



**DORSET  
POLICE**

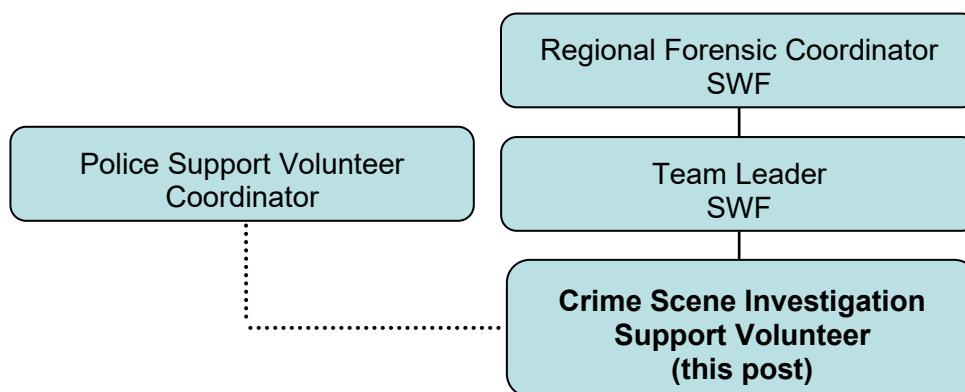
## **VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION**

<b>Role Title:</b>	<b>Crime Scene Investigation Support Volunteer</b>
<b>Post Number:</b>	DP4265
<b>Division/Department/Section:</b>	CSI - Poole
<b>Line Manager:</b>	PSV Coordinator and Team Leader South-West Forensics

### **1. PURPOSE**

To provide additional capacity and support to CSI by assisting in supportive tasks thereby freeing up time for CSI staff to concentrate on their core role.

### **2. POSITION IN THE ORGANISATION**



#### **(b) Staff who work directly for this post**

None

### **3. MAIN RESPONSIBILITIES**

<b>INPUT</b>	<b>OUTPUT</b>
Assist in the movement and disposal of property under the direction of CSI staff. This will predominantly relate to spent exhibits that are no longer required to be stored and are well overdue disposal (non-traumatic photo albums, imagery or content).	Action will result in better property management. Freeing up of space and better compliance with policy regarding disposal of property.

Assisting in the ordering of electronic photographic albums via Photobook for court cases (non-traumatic photo albums/images or content).	Will allow CSI more time to complete core role and will provide a professional evidential package for court use.
Assist in stock level management of CSI materials and file management of historic major and serious crime for archiving, i.e. job sheets and logs that require archiving.	Efficient and up to date stock inventory and more efficient file management of evidence that is required to be kept.
<b>4. MAIN CONTACTS</b>	
1.	Regional Forensic Coordinator - SWF
2.	Team Leader - SWF
3.	Crime Scene Managers & Crime Scene Investigators based at Poole
4.	Police Support Volunteer Coordinator
<b>5. SPECIAL CONDITIONS</b>	
Post holder will need to have their DNA and fingerprints taken for this role.	
<b>6. KNOWLEDGE &amp; SKILLS</b>	
<b>ESSENTIAL:</b>  Literate and numerate  Attention to detail and accurate record keeping  Basic Computer Skills – Word/Excel  Integrity, reliability and self- discipline	<b>DESIRABLE:</b>  Good team working skills  Ability to work unsupervised
<b>7. ADDITIONAL INFORMATION</b>	
<p>The number of hours per week can be negotiated with the CSI team but it is not anticipated to be a request of more than four hours per month (there is a request in line with the Volunteer policy that four hours volunteering is undertaken each month).</p> <p>The work will be in support of CSI and will not be key to the evidential process. Any property that will be handled will be for disposal purposes only and will be completely in line with disposal procedures and recommendations. The file management mainly relates to archived files that need indexing and better filing.</p>	
<b>8. TERMS OF APPOINTMENT</b>	
In accordance with the current Dorset Police Volunteers Policy.	