Origins

Founded by Sir Robert Peel in 1829, the Metropolitan Police Service (MPS) is one of the oldest police services in the world. The original Metropolitan Police District (MPD) covered a seven mile radius from Charing Cross containing a population of less than two million. This was policed by 1,000 officers.

Today, the MPS is made up of 50,000 officers and staff, which includes over 5,000 volunteer police officers from the Metropolitan Special Constabulary (MSC) and its Employer Supported Policing (ESP) programme.

The current MPD includes the whole of the Greater London Area, covering 620 square miles and over 8.3 million people. Since April 2000, the boundaries of the MPD have mirrored the 32 London boroughs as shown below.
Organisation

The Metropolitan Police Service (MPS) now employs over 50,000 people in a wide variety of jobs from uniformed police officers patrolling London’s streets to support staff providing essential support services. The Service also includes over 5,000 Special Constable Volunteers.

From the beginning, the purpose of the MPS has been to serve and protect the people of London by providing a professional police service; this remains our purpose.

The Commissioner of Police for the Metropolis is appointed by the Queen, in consultation with the Home Secretary. The Mayor’s Office for Policing and Crime (MOPAC) supervises the police service and publishes an annual policing plan, including performance targets. It reports back to the Mayor, the London Assembly and the community and has a role in the appointment, and if necessary, discipline and removal of senior police officers.

The MPS has an annual net budget of £3.6 billion – more than 25% of the total police budget for England and Wales. It is one of the largest employers in London and South East of England.

The Commissioner has outlined his vision of Total Policing with a total war on crime, total care for victims and total professionalism from our staff at its core. We are committed to delivering excellent policing from tackling anti-social behaviour and other crime in neighbourhoods, through to dealing with terrorists and the most serious criminals often ‘behind the scenes’. We rely on the work of warranted officers, police community support officers (PCSOs), special constables and police staff to tackle the range of policing challenges facing London.
The following chart shows how the MPS is structured.
MPS Values, Mission and Priorities

Our success depends on us all working towards the same goals. Our strategy, led by the Police Commissioner, Bernard Hogan-Howe, is called Total Policing. It consists of a set of priorities, set out below, supported by key values. Total Policing ensures that we are on the front foot in tackling criminality in all its forms. Where new techniques or new technology can help in that war, we will maximise use of it. Total Policing also means Total Care for victims – preventing people from becoming victims in the first place where possible but, where we have victims, ensuring that the MPS gives the best possible support. And we will do that with Total Professionalism, so that the MPS continues to foster the support and trust of law-abiding Londoners, while ensuring that it is an organisation that all criminals fear. All of this will be underpinned by our values of Courage, Compassion, Integrity and Professionalism.

Total War on Crime

We are crime fighters. This is a vital part of policing. Tackling crime, arresting criminals and bringing them before a court is the core of what we do, doing whatever we can to arrest criminals and stop crime as long as it is legal and ethical.

Total Victim Care

It is important that when a victim reports a crime that we tell them how that crime is being progressed and that they have confidence in those dealing with their case. We also need to ensure we are sensitive to the victim’s needs, understanding what is unique about them and how we tailor our service to meet their needs. We must always remember that we have a duty of care to our victims.

Total Professionalism

How we will achieve Total Policing as a whole is through Total Professionalism. Whatever we do, even where we have to be assertive, we do it professionally, courteously and, most importantly, we do it effectively. Setting standards and maintaining these standards across the organisation day in day out. We expect the highest standards from staff across the MPS and rightly so, the work of police is closely scrutinised. Likewise when officers and staff do an outstanding job they should know how much it is valued by the rest of the MPS, and no doubt the Londoners we serve. To make the MPS the best police service, everyone has an important role to play.
Our commitment to transform - ‘Met Change’

In October 2012 the Mayor’s Office for Policing and Crime (MOPAC) developed and prioritised the 20/20/20 vision for the MPS.

This requires the MPS to:

• Reduce key crimes by 20% - by providing 24/7 flexible specialist resource to address existing and emerging crime trends
• Improve public confidence by 20% - by improving the availability, efficiency and visibility of specialist support
• Cut costs by 20% - equivalent to a £500m budget reduction

To deliver on both the MPS’s vision and the challenges set by the Mayor, the MPS has developed a One Met Model which has at its centre a single corporate HQ. The Met Change programme is designing the future structure of the MPS to realise this transformation.

The One Met Model is made up of five areas of work - Neighbourhood Policing, Pan-London Services, Control Infrastructure, Met HQ and Support Services. These areas are not structures or business groups but describe how we will deliver our services differently. They will bring together key MPS functions which were formerly fragmented across the operational business groups, and enhance their capabilities. Under each area, work is taking place to design processes and structures that will deliver the services required by a modern Met and achieve the savings needed.

Within the Met HQ a new Commercial and Finance Directorate has been created in order to help meet the goal of delivering against the MPS’s vision. This Directorate will initially combine the Finance, Procurement and Property functions, and Shared Support Services, but has the potential to include additional functions once confirmation and approvals have been given.

Met Change and Total Professionalism are working together with co-ordinated engagement, messages and direction. Total Professionalism will support Met Change by preparing the organisation for the changes and challenges ahead by motivating staff and creating momentum and enthusiasm for the future of the MPS.

For further information on the Met Change model and the improvements we are making please visit our website on http://content.met.police.uk/Site/changingmet
The MPS Specialist Forensic Services (SFS) is the umbrella title for the forensic work that the MPS undertakes to support the police in their investigation of crimes, such as murder and sexual offences, and to provide robust high quality evidence for presentation at court. The range of forensic services includes the examination of digital electronic devices, recovery and enhancement of fingerprints and footwear marks, the identification and recovery of body fluid stains, bloodstain pattern analysis, both at scenes and at the laboratory, and submissions for DNA profiling.

Part of the SFS is the Evidence Recovery Unit (ERU) which is staffed by scientists who deal with the scientific aspects of casework, at the laboratory and at scenes. Reporting scientists set forensic strategies based on available information and the requirements of the case. Forensic examiners are tasked by the reporting scientists to examine exhibits chiefly for body fluids such as blood, semen and saliva but also fingerprints, footwear marks, damage assessments and digital and electronic work. A vast range of exhibits are submitted to the laboratory for examination such as firearms, clothing, intimate swabs, smart phones, shoes, knives, envelopes and laptops. Occasionally, when required, a forensic examiner may give evidence live at court although more usually it is the reporting scientist who will be called.

Forensic examiners take personal responsibility for individual cases that they are working on by: examining items for body fluids/fingerprints/footwear marks/electronic data within the laboratory, but this may extend to the examination of crime scenes and other evidence types; submitting samples for DNA testing; prioritising several items or often several cases at once; working within a team of reporting scientists and other forensic examiners under a senior forensic scientist and contributing to the team’s output and development.
**Job Description - Laboratory Assistant Forensic Practitioner**

**Job title:** ERU Laboratory Assistant Forensic Practitioner  
**Rank/Band:** Band E  
**Location:** Specialist Forensic Services – London SE1  
**Reports to:** Forensic Scientist/Team Leader/Forensic Practitioner

**Role Description**

A Laboratory Assistant Forensic Practitioner (LAFP) will complete case work and forensic examinations predominantly on exhibits that have been submitted to the laboratory, in support of Specialist Crime and Territorial Policing. These case work examinations will include the following activities:

- Undertake examinations for the recovery of trace evidence in support of forensic strategies on behalf of a forensic scientist
- Undertake examinations for the recovery of cellular material, other trace evidence and fingerprint ridge detail in support of forensic strategies for the examination of Firearms
- Undertake examinations to identify, recover and record fingerprint ridge detail within a DNA laboratory and the Fingerprint Development Laboratory.

The LAFP will be expected to undertake these tasks in any one of a number of specialist areas, and may be required to rotate between departments in order to maintain operational resilience. They may also attend major crime scenes to assist in the examination and retrieval of forensic evidence.

**Knowledge, Skills & Experience**

The LAFP must have an excellent understanding of forensic science. Educational qualifications (including at least one science subject to A-Level or equivalent) are essential. A Bachelor of Science Degree (or equivalent) is desirable. A science degree or equivalent qualification is essential should the role-holder aspire to progress to Forensic Scientist roles within the ERU.

The LAFP must display the ability to examine casework from both volume and serious crime, and must be competent to carry out a range of forensic examinations. They must also display excellent communication skills and have the ability to negotiate effectively with ERU staff of all grades, other forensic practitioners within the Directorate, MPS officers, external stakeholders and externally employed forensic professionals.
Key elements (Supported by National Occupational Standards (NOS) for Skills for Justice)

**Prepare to carry out forensic examinations (NOS SFJ CN701)**
- Establish the integrity of the forensic items and determine the requirements of the case.

**Determine the forensic examinations to be undertaken (NOS SFJ CN702)**
- Determine the forensic examinations to be undertaken of recovered forensic items.

**Examine forensic items (NOS SFJ CN703)**
- Inspect and prepare items submitted for examination and undertake examinations of forensic items.

**Assess and compare forensic materials (NOS SFJ CN801)**
- Assess and compare forensic materials that have been recovered during examinations. These can include the results of tests upon and/or materials recovered at scenes.

**Provide expert evidence to courts and hearing (NOS SFJ DA101)**
- Deliver expert evidence to the courts and ensure evidence is based on a platform of impartiality and is transparently prepared and presented.

**MPS Performance Framework**
Laboratory Assistant Forensic Practitioners will be expected to evidence the behaviours required against the MPS Performance Framework for Specialist/Technical Roles under the headings:
- Operational Effectiveness
- Organisational Influence
- Resource Management

**Additional information**
The LAFP will be expected to pass and maintain competency tests to the required standards and participate in quality assurance and audits on an annual basis.

The LAFP must supply a DNA and Fingerprint sample for elimination purposes. It would be desirable for the LAFP to hold a current full DVLA driving licence.
Operational Effectiveness

Delivers quality outcomes to meet objectives
Uses specialist knowledge and skills to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality. Adapts and responds to shifting priorities. Deals with challenges and generates solutions.

Manages work through informed and reliable judgement
Uses specialist knowledge and skills to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

Organisational Influence

Acts with Professionalism
Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others. Maintains a current understanding of specialist area.

Shows initiative, personal resilience and motivation to deliver a quality service. Upholds legislation, regulations and policy, acting with integrity and challenging those who do not.

Develops effective communications and working relationships
Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others. Maintains a current understanding of specialist area.

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Upholds organisational reputation.

Resource Management

Manages own time and relevant resources efficiently and effectively
Prioritises work and use of resources to meet relevant objectives. Ensures time and resources are used in a way that best meets customer and the organisation’s needs. Uses the organisation’s resources efficiently, ethically and appropriately. Shows support for efficient working.
By joining the Metropolitan Police Service, you will be helping to protect the lives of over seven million people. There’s nothing more rewarding than knowing that your efforts are having an impact on such a large and diverse community.

In return, you will receive a starting salary of £21,709 gross per annum and a London Location Allowance of £3,501. Annual incremental spine points will achieve progression from minimum to maximum of the pay scale.

As a member of our team, you will also have access to Met Benefits - an external website, offering MPS employees (staff and officers) guaranteed savings at major high street stores and retail outlets nationwide. These benefits are obtained and co-ordinated by Human Resources. You can save money on everything from food, clothes, furniture, electrical and DIY products to hotels, restaurants, cinemas and theatre tickets.

All staff are eligible to join the Metropolitan Police Athletic Association (MPAA) and the Metropolitan Police Sports and Social Association (known as the ‘Comets’) and enjoy taking part in sporting and social events. The MPS has four well-equipped Sports clubs at Bushey, Chigwell, Hayes and Imber Court, available to all staff as well as family and friends.

For further information regarding the terms and conditions offered by the MPS and assistance in completing your application, please download the guidance notes for Police Staff applications available on the MPS Careers website.
For further information regarding the eligibility criteria for joining the MPS, please refer to the guidance notes available on the MPS Careers website or contained in the application.

The MPS is committed to safeguarding the welfare of children and vulnerable adults. As part of these safeguards, the MPS adopts a consistent and thorough process of safe recruitment in order to ensure that all MPS staff and volunteers are suitable. Posts that involve a high level of contact with children and vulnerable adults will additionally require a Criminal Record Bureau (CRB) check.
• Your application form will be initially sifted against MPS criteria such as convictions and residency.
• Following the initial sift your application will be assessed against the role criteria.
• If successful at this stage we will contact you regarding an interview date. You will receive a minimum of 7 days’ notice. If you are unsuccessful at this stage we will also write to you and advise you of this.
• The interview will be a competency-based interview and questions will be posed around the criteria for the role in question, as set out in the advert and information pack.
• If successful at interview we will send you an initial offer of employment which sets out what happens next.
• If unsuccessful we will also advise you in writing but will be unable to offer feedback.

MAKING AN APPLICATION
Please e-mail your completed application to: externalapplications@met.police.uk by 4pm on Monday 1st September 2014.

Applications should be submitted as an attachment to an e-mail – we cannot accept online files via SkyDrive.

The above e-mail address should not be used for general enquiries please visit www.metpolicecareers.co.uk, which includes an ‘Answering Your questions’ section or contact the HR Advisory Centre on 0845 727 2212 from Monday - Friday 8:30am - 4:30pm.

• The recruitment process is thorough and consequently can be quite lengthy.
• Shortlisting and interviews will be based on the criteria listed.
• Until an offer of appointment is confirmed in writing, you should not assume your application has been successful.