



Job Description

Title – Drugs Expert

Version – 1 | **Date** - 12/12/2018

Post Number:	HI571
Grade /Scale:	Scale 6
Weekly Hours:	37
Department:	CAID
Status:	Established
Responsible To:	Drugs Expert Supervisor
Responsible for:	No staff directly supervised
Location Work base:	Keyham Lane (Then FHQ)
Job Role /Purpose:	To provide expert evidence to and be cross examined at all courts. To give advice/statements/reports to support drugs investigations including scene deployment. Undertake drugs field tests as required. To undertake all activities in accordance with organisation procedures, particularly those relating to health and safety. To develop and maintain competence and knowledge.
Contacts:	All ranks and departments of Leicestershire Police and partner law enforcement agencies. Partner agencies involved with drugs either through the NHS or private medical agencies. All levels of the CPS and Judiciary. Emergency Services and the Press.
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. To hold a GCSE Grade C or equivalent in English and Maths and a science based subject or be to demonstrate their use to the required standard.
2. Considerable/extensive experience in the field of drugs investigation.
3. A broad understanding of legislation and procedure including: PACE, CPIA Criminal Justice rules and Expert Evidence

Work Experience:

4. Experience of working alone and in a team, within a customer focused environment, whilst utilising one's own initiative with a proven record of discretion and integrity in a confidential environment

Personal / Interpersonal Skills, Aptitudes:

5. The ability to effectively communicate (both verbal and written, including the use of Microsoft products), technical issues to non-technical staff with the ability to pay attention to detail.
6. The ability to apply a logical approach to problem solving and be able to evaluate, prioritise and respond to changing operational situations.

Special Skills:

7. To have keyboard skills and previous experience in accessing, inputting and interrogating databases.
8. To hold a full current driving licence valid for the UK -reasonable adjustments will be considered for candidates who, (because of disabilities), cannot meet this requirement

Other:

[To have extensive experience of giving evidence and being cross examined at court, particularly Crown Court]

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education (including qualifications):

1. Successful completion of a recognised UK Drugs Expert Course.
2. Accredited to undertake field tests.

Work Experience:

3. Comprehensive experience of working within an investigative role.
4. Comprehensive experience of working within drugs law enforcement.

Personal / Interpersonal Skills, Aptitudes:

5. Comprehensive experience of working within both overt and covert investigations

Special Skills:

6. To have comprehensive first-hand knowledge and experience of illicit and controlled drugs

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

1. Provide an expert level of expertise in respect of the identification drugs and their valuation for all levels of drugs investigations.
2. Undertake field tests for drugs ensuring strict adherence to training, organisational procedures, use of PPE and health and safety procedures.
3. Conduct dynamic risk assessments when handling exhibits, opening exhibits, testing substances and when deployed at scenes.
4. Adhere to organisational procedures, all pertinent training and health and safety policies at all times.
5. Carry out scene deployments as and when required to preserve, record, and recover forensic evidence.
6. Monitor all drugs submissions to the Forensic Service Providers in liaison with the Forensic Case Management Unit at EMSOU-FS. Developing forensic strategies alongside investigators and suppliers to ensure best value in terms of evidence and expenditure.
7. Handle all drugs exhibits in a way that avoids risk to potential evidence including; contamination, cross-contamination, loss and degradation.
8. To engage with both internal and external agencies in order to deliver training, awareness and advice on matters related to Drugs Investigations and the recovery of evidence.
9. Develop and maintain specialised and up to date knowledge of all matters pertaining to illegal drugs, current trends and legislation keeping abreast of developments within the illegal drugs arena in order to secure the success of future investigations and the development of the Unit.
10. Undertake regular assessments against the national occupational standards and maintain a record of all training received, work undertaken and all continuous professional development.

Management/Leadership:

11. Maintain an efficient case management system ensuring that a record of progress is updated at regular intervals

Technical:

12. Interpret information in respect of complex drugs investigations (e.g. volume of drugs recovered, equipment recovered, money recovered, street value, in respect of charging decisions and investigative action required, preparing reports and statements as required.
13. To independently peer review and assess the findings and statements of other drugs experts and specialists.
14. To have responsibility for mentoring personnel new to the role, in development and drugs experts in the field (police officers).

Communication:

15. Prepare comprehensive written and verbal reports and statements of evidence in relation to drugs investigations in compliance with the organisational requirements, rules of evidence and court procedures, case law and guidance for expert witnesses.
16. Attend court as a drugs expert/specialist witness and present evidence in a clear, unbiased and intelligible manner.
17. Liaise with both police and other agencies to exchange information thereby ensuring best practice and avoiding duplication of effort.
18. Provide and receive feedback in a positive and constructive manner

Administration:

19. Maintain an efficient case management system ensuring that a record of progress is updated at regular intervals

General:

20. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people
21. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
22. This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.
23. Be flexible in terms of working location and be prepared to work temporarily at other

locations within the Force area, undertaking a similar role

Other:

[Please enter text here]

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically

We are innovative and open-minded

We are emotionally aware

We take ownership

We are collaborative

We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity

Impartiality

Transparency

Social responsibility

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Please select one - Recruitment Vetting (RV) ☐ or Management Vetting (MV) ☒ X

2) Please select one - Counter Terrorist Checks (CTC) ☐ or Security Check (SC) ☒ X

3) Please select one - Developed Vetting (DV) ☐ or N/A ☒ X

Date line manager checked vetting level needed :

Car User: Yes ☐ / No ☒ X - Essential /Casual Allowance *{per mile / day etc}*: ☐ N/A

Budgetary Management: Yes ☐ / No ☒ X Budget Value approximate value £ ☐ N/A

Additional Information: ☐ N/A

Reasonable adjustments

Please enter text here

Organisation Chart

DI CAID

Drugs Expert Supervisor

Supervisor Level

Drugs Expert

Administration Level

Administration Level

Clerk Level

Clerk Level

Clerk Level