Information Management & Data Directorate (IMDD)
Information Access Unit

Date: 26th October 2026
Our ref: FOI/26/017748/G

FREEDOM OF INFORMATION REQUEST REFERENCE NO: FOI/26/017748/G

I write in connection with your request for information dated 29/09/2026, received by Greater Manchester Police (GMP) for the following information:

Question 1 - I would like to be provided with a copy of the Job Evaluation Questionnaire that was completed as part of the grading process for the police staff role of Evidential Property Management (EPM) Officer within the Evidential Property Management Team (EPMT) (dated May 2025)

Question 2 - I would like to be provided with a copy of the Job Evaluation Questionnaire that was completed as part of the grading process for the proposed police staff role of Forensic Reception and Biometric Officer within the Forensic Reception Unit, Forensic Governance (Forensic Services) (dated March 2026)

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information. I can confirm the information requested is held by GMP.

Please see attached the requested Job Evaluation Questionnaires:

- Evidence Management Unit (EMU) Officer
- Forensics Reception and Biometric Officer

Where redaction occurs within the attached documents, this relates to Section 40(2) Personal Information, this represents information that identifies a living individual, to disclose this information would breach the principles of the GDPR and the Data Protection Act 2018. Personal data is defined by Article 4 of the GDPR and Part 1 of the Data Protection Act 2018, and means any information relating to an identified or identifiable natural person. An identified natural person is one who can be identified directly or indirectly from that data.

GLPC JOB EVALUATION SCHEME

JOB EVALUATION QUESTIONNAIRE (JEQ)

VERSION 0.3 (adapted Dec 2024 for use by GMP)

Name (Individual completing the form):	[redacted]
Post Title:	Forensic Reception and Biometric Officer
Pre-evaluation Grade (if existing post):	
District/Branch:	Forensic Services Branch
Section/Unit:	Forensic Services Reception Unit
Post No (if existing post):	
Responsible To:	Forensic Services Reception Supervisor

CONTENTS AGREED BY:

Name of individual completing the form: [redacted]

Name of Manager: [redacted]

Signature: [redacted]

Signature:

Date: 07/04/26

Date: 22/4/26

INSTRUCTIONS

The purpose of this questionnaire is to record key information and job content to help in the evaluation of the post. The information should relate to the post and not to the individual who might occupy it at present.

An up to date job description and an organisational structure chart should also be attached.

MAIN PURPOSE / REASON FOR THE JOB:

Please describe in detail the overall purpose of the job.

Staff are responsible for providing an efficient and effective reception service for the Forensic Services Branch for submissions of work into the branch which are intended for examination by both internal physical forensic units and for external physical Forensic Service Providers.
They are responsible for the continuity, integrity and secure appropriate storage of all exhibit types across all offence types, and for ensuring that they reach their intended destination to undergo the necessary examinations.
They receive deliveries of exhibits from all CSI Units, Evidential Property Stores and custody suites across GMP and must ensure that all exhibits are correctly packaged, labelled, and stored, must record details of all receipts onto the Forensic Services Work Management System to ensure continuity.
Once examinations have been completed, staff are responsible for the return or destruction of exhibits, ensuring that exhibits are either returned safely to the relevant officer, Evidential Property Store or CSIU, or are destroyed, and that appropriate documentation is completed and stored.

Staff receive PACE DNA samples from arrestees and must ensure the correct and timely processing of these in order to meet statutory time limits. They contribute to the maintenance of the National DNA Database by ensuring the correct processing and loading of these samples.
They check the details of all received PACE DNA samples against arrest records held on the Police National Computer, and report and/or resolve any discrepancies by liaison with other units, including GMP Criminal Records Unit and custody suites, to ensure that inaccurate or incomplete records are corrected.
They resolve complex PACE DNA issues to ensure that arrestee samples are readily available for comparison with crime scene samples.
They interrogate various systems and custody records to assist with decision making regarding whether a PACE DNA sample should be processed or destroyed.
They destroy PACE DNA samples, if deemed appropriate, ensuring that all relevant computer systems, officers and staff are updated, and provide information to officers relating to whether a new sample should be obtained.

Staff assist in the recruitment of ethical Police Officers and staff by obtaining DNA and fingerprint samples for use in pre-employment biometric vetting checks.
They assist in the identification of contamination of crime scenes or exhibits by ensuring that all employed Police Officers, and relevant Police Staff have biometric samples correctly maintained on elimination databases

MAIN RESPONSIBILITIES, DUTIES & TASKS: Please list main job areas showing average proportion of the time spent on each.

Please list the duties required for this role:	Please identify how often each occur – Daily, weekly, monthly, quarterly, or annually
Responsible for the receipt, accurate recording and safe storage of exhibits and evidence including items of property, fingerprint dockets and lifts and photographic evidence from crime scenes submitted for forensic examination.	Daily
Distribute submitted exhibits as necessary within the Forensic Services Branch or forward to external	Daily

Forensic Service Providers, ensuring that appropriate authorisation is in place.	
Liaise directly with external Forensic Service Providers to arrange for exhibits to be collected/ returned and/or to raise issues of continuity.	Weekly
Liaise directly with members of Evidential Property Store staff to trace/locate exhibits which are missing from consignments received from them, and for the resolution of continuity and integrity issues.	Daily
Responsible for the return or destruction of exhibits in line with unit guidelines, and branch and force policies, ensuring that exhibits are either returned safely to the relevant officer, Evidential Property Store or CSIU, or are destroyed, and that appropriate documentation is completed and stored.	Daily
Investigation and resolution of any issues that arise when processing submissions or returns of exhibits.	Daily
Responsible for handling samples in line with the requirements of the Human Tissue Act 2004 and liaison with relevant representatives in relation to issues regarding such exhibits and legislation.	Weekly
Review and assess PACE DNA samples to ensure the integrity and quality of the sample and ensure that any issues are correctly reported and/or rectified.	Daily
Check the details of all received PACE DNA samples against arrest records held on the Police National Computer, and report and/or resolve any discrepancies by liaison with other units, including GMP Criminal Records Unit and custody suites, to ensure that inaccurate or incomplete records are corrected.	Daily
Manage the timely processing of PACE DNA samples to ensure that the statutory time limit for processing, as defined by the Protection of Freedoms Act (PoFA) 2012 is met, and avoid the unnecessary destruction of samples.	Daily
Interrogate various systems and custody records to assist with decision making regarding whether a PACE DNA sample should be processed or destroyed.	Daily
Destroy PACE DNA samples, if deemed appropriate, ensuring that all relevant computer systems, officers and staff are updated, and provide information to officers relating to whether a new sample should be obtained.	Daily
Ensure that force and national policies, and legislation, are adhered to in respect of the recording, retention and destruction of PACE DNA samples.	Daily

Ensure that the NDNAD is correctly administered and maintained in line with the associated policies and legislation.	Daily
Research and resolve issues raised by Forensic Service Providers in relation to PACE DNA samples which have failed to load to the NDNAD, to ensure their successful re-loading.	Daily
Research and resolve issues raised by FINDS in relation to PACE DNA samples, to ensure the accuracy of PACE DNA records held on the NDNAD, requesting destruction of samples where appropriate.	Weekly
Liaise with officers to pursue the retaking of rejected DNA samples.	Weekly
Maintain an appointment system for fingerprint appointments for members of the public in relation to fingerprints required for immigration or DBS (Disclosure and Barring Service) reasons, communicating with the customer to determine their requirements and ensuring that related payments are received by GMP.	Daily
Attend appointments with members of the public, checking their identity and documentation before taking their fingerprints for immigration or DBS reasons. Specifically in relation to DBS appointments, ensure that the taken set of fingerprints is delivered to the Fingerprint Unit for their examination.	Weekly
Assist in the recruitment of Police Officers by obtaining DNA and fingerprint samples for use in pre-employment vetting checks for candidates within the recruitment process. Coordinate the taking of such samples at various GMP sites and ensure that all required information and equipment is available to enable this.	Weekly
Notify GMP Forensic Intelligence Officers of any forensic matches obtained related to candidates within the recruitment process in order that such matches can be researched.	Monthly
Notify GMP Vetting Unit of any relevant forensic matches obtained related to candidates within the recruitment process in order that vetting can be continued appropriately and decisions can be made regarding whether to continue with the employment of the individual.	Monthly
Assist in the identification of contamination of crime scenes or exhibits by ensuring that all employed Police Officers, and Police Staff in specific roles, have biometric samples stored on elimination databases: Contamination Elimination Database	Weekly

(CED (for DNA)) and Police Elimination Database (PEDb (for fingerprints)).	
Management of the CED and PEDb by ensuring the correct addition and removal of samples as individuals' employment status changes.	Weekly
Responsible for arranging storage and retrieval of exhibits, documents and records within/from internal and external storage sites.	Weekly
Responsible for maintaining and updating records pertaining to long-term storage.	Weekly
Maintain a knowledge and understanding of the Code of Practice on Police Information and Records Management, ensuring that physical and digital elements of an investigation are appropriately stored and are subsequently destroyed once the correct retention period ends.	Weekly

1 Supervision / Management of People

This section records any direct responsibility the post has for the supervision or management of GMP employees or others.

1.1 GMP Employees – Full time responsibility

Indicate the number of employees directly supervised by the post. Indicate the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline, wellbeing, absence management). Indicate also where the supervision is shared with others and what tasks are shared. Direct supervision includes all employees managed by others for whom the post holder has line management responsibilities.

Title and nature of the work carried out	Number*	Nature of Authority
N/A	None	

Insert additional rows as required

1.2 *Numbers

If the numbers supervised vary throughout the year (e.g, if the post has temporary supervisory responsibility), please provide details of maximum and minimum numbers and timescales.

None

1.3 Deputising

Does the post have any formal deputising responsibility for managing employees? If so please indicate the nature of the responsibility and how often it occurs. Indicate the number and type of staff affected.

None

1.4 Project Teams

Does the post lead/manage or supervise any project teams? If so, indicate the type of project team, its composition, how long the post holder has this authority and the level of authority (e.g. Allocate work, instruct, direct, organise, training, appraisal, discipline).

None

1.5 Contract staff / Agency Workers

Specify any responsibility that the post has for contract or agency workers. Indicate the number involved and the nature of the responsibility.

None

1.6 Location of Employees

Are the employees supervised / managed by the postholder based at the same place of work, or on different site(s) or are they mobile? How often would the manager be at the same location as the employees? (For hybrid working arrangements, it would be the contracted place of work that needs to be taken into account.)

N/A

2. Creativity and Innovation

The extent to which the work requires innovation and imaginative responses to issues and in the resolution of problems.

2.1 Examples of Creativity / Innovation

Give examples of areas where the post requires creativity and innovation in for example design, specifications and tendering, counselling and caring, application of IT, policy development, interpersonal skills, written or spoken word.

Staff follow documented policies, procedure and legislation in their processes.

2.2 Examples of Problem Solving

Give examples of typical problems / situations a post holder will need to resolve during the course of their work. Indicate how frequently each type of problem / situation is likely to occur.

Staff are often required to resolve problems when there is an issue with a work request; there could be missing exhibits which need tracing, issues with continuity or integrity of exhibits. Problems with information being missing or incorrect, incorrect forms used, samples having passed their statutory time limit for processing, deadlines missed, quality issues arising, etc. These types of issues arise almost daily and staff in this role will be the first point of contact for resolving these issues.

Staff must check the details of all received PACE DNA samples against arrest records held on the Police National Computer, and report and/or resolve any discrepancies by liaison with other units, including GMP Criminal Records Unit and custody suites, to ensure that inaccurate or incomplete records are corrected.
They must research and resolve issues raised by Forensic Service Providers in relation to PACE DNA samples which have failed to load to the NDNAD, to ensure their successful re-loading.
They must research and resolve issues raised by FINDS in relation to PACE DNA samples, to ensure the accuracy of PACE DNA records held on the NDNAD, requesting destruction of samples where appropriate.
They must liaise with officers to pursue the retaking of rejected DNA samples.

2.3 Guidelines, procedures and systems

To what extent is the work undertaken by the post determined or assisted by guidelines, procedures and systems? Indicate how:

Work instructions exist for most processes within the unit. Staff follow the work instructions to ensure that processes are completed correctly and in a consistent manner.

Force policy must be considered in relation to the taking of biometric samples from police officers and staff.

Home Office FINDS (Forensic Information Databases Service) policies must be considered and adhered to in relation to the loading of PACE DNA samples to the National DNA Database and of the loading of police officer and staff samples to the CED (Contamination Elimination Database).

Legislation, including statutory time limits for processing, must be considered in relation to a lot of the exhibits which staff handle.

3. Contacts and Relationships

The degree of personal contact and the nature of relationships with others required to carry out the job.

3.1 Nature of Contacts and Relationships

Describe contacts and relationships within the section or department, with other departments, the public, external groups and organisations, their purpose and frequency.

Who (e.g. work colleague, other department, client, suppliers etc)	Purpose of Contact (e.g. exchanging information, providing advice, providing care, formal training, negotiations etc)	Frequency (e.g. daily, weekly, etc)
Unit colleagues	Exchanging information, sharing updates, organising workload.	Daily
Other Forensic Services Branch units	Exchanging information, resolving issues, arranging delivery of exhibits, providing paperwork.	Daily
GMP Criminal Records Office.	Resolving issues with PACE DNA samples and PNC records.	Daily
GMP Evidential Property Stores	Discuss receipt and return of exhibits. Resolve issues of missing exhibits, integrity issues with exhibits, etc.	Daily
Police officers of all ranks	Resolving issues with submissions/exhibits received into the Forensic Reception Unit.	Daily
External Forensic Service Providers	Discuss collection and delivery details. Request urgent return of exhibits. Resolve issues with the processing of PACE DNA samples.	Weekly
Home Office FINDS (Forensic Information Databases Service)	Exchange information, resolve issues, receive results	Weekly

3.2 Complex / Contentious Issues

Does the post have to communicate with contacts on matters of a complex and/or contentious nature? Please give examples and indicate how often these occur.

The postholders are responsible for the processing of all PACE DNA samples taken from arrestees within GMP. They must check the details of all received PACE DNA samples against arrest records held on the Police National Computer, and report and/or resolve any discrepancies by liaison with other units, including GMP Criminal Records Unit (CRU) and custody suites, to ensure that inaccurate or incomplete records are corrected. Issues arising are often complex and require much research, communication and work to resolve them. As there is a statutory time limit for processing of these samples, staff are under pressure to resolve issues quickly.
Issues can include where there is no record on PNC of the arrest of the nominal and so staff must liaise with other units to ensure that details are correctly recorded before the DNA sample can be processed.
Samples are often processed and submitted as all information appears to be correct but the external Forensic Service Provider (FSP) will report that there is an issue which prevents the sample from being loaded to the national DNA Database. Staff must liaise with the FSP, officers, CRU and custody suites to determine and resolve the issue to ensure successful loading of the sample.

If a PACE DNA sample needs to be destroyed at any point in the process, for any reason, then staff must liaise with officers and custody staff to inform them of this and to pursue the retaking of the reject sample.

3.3 Representing GMP

Does the post represent or negotiate on behalf of GMP? Please identify the circumstances and how often this occurs.

Staff in this role regularly liaise with external Forensic Service Providers and Home Office FINDS. This occurs at least weekly and telephone and email correspondence, resolving of issues and queries.

4. Decisions – Discretion

This factor looks at the decisions or recommendations that the post takes to achieve its outcome.

4.1 Decisions

Give examples of the most important decisions that your post requires. Record only those decisions, which the post has authority to take.

Nature of Decision	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Staff decide whether submissions need to be stopped or halted due to statutory time limits applying.	Whole authority, external partners, service provision, public.	Legislation
Staff make decisions on whether submissions need to be stopped or halted due to issues with exhibits, continuity, paperwork, etc.	Whole authority, external partners, service provision, public.	Guidelines, procedures.
Staff make decisions on whether PACE DNA samples should be processed or destroyed.	Whole authority, service provision, public.	Policy, procedure, work instructions, legislation.

4.2 Recommendations

Give example of the most important recommendations that the post is required to make.

Nature of Recommendation and who it is given to (e.g. recommend change in procedure to manager)	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Guidelines / Limits (e.g. policies, procedures, working standards, regulations, guidelines, financial / operational limits
Staff advise police officers on steps which should be taken in order to resolve issues with exhibits and submissions, e.g.,	Whole authority, external partners, service provision, public.	Work instructions, policy.

advising them which paperwork and accompanying forms need to be completed, in order for the exhibits to be successfully submitted for forensic examination.		
Staff advise police officers, custody staff, GMP CRU and FSP on steps which should be taken in order to resolve issues with PACE DNA samples to ensure successful processing of the sample.	Whole authority, external partners, service provision, public.	Work instructions, policy, legislation.

4.3 Availability of Advice / Guidance

Describe how advice on what may be the limit to decision making is available from the post's manager, or other sources (e.g. rules, guidelines). Is this advice available all the time?

Decision making in relation to certain aspects of this role is limited by legislation, e.g., statutory time limits. Decision making in relation to certain aspects is limited by policy, e.g., the use of the Natonal DNA Database and Contamination Elimination Database. Most processes within the unit are governed by work instructions and issues not detailed within the work instructions would usually be discussed with the unit supervisor for resolution.

5. Decisions – Consequences

The impact of the decisions / recommendations taken.

5.1 Impact of Decisions / Recommendations

Identify the major consequences of any decisions or recommendations the post makes for clients, the public, other staff or the service.

Type of Decision / Recommendation	Who it affects (e.g. your department/section, clients, other departments, service provision, Whole authority, corporate policy etc)	Scale of Impact (e.g. limited - short term, major – long term effect)
Staff decide whether PACE DNA samples should be processed or destroyed. They consider legislation, policy, work instructions, and liaise with other staff and units to try to resolve issues. If they	Whole authority, service provision, external FSP, public	Major – sometimes short-term, sometimes long-term.

make a wrong decision, a DNA profile could be loaded to the incorrect person's record, meaning that they could be wrongly identified as having committed offences, and the correct offender not identified. Incorrect arrests could be resolved if the arrestee was willing to provide a new DNA sample for direct comparison.		
Staff decide whether some exhibits can be processed or not according to statutory time limits.	Whole authority, service provision, external FSP, public	Limited – short-term

5.2 Implications of a decision by the post holder

If the post holder made a legitimate, but incorrect, decision, what would be the likely impact? Give potential examples below but exclude events that are highly unlikely to occur. For each example indicate how quickly the error would be identified and rectified.

Staff decide whether PACE DNA samples should be processed or destroyed. They consider legislation, policy, work instructions, and liaise with other staff and units to try to resolve issues. If they make a wrong decision, a DNA profile could be loaded to the incorrect person's record, meaning that they could be wrongly identified as having committed offences, and the correct offender not identified.
Incorrect arrests could be resolved if the arrestee was willing to provide a new DNA sample for direct comparison, however, it would still be unknown who the original sample loaded to the National DNA Database belonged to and so it would need to be destroyed rather than attributed to the correct person.

These decisions could impact on the ability to effectively investigate crime, identify offenders and prevent crime, this could in turn have an impact on public satisfaction, trust and confidence.

6. Resources

Personal and identifiable accountability for physical and financial resources including those of clients.

6.1 Cash / Financial Resources

Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes specify the average amount controlled at any one time and the nature of the accountability.

Average amount controlled at any one time	Nature of accountability Indicate whether this is continuous or shared with others. How often are these resources handled : daily, weekly, monthly etc?
Amounts will vary but could be up to several hundreds of thousands of pounds.	The post holder will regularly receive submissions of various amounts of cash submitted for forensic examination. The post holder is responsible for receiving, counting and secure storage of cash, forwarding on to other units for examination.

6.2 Plant / Equipment

Is the post personally accountable for the proper use / safekeeping of plant / equipment?
If yes please indicate the type(s) of plant/equipment and the nature of the accountability.

Type of plant / equipment	Nature of accountability Indicate whether this is continuous or shared with others
None	

6.3 Stocks / Materials

Is the post personally accountable for materials / items of stock (including evidential material)? If yes please indicate the type and approximate value and the nature of accountability.

Type and approximate average value of materials / stock (held at any one time)	Nature of accountability Indicate whether this is continuous or shared with others
Yes. All types of forensic evidence. This includes cash and drugs and other high risk items. The value which can be held has no limit. It would not be possible to determine the average value held at any one time.	Continuous responsibility of the whole Reception Unit. Responsibility for receipt, quality checking, secure storage and onwards transmission to internal / external units / organisations for forensic examination. This would include high risk items such as drugs, cash etc. and will also include sensitive material such as biometric material.

6.4 Buildings

Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability

Type of Building	Nature of accountability Indicate whether this is continuous or shared with others
None	Whilst the post holder does not have any defined responsibility for buildings, they hold a responsibility for the security, monitoring, maintenance etc. of specialist forensic equipment and facilities.

7. Work Demands

The impact of deadlines, interruptions, changes in priorities and resource conflicts on the post.

7.1 Work Plan

How is the post's work planned?

The supervisor of the unit rosters staff to complete certain duties on each day. Other units may request that urgent tasks are dealt with immediately and Reception Unit staff will oblige.

7.2 Interruptions / Changes to the work plan

How often is the planned work of the post subject to interruptions and/or changes? Give examples, identifying the cause of the interruption, the nature of it (e.g. is it a single or diverse range) and the frequency with which it occurs.

Approximately every few days. The supervisor of the unit rosters staff to complete certain duties on each day. Other units may request that urgent tasks are dealt with immediately and Reception Unit staff will oblige, for example, if the Forensic Case Management Unit have authorised urgent work with an external FSP and need the Reception Unit staff to urgently request these exhibits from an Evidential Property Store or need them to urgently process a PACE DNA sample to be used as part of the work request.

7.3 Deadlines

Is the work of the post subject to deadlines? If yes please give examples and the frequency with which they occur.

Yes – daily. Legislative deadlines – statutory time limits after which certain exhibits are not allowed to be processed.

7.4 Conflicting Priorities / Resource Needs

Does the post have to RESOLVE situations where there are conflicting priorities / resource needs? If yes give examples of situations the post encounters and explain how the post resolves them. Indicate how frequently these situations occur.

Conflicting priorities will occur on a regular basis, the team is an operational team and responsive to investigative requirements. It is a regular occurrence (minimum at least once per week) where urgent submissions or requests for assistance are received. These requests will require the post holder to reprioritise workloads according to priority of conflicting requirements.

8. Physical Demands

The amount and continuity of physical effort required doing the job.

8.1 Type and Frequency of Physical Demand

Please indicate the type, frequency and duration of any physically demanding activity that is a requirement of the post.

Type of Physically demanding activity (e.g. standing, walking, lifting, cleaning)	Frequency and duration (e.g. 2 hours every day)
Lifting	2-4 hours daily
Standing	1-2 hours daily

8.2 Use of IT Equipment

Does the post require the use of IT equipment above and beyond the use of standard issue GMP laptops and mobile telecommunications devices? If yes please indicate the nature and level of usage.

Nature of usage (e.g. spreadsheets, data entry)	Level of usage (e.g. 2 hours every day)
Use of GMP IT equipment and systems, Forensic case management system etc.	All day

9. Working Conditions

9.1 Normal Place of Work

Indicate the post's normal place(s) of work (e.g. office, client's house, workshop etc). Where more than one place is specified please indicate the relative time spent in each.

The majority of the working time is spent working within the Forensic Reception Unit office. However, the post holder is required to travel within the force to support the recruitment process for officers and staff for the purpose of taking biometric samples.

9.2 Disagreeable Conditions

Is the post exposed to any disagreeable conditions (e.g. working outside, noise, dirt etc)?
If yes please indicate the type of condition below and the frequency and duration of exposure.

Nature of condition (e.g. noise, working outside)	Level of exposure (e.g. 2 hours every day)
The post holders work in an environment that is a combination of office and examination / storage facilities. The post holders are regularly exposed to material that present a health and safety risk e.g sharps and body fluids etc. There is regularly a strong smell of cannabis in the work environment due to the storage of this material.	All day.

10. Work Context

10.1 Potential Risk to Personal Health or Safety

Is there any potential risk to personal safety, illness, health (either physical or psychological)? If yes please give examples stating who or what poses the potential risk and the frequency of exposure.

Nature of risk	Frequency of Exposure
Biohazards. Exhibits containing blood, saliva, semen, etc.	Daily
Incorrectly packaged sharps including knives, other weapons and syringes.	Weekly
Decomposed and/or mouldy exhibits such e.g., cannabis plants, wet items packaged and stored incorrectly.	Daily
Heavy exhibits which staff are required to lift and move.	Daily
Drugs exhibits which may be contaminated on the outside of the packaging from the contents inside.	Daily

If the post involves contact with the public or clients can the post holder call on the immediate support of other members of staff? Please give examples.

The post holder will have responsibility for taking of fingerprints and biometric samples from members of the public for the purpose of immigration, DBS and recruitment. The post holders will sometimes undertake this function in the presence of colleagues, but could also be undertaking the function on their own.

11. Knowledge and Skill

This factor measures knowledge and skills, in their broadest sense, in relation to the work or discipline required by any job covered by the Scheme, and which are necessary for the competent performance of the full duties and responsibilities of the job.

11.1 Type of Knowledge and Skill

What type of knowledge and skill is required in order to perform the duties of the post? Indicate also the depth of knowledge/skill required in each.

These may include technical, professional, operational or specialist disciplines as well as caring, interpersonal, literacy and linguistic skills, diplomacy, sensitivity, tact, dexterity, numeracy, knowledge of equipment and machinery, operational techniques, concepts, theories, procedures, and communications and management skills.

Type of Knowledge / Skill	Depth of knowledge / skill

	(e.g. Basic knowledge, Working knowledge, council expert)
Demonstrates the ability to produce accurate written work to the required standard.	Detailed knowledge
Ability to work with minimum level of supervision for prolonged periods and display initiative.	Working knowledge
Ability to maintain a high level of concentration, accuracy and attention to detail for prolonged periods.	Detailed knowledge
Ability to resolve issues at the earliest opportunity.	Working knowledge
Prioritise effectively, meeting deadlines and ensuring performance targets and business objectives are met.	Working knowledge
Ability to work in a small team and be flexible enough to alter work priorities at very short notice in accordance with changing demands.	Working knowledge
Take a methodological approach to work in support of identifying and suggesting applicable improvements in systems and processes used.	Working knowledge
Ability to communicate with external agencies and internal departments with regards to the continuity of exhibits.*	Working knowledge

11.2 Most Important Areas of Knowledge

From the above list give the two/three most important. Please give specific work examples to explain what is delivered in the job by an effective application of these two or three types of knowledge/skill

Demonstrates the ability to produce accurate written work to the required standard:
Staff are responsible for the receipt, checking and recording of exhibits into the Forensic Services Branch, and for forwarding them to the relevant place, either internal or external, for examination. It is important that staff check and record all details of the exhibits and submission correctly as any mistakes which they make may continue throughout the whole journey of the exhibit/submission and eventually be included in reports and other documents for use at court. If mistakes are later identified, this could have an adverse effect on the case or court proceedings.

Specifically in relation to PACE DNA samples, If details are recorded incorrectly, a DNA profile could be loaded to the incorrect person's record, meaning that they could be wrongly identified as having committed offences, and the correct offender not identified. Incorrect arrests could be resolved if the arrestee was willing to provide a new DNA sample for direct comparison, however, it would still be unknown who the original sample loaded to the National DNA Database belonged to and so it would need to be destroyed rather than attributed to the correct person.

Ability to communicate with external agencies and internal departments with regards to the continuity of exhibits.
Staff are responsible for providing an efficient reception service for the Forensic Services Branch for submissions of work into the branch which are intended for examination by both internal forensic units and for external Forensic Service Providers.

They are responsible for the continuity, integrity and secure appropriate storage of all exhibit types across all offence types, and for ensuring that they reach their intended destination to undergo the necessary examinations. They receive deliveries of exhibits from all Evidential Property Stores and custody suites across GMP and must ensure that all exhibits are correctly packaged, labelled, and stored, must record details of all receipts onto the Forensic Services Work Management System to ensure continuity.
Once examinations have been completed, staff are responsible for the return or destruction of exhibits, ensuring that exhibits are either returned safely to the relevant officer, Evidential Property Store or CSIU, or are destroyed, and that appropriate documentation is completed and stored.
It is important that staff have the ability to communicate with a variety of people in order to ensure the continuity and integrity of exhibits and to resolve any issues which may arise. This ensures the efficient processing of submissions, ensures that issues are resolved early in the process, that exhibits are readily available and easily trackable, and that timescales for results can be met. If staff did not do this effectively, it may result in exhibits being lost, not examined, examined under the wrong details, or timescales for court not met.

11.3 Experience

Describe the type of experience required to do the job (e.g. domestic/non-work environment/voluntary work/academic work/other).

Carried out relevant duties and tasks including the inputting, recording and checking of information.

Competent in using computer systems including Microsoft packages and the Internet.

Experience in dealing with queries and clerical routines.

Greater Manchester Police
Job Evaluation Questionnaire for a new police staff post

The purpose of this questionnaire is to record key information on the job content to assist in the job evaluation of the post.

To be completed by the current post holder or the author of the new job description (to be attached)

Post Title: Evidence Management Unit (EMU) Officer

Department /Division /Branch: Information Management (IM) Branch

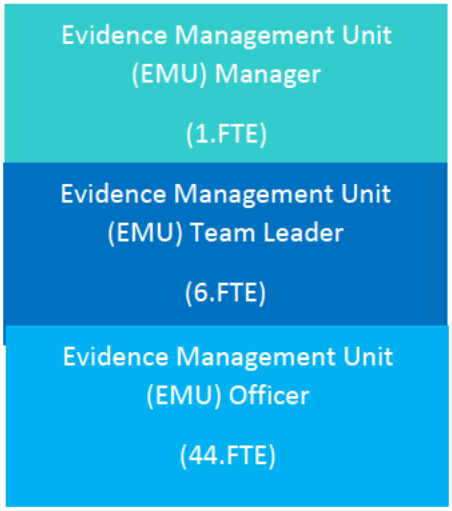
Section/Unit: Evidence Management Unit

Name of individual completing this form:

[redacted]

Organisation Chart / Management of People
Attach or detail posts above and below with grades/ranks and numbers in each group and confirm if based at one or different locations.

Proposed Evidence Management Unit Structure



EMU team leaders and EMU will be based over 12 different locations and the EMU Manager will have ultimate responsibility for the service delivery across all of these sites.

Creativity and Innovation

Give examples of creativity which the post will require e.g., problem solving, creativity in communication etc. Indicate to what extent the work will be assisted by guidelines, procedures, or systems.

Evidence Management Unit Officers are accountable for ensuring that the integrity and continuity of the exhibits seized by Greater Manchester police is maintained at all times whilst they are under the control of the Evidence Stores, EMU officers are employed in a position of trust, and they are key to ensuring that the chain of evidence remains intact.

EMU officers are required to work to a high degree of accuracy and attention to detail and use sound judgement to make decisions in relation to the management of evidence within the Evidence Store setting.

They are responsible for all aspects of health and safety including risk assessments and ensuring that appropriate measures and controls are in place within the workplace and for conducting checks, monitoring, and record keeping in relation to equipment and storage facilities, correct packaging, labelling, identification of potential hazards and responding/taking appropriate action in relation to any safety issues or equipment faults to ensure the forensic quality of exhibits is preserved at all times.

This includes applying their own knowledge and expertise to risk assess all incoming items of seized property into the evidence store ensuring compliance with health and safety procedures, such as manual handling guidance, working at height, using relevant equipment to provide a safe working environment. Taking into consideration specific requirements for the safe handling and storage requirements for high-risk items such as firearms and ammunition, DNA, bladed articles, drugs, and all hazardous or dangerous substances.

Although procedural guidelines and policy is available to support EMU officers they are required to interpret and apply the control of hazardous substances to health regulations 2002 (COSHH) guidelines and other legislation such as the Health and Safety at Work Act, Data Protection and Waste Management regulations and take ownership of the decision-making process when risk assessing items at all stages from receipt for storage to final disposal.

The electronic property management system (ePMS) is used to record movements in relation to evidence, however there is also a degree of manual checking and recording of information.

EMU officers are also required to support professional development and training activities for exhibit management, including self-development and contributing innovative ideas for streamlining and the management of evidence, including process reviews to improve exhibit storage, handling, transport, and disposal.

Contacts and Relationships

Describe the regular contacts of the post within the: unit, section, division/branch or departments, Authority, the public, external forces/groups and organisations, their purpose and frequency:

EMU officers are required to communicate effectively and fluently both verbally and written with a range of people and they are in regular contact with internal and external parties on behalf of GMP, including victims of crime, next of kin, solicitors, and suppliers. They act as a point of contact to provide assistance and advice as necessary, in person, via e mail, telephone and written correspondence.

Internal communication includes daily contact with operational officers, public enquiry counter officers, the forensic services branch, police coroners' officers and District supervision, including EPM SPOCs (Insp/Chief inspector or equivalent ranks). They are also required to engage with District SLT's.

External contact with members of the public is on a daily basis normally by telephone or written correspondence, including letter and e mail. Regular enquiries are received from professional bodies such as legal representatives or the prison service for example. Contact is also maintained with suppliers to co-ordinate collection and disposal services for items requiring specialist or secure destruction.

EMU Officers are also responsible for handling complaints from members of the public by telephone or in writing, which also involves managing and dealing with conflict.

There is also a requirement of EMU officers to attend at court or to provide written updates to HM Coroner or attend face to face meetings.

Decisions – Discretion

Give examples of the MORE IMPORTANT decisions/recommendations the post will make and the policies, procedures that are available to guide/influence how decisions are made.

It is an integral role requirement for an EMU officer to be confident in making the correct judgement and decisions to ensure that every piece of evidence is stored correctly and securely so that it is not compromised, and its forensic quality is preserved. Maintaining the integrity and continuity is integral to the chain of evidence.

It is also vital that all of the relevant checks are made prior to returning items to owners and next of KIN and when processing items for disposal, including interpretation and appliance of the relevant legislation and policy within the decision-making process.

Will advise be available from the manager/supervisor or other sources and if so, how readily?

EMU officers are expected to take ownership of decision making in relation to all aspects of evidence store related tasks and although they have access to an EMU team leader working across multiple sites, they will not be closely supervised, meaning that EMU officers are empowered to make their own decisions.

Decisions – Consequences

What are the implications of an error of judgement in this post? Please give examples.

Evidence may be lost or compromised, meaning that dangerous offenders are not brought to justice or evade prosecution, resulting in poor outcomes for victims of crime and families of deceased persons, reputational damage, and loss of public confidence in GMP.

To add some context in relation to the level of responsibility in this post and the consequences of making an error of judgement. If a freezer check is missed or not completed properly or a potential malfunction is not identified, meaning that appropriate action to re-locate exhibits is not taken in a timely manner, this will lead to crucial forensic evidence linked to 100's of live cases being compromised as a result of samples being destroyed or becoming unusable for testing leading to missed DNA opportunities.

Sanctions may also be imposed on GMP by governing bodies such as the forensic regulator.

There is a risk of accident in the workplace or harm, or serious injury to staff, if health and safety procedures are not adhered to and regular safety inspections are not completed etc.

There is a risk of explosion or fire, if hazardous/dangerous substances are not stored in the correct conditions.

There is a risk of contracting a Blood Borne Virus if poor and incorrect packaging of items is not identified at the earliest opportunity by EMU officers.

A data breach could occur if items containing personal data for example are not disposed of correctly or are returned to someone who is not entitled to the data.

Items may be returned to the wrong person or incorrectly disposed of, resulting in significant distress, for example inappropriate items being released to a next of KIN or personal possessions belonging to a perpetrator being incorrectly returned to the victim of crime or the loss of items with sentimental value to a family, also leading to civil litigation claims against GMP and negative publicity.

Resources

Is the post responsible for any resources (other than staff) e.g., cash, tools, vehicles etc. If so, please clarify and include any estimated values.

EMU officers are responsible for handing, storing, security and safekeeping of significant volumes of cash assets (£100,000's), controlled drugs (street value in excess of 1 million pounds), firearms, valuables such as jewellery and artwork etc, in an evidence store setting.

Is there any responsibility for evidence/evidential material? Please give examples.

EMU officers are responsible for the correct handing, storage, safekeeping, continuity, and security of evidence including high risk items such as cash, drugs, firearms and hazardous or dangerous substances including chemicals and explosives and items contaminated with bodily fluids.

Work Environment - Work Demands

Will the work be subject to: change, interruption, conflicting priorities, deadlines etc.? Please give examples.

Workloads are demand driven and are constantly subject to change at short notice including requests to send critical items for forensic testing or digital examination or to make items available for court on request of the judge/coroner.

Workloads are continually subject to fluctuation due to targeted operations, execution of search warrants or days of actions such as Vulcan or AVRO etc and it is impossible to predict the volumes and types of evidence that is likely to be recovered from these types of operations.

Other initiatives such as firearms amnesties, weapon surrender or large-scale events such as Parklife also impact on workloads and storage capacity.

Work Environment - Physical Demands

Is there any physical effort involved in the job e.g., standing, lifting etc.? Please give examples.

Manual Handling, including standing, moving, and lifting of items of differing sizes and weight including contaminated or hazardous substances for example, furniture, cannabis farm equipment, firearms and explosives, weapons, bladed articles large quantities of drugs, chemicals, intimate forensic samples, bloodstained clothing.

Work Environment – Working Conditions

Describe the working conditions e.g., office, warehouse, workshop, driving vehicle, outside, noise, dirt etc.

Working environment consists of a general office area, warehouse space, external storage rooms and there is also a requirement to work outdoors, in various weather conditions. Some aspects of the role can involve working in a dirty environment i.e., areas that are used for the storage of drugs and associated equipment including plants seized from cannabis farms etc.

Work Environment – Work Context
Will there be any risk to personal safety, illness, or health? Please give examples.

Yes, if items are not packaged or stored correctly this can lead to EMU officers receiving needle stick or puncture wounds from contaminated items and exposure to Blood Borne Viruses including Hepatitis.

If Health and Safety Legislation is not adhered to including safe storage systems and regular checks of equipment in use, this could increase the risk of an accident, resulting in serious injury.

Knowledge and Skills
Detail any specific knowledge, skills or experience required that is not already covered in the job description e.g., academic qualifications, IT skills.