disclosure material.
- Design and deliver training for key stakeholders and the wider policing community to improve knowledge and understanding of Crime Scene Investigation in the investigative process and share best practice on crime scene investigation in the RGP.
- Comply with all applicable specialist health and safety legislation and regulations to ensure safe working practices in relation to crime scene investigations.
- Engage with agency partners and specialist representatives in line with agreed protocols and procedures to support and progress investigations.
- Engage collaboratively with investigators, forensic service providers, and partner agencies.
- Maintain professional standards, contamination control, and health and safety compliance.
- Participate in on-call rotas, including evenings, weekends, and public holidays.
- Attend volume and major crime scenes, both independently and under supervision as required.

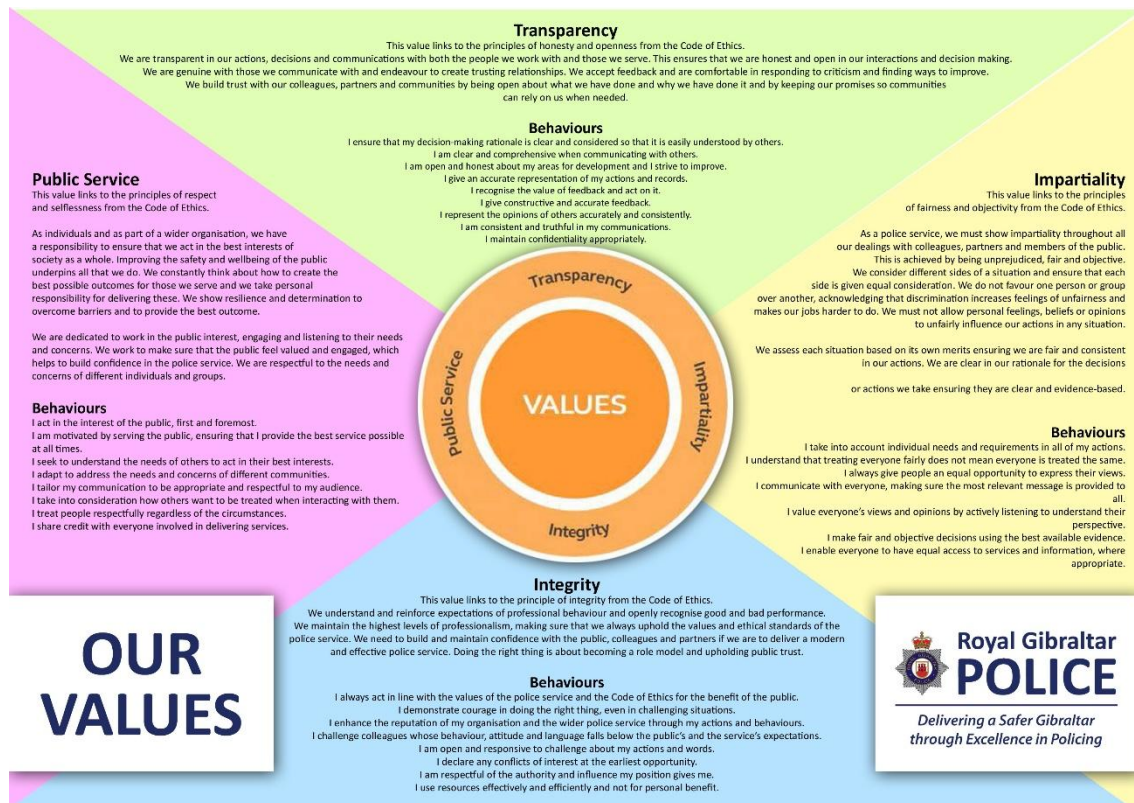
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## **Standards and Behaviours**

All RGP staff are expected to understand and act within Our Code of Ethics and Competency and Values Framework (CVF).



# COMPETENCY AND VALUES FRAMEWORK (CVF)



The CVF aims to support all policing professionals and sets out recognised behaviours and values which provide a consistent foundation for a range of processes. This framework ensures that there are clear expectations of everyone working in policing which in turn will lead to standards being raised for the benefit and safety of the public.

The CVF has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice. The table below highlights the levels for this role. [Click here](#) to access the Competency and Values Framework (CVF) document.

Resolute, compassionate and committed	
We are emotionally aware Level 1	We take ownership Level 1
Inclusive, enabling and visionary leadership	
We are collaborative Level 1	We deliver, support and inspire Level 1
Intelligent, creative and informed policing	
We analyse critically Level 2	We are innovative and open-minded Level 1

## Qualifications, Experience and Skills

PERSON SPECIFICATION – CRIME SCENE INVESTIGATOR		
CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>5 GCSE (including English &amp; Math) and a minimum of 2 A Levels or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant accredited qualifications at degree level or higher.</li> <li>Full B-Class driving license.</li> <li>CSI Stage 1 / Stage 2 or equivalent UK-recognised experience.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Has a good attention to detail in written information/paperwork.</li> <li>Demonstrable experience of complex information gathering and problem solving.</li> </ul>	<ul style="list-style-type: none"> <li>Uses legal knowledge to good effect.</li> <li>Understanding of Forensic Science Regulators Code of Conduct and Practice.</li> <li>A detailed understanding of the criminal justice system.</li> <li>Previous experience as a CSI or Forensic Investigator.</li> <li>Experience of major crime scene work.</li> </ul>

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Keep up to date with new approaches to evidence-based policing- within the forensics/ investigation field.</li> <li>• Keep up to date with new technological approaches within the forensic investigation field.</li> <li>• Maintain a working knowledge of how technological advances might facilitate offenders in committing crimes and investigative approaches relating to technological enabled crime.</li> <li>• Complete all annual and mandatory training as stipulated by any national and force guidelines.</li> <li>• Keep up to date with national guidance to your core duties.</li> <li>• Demonstrate a commitment to Continuous Professional Development within your role.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of UK forensic standards and court processes.</li> </ul>
<b>Key Skills and Behaviours:</b>	<ul style="list-style-type: none"> <li>• Good communication skills with the ability to listen, empathise, provide support and adapt language, form, and message to meet the needs of different people / audiences.</li> <li>• Skilled in the use of use IT packages, systems and/or databases to fulfil role requirements.</li> <li>• Able to break down a complex problem into component parts and determine appropriate action in investigations.</li> <li>• Ability to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required.</li> <li>• Able to review own performance objectively and to develop and follow an appropriate improvement plan.</li> </ul>	<p>The ability to speak fluently in Spanish (or a commitment to learn).</p>

	<ul style="list-style-type: none"> <li>• Able to plan own work and plan ahead, as well as identify and mitigate risks to delivery.</li> <li>• Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.</li> <li>• Able to produce clear and concise reports and other documents within best practice procedures.</li> <li>• Able to work methodically, accurately, and under pressure.</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly and undertake on-call duties as and when required.</li> </ul>	

#### **Required Vetting Level:**

#### **Management Vetting (MV)**

All personnel with long-term, frequent and uncontrolled access to 'Secret' (and occasional access to 'Top Secret') assets or information should hold MV. MV is also a requirement for roles with duties, responsibilities or access that could present an increased risk to the RGP, as designated by Head of Professional Standards / Information Governance Manager. MV is also a pre-requisite for a NSV Security Clearance (SC). **Valid for 7 years.**