
Overview

This standard is about evaluating forensic submissions to obtain best evidence and value. This involves procuring specialist services and authorising forensic examinations that will provide optimal evidential support in the prosecution of criminal cases.

Maintaining health and safety, together with the integrity and continuity of forensic materials, is of paramount importance.

**Performance
criteria****You must be able to:**

- P1 undertake an initial review of forensic submissions to check for procedural compliance
- P2 appraise forensic submissions with the circumstances of the case to steer ongoing authorisations in line with organisational procedures
- P3 gather required information from relevant parties in line with organisational requirements
- P4 interpret scientific reports to act as an informed mediator between relevant parties, in line with organisational requirements, and:
 - P4.1 present information to relevant people
- P5 procure specialist forensic services in line with financial restraints and case requirements
- P6 prioritise forensic examinations in line with the forensic strategy, and take into account:
 - P6.1 specifics of the case
 - P6.2 financial restraints
 - P6.3 critical dates
- P7 select products and monitor spend in line with the principles of best evidence, and:
 - P7.1 case needs
 - P7.2 contractual agreements
 - P7.3 budget available
 - P7.4 value
- P8 negotiate forensic services in line with the specification needs of relevant parties and value effectiveness
- P9 evaluate the outcomes of forensic submissions to establish whether case needs have been met
- P10 advise relevant parties of examination outcomes and next procedural steps in line with organisational requirements
- P11 check evidential statements with forensic services in line with organisational procedures, and:
 - P11.1 reconcile any identified inconsistencies

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- P12 reconcile provider invoices to confirm correct payment in line with organisational procedures, and:
 - P12.1 address variances prior to authorisation
- P13 monitor outcomes from a range of exhibit types to identify cost effectiveness of recovery in line with organisational requirements
- P14 analyse trends to inform best evidence and value effectiveness decisions in line with organisational procedures
- P15 produce reports in response to requests received in line with legislation and organisational procedures
- P16 record budgetary information in line with organisational procedures
- P17 facilitate submission related complaints through to closure in line with organisational procedures, and:
 - P17.1 respond to feedback
- P18 record required information to maintain audit trails and evidential continuity statement in line with organisational procedures
- P19 maintain security and confidentiality of information and systems in line with organisational requirements

Knowledge and understanding

Legal and organisational requirements

You need to know and understand:

- K1 the implications of current law, policies, operating procedures and guidelines relevant to evaluating forensic submissions
- K2 implications of current law, policies and procedures relating to:
 - K2.1 health and safety
 - K2.2 information and data handling
 - K2.3 human rights
 - K2.4 criminal justice system
- K3 your level of authority and expertise and the actions necessary should this be exceeded
- K4 the internal budgetary processes within your organisation

Forensic submissions

You need to know and understand:

- K5 forensic strategies and processes relevant to the prioritisation of cases
- K6 the importance of disseminate forensic good practice in the areas of evidence recovery and forensic submissions
- K7 where to find and how to interpret protocol agreements between your organisation and external agencies
- K8 the use of service level agreements with external agencies
- K9 how to use case management IT systems within your organisation
- K10 the basic principles of data interpretation relevant to your area of responsibility
- K11 the importance of maintaining the integrity and continuity of potential evidence, and how to do this
- K12 the importance of identifying and handling potentially hazardous exhibits to maintain health and safety
- K13 the types of forensic examinations available and their application
- K14 the limitations of forensic evidence in relation to the circumstances of the case
- K15 the conditions when there may be a need to procure specialist forensic services and how to do this

Communication and recording information

You need to know and understand:

- K16 what information to record and how it should be recorded to ensure that notes and records are fit for purpose
- K17 the importance of maintaining effective communications with others, and how to do this

Health and Safety

You need to know and understand:

- K18 potential health and safety risks associated with different types of potential evidence, and how to address them

Developed by	Skills for Justice
Version number	2
Date approved	November 2013
Indicative review date	November 2018
Validity	Current
Status	Original
Originating organisation	Skills for Justice
Original URN	SFJ CN704
Relevant occupations	Submission Officers; Case Submission Officers; Forensic Manager; Crime Scene Manager
Suite	Forensic Science
Key words	Evidence submission; value effectiveness; forensic examinations; exhibits; budget; procure services