



## **JOB DESCRIPTION**

**Post:** Scene Guard  
**Grade:** Band B **Job Evaluation Ref:** D1635  
**District/Department:** CPC  
**Sector/Section:** OPT  
**Location:** Various (Countywide)  
**Reporting to:** OPT Inspector

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

To provide a visible police presence at crime or incident scenes ensuring only authorised personnel have access to the site. Scenes may be at any location in Norfolk.

### **2. Main activities of the role *(This list is not exhaustive)***

- Preserving crime scene integrity.
- Run a scene log, detailing all persons entering and leaving the scene.
- Deal with enquiries from public and media.
- Record details of witnesses who come forward.
- Record and pass on information received to Supervisor as required.
- Radio/ mobile to get assistance if needed.
- Provide handover to colleagues.
- Any other duties that are commensurate with the role and grade as may be requested by management.

### **3. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within Norfolk Constabulary as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.
- e) The post holder will be required to wear the uniform provided in accordance with uniform standards
- f) The post holder may be asked to work unsocial hours – evenings/night/weekends
- g) There will be a requirement to stand for long periods
- h) The post holder will be required to undertake a minimum of 4 duties per year.



## **PERSON SPECIFICATION**

**Post:** Scene Guard

**District/Department:** CPC

**Location:** Various (County wide)

### **Essential Criteria**

1. Demonstrate ability to work on own initiative
2. Effective verbal communication skills to communicate with colleagues and members of the public
3. Ability to demonstrate good written communication skills with a high level of accuracy and close attention to detail
4. Ability to maintain concentration for prolonged periods
5. Ability to work flexibly including evenings, weekends and bank holidays
6. Hold a clean driving licence.
7. Basic keyboard skills and working knowledge of Microsoft Office Word.

### **Desirable criteria**

1. Experience of working with confidential and sensitive information
2. Experience of working in a police environment or similar
3. Ability to problem solve
4. Experience of dealing with confrontation