

Assistant Fingerprint Identification Officer Progression Scheme

Assistant Fingerprint Identification Officer - Scale D / I

The progression scheme is designed to allow Assistant Fingerprint Identification Officers (AFIO) who are newly appointed to follow an agreed training programme and qualify as a Fingerprint Expert.

All suitable applicants that successfully pass the initial application weeding process should undertake an aptitude test. Candidates should not exceed the Force attendance requirements for sickness.

The starting salary is scale D, successful applicants would normally be appointed on the bottom of the salary grade. Exceptions may apply dependent on existing grading and experience.

Subject to satisfactory performance and the agreed levels of competence are achieved, consideration will be given to progress the AFIO through the grades in accordance with the following:-

On Appointment No Experience

Administrative Duties - Induction, shadowing and mentoring to take place, the AFIO to demonstrate competency by recording evidence on the RIB Staff Training Programme document. To be assessed by a Bureau assessor.

Basic introduction to the ACE-V process, fingerprint comparison skills, use and update of systems and 17025 processes.

Subject to basic competence being demonstrated, a Foundation Fingerprint Course (Level 1) to be booked if available and relevant to stage of development.

On successful completion of an assessment as part of the Foundation Fingerprint course or successfully completion of an in house assessments, the AFIO will be progressed to grade E, scale point 18 (based on full time fingerprint work pro rata for admin / other duties will increase this) the month following the course/assessment.

Modular work and portfolios will be completed following the guidelines in the National Fingerprint Learning Programme to demonstrate on-going development and competency in key areas. The modules are as detailed below:-

Recovery/Recording of Friction Ridge Detail.

Crime Scene Attendance/Fingerprint Enhancement Laboratory.

Mortuary Procedures and Mortuary Attendance.

17025 Quality Procedures FSR Codes of Practice and Conduct.

Once each Portfolio has been successfully completed an additional increment shall be awarded.

Throughout the training programme a series of base line competency tests will be completed to evidence the AFIOs progress. The competency/proficiency tests will be developed in house to be representative of casework processed in the Bureau.

After approximately 18 months (based on full time fingerprint work; pro rata for admin / other duties will increase this time period) the AFIO should be in a position to demonstrate their ability to process a variety of casework consisting of various complexities to a satisfactory standard and have a thorough understanding of RIB 17025 procedures. Completion of evidential portfolios and the successful completion of baseline competency tests will also evidence that the AFIO is capable of lone working. Subject to this the AFIO shall receive one additional incremental point and commence lone working.

Competency will be continued to be monitored through established dip sampling and quality assurance processes. Subject to continued competence being demonstrated and the satisfactory completion of their Portfolio, an Intermediate Fingerprint Course to be booked if available and relevant to the stage in training and development.

On successful completion of the Intermediate Fingerprint course, or successful completion of an in house assessment, the AFIO will be progressed to grade G, scale point 25 the month following the course/assessment.

The next stage is for a fingerprint based project to be allocated to the AFIO, this could involve engagement with academia and consideration should be given to process improvements for EMSOU-FS RIB and/or further validation work. Once completed this should then be presented to the SMT and peers in the Bureau. On successful completion of the project the AFIO shall receive one additional incremental point.

It is essential for all Bureau staff to be competent to give evidence in a court of law. To prepare the AFIO for this aspect of the role they will complete an evidential portfolio relating to preparing and presenting fingerprint evidence; to include but not limited to SFR 1, SFR 2, full evidential statements and statements to prove identity. Part of the portfolio work is presenting court evidence in a simulated environment, for which there will be a formal assessment.

Once the AFIO has been assessed as competent in this area and continual competency has been evidenced in the technical aspects of the role, consideration to be given to an Advanced Fingerprint Course to be attended if available and considered relevant to the stage in training and development.

On successful completion of the Advanced Fingerprint course, or successful completion of in house assessments, the AFIO will be progressed to grade I, scale point 30, the month following the course.

The AFO will then be appointed as an IDO.

The incremental progression will continue through the grade on a skills progression arrangement. The skills progression arrangement allows for the post-holder to progress to Scale Point 37.

Competency will be continued to be monitored through established dip sampling and quality assurance processes. After qualifying as an expert, one increment will be awarded annually subject to satisfactory review and assessment. Assessment will be against the fingerprint competency check list and the core skills.

Annual incremental progression will apply; in addition to an annual increment, should the AFIO demonstrate exceptional performance and competency in the areas listed below additional increments can be awarded.

- a) Coaching, assessing and mentoring current or new members of staff to ensure competency is developed achieved or maintained and that they are able to contribute to the effectiveness of the team.
- b) Fingerprint Expert to produce and deliver fingerprint training within EMSOU Units or to colleagues within the EMSOU force area, or to partners or external agencies as required. To ensure any training material meets the requirements of 17025 codes practice and conduct.
- c) To take the lead, or have significant involvement in the development of validation / projects associated with the maintenance of accreditation for UKAS 17025 quality procedures and to ensure accreditation is maintained by having a key role in UKAS assessment or surveillance visits.
- d) To be instrumental in the implementation of 17025 Quality Standards in a new area of business or extension to scope of current business area.
- e) To assist the Forensic Biometric Manager in areas of research and or development that will contribute to effectiveness of RIB business; such as identify and train best practice when using AFIS and or other business critical systems.
- f) To significantly contribute to the success of the RIB major crime service by the successful management, coordination and liaison relating to major crime or special operations.

Additional tasks undertaken may be deemed to attract an additional incremental payment; this must be approved by the Head of EMSOU-FS.

Incremental progression may be withheld if performance; or attendance under the Force attendance policy is not satisfactory.