



**WEST YORKSHIRE
POLICE**

ROLE PROFILE

Role Title	Force Crime Management Investigator	Reporting to	Force Crime Management Sergeant
Section	Force Crime Management Unit	District/Department	Protective Services, Operations
Tenure		Rank/Grade	Constable

Part A – JOB DESCRIPTION

Overall purpose of role	To work within the Force Crime Management Unit. Take a victim focussed approach, record crime and complete a primary investigation. Make robust and effective decisions on all reported crime suitable for allocation or finalisation. Provide a high standard of crime management and be consistent in decision making. Meet the organisational response to the needs of the victim ensuring an effective and efficient service is delivered.
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Key outputs for role :	
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Speak with the victim of each reported crime over the telephone that is not a deployable incident. Record appropriate crimes at the earliest opportunity taking a victim focussed approach in line with Home Office Counting Rules.3. Complete a thorough telephone investigation with victims. Ensure data quality is maintained in all records. Be responsible for ensuring the correct crime classification and finalisation is recorded. Provide a quality primary investigation, accurate crime recording which is compliant and reduces demand on front line resources.4. Undertake a comprehensive assessment on every crime and make an effective decision whether it is suitable for allocation, finalisation or engagement. Staff will be required to record their rationale on every crime using the THRIVE principles considering vulnerability, solvability and proportionality.5. Develop a bespoke investigation plan and allocate crime for secondary investigation where appropriate to ensure that all possible lines of enquiry are captured and that delays in allocation are eliminated.6. Complete all crime occurrence finalisations and check accuracy of outcome codes in accordance with national and force guidelines complying with Home Office requirements for data return.7. Reassess and evaluate updated information from victims or officers. Reallocate crime where necessary with identified actions and task accordingly.8. Provide advice and feedback to officers / staff who record and investigate crime. This will ensure that the standards of crime recording improve, evidence is secured, thorough investigations are completed and the victim's code is adhered to.9. Keep up to date with Force briefings, changes to processes and structures, new and revised legislation and Home Office guidance. Proactively seek clarification where necessary.	

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Work in a dynamic and diverse environment.
- The use of Force computer systems; including Niche, Corvus, STORM, PNC.
- Adhere to the Criminal Procedure and Investigations Act, 1996 in respect of a criminal investigation and the consideration of the disclosure of unused material.
- Contribute effective management of the Force's volume crime: Around 200,000 crimes per year.

Work/Business contacts

Internal: Police and Support staff at all levels.

External: Members of the public.

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**

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| • Has good communication skills and has a command of English both verbally and in writing. | Essential |
| • Has knowledge of and is able to use computer packages including Microsoft Office. | Essential |
| • Has a basic knowledge of criminal law. | Desirable |
| • Has knowledge of the Force Crime Allocation Policy and the Crime Management operating guidelines. | Desirable |
| • Previous Investigative background. | Desirable |
| • Knowledge of and the ability to operate Force IT systems. | Desirable |

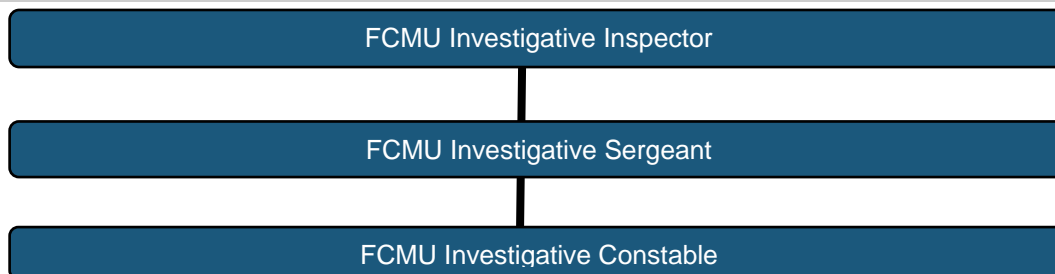
Other (Physical, mobility, local conditions)

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| • A willingness to work flexibly to suit the needs of the organisation. | Essential |
| • Requirement to work shifts in accordance with the demand and working practices of the Force function. | Essential |
| • Ability and willingness to travel around the Force for business purposes. | Essential |
| • Holds a full current UK / European driving licence. | Desirable |
| • Is trained in the use of agile working principles and equipment. Can work ethically in line with agile principles. | Desirable |

Expertise in Role - After initial development - Level 2

- Has knowledge of the Force Crime Allocation Policy and Operating guidelines for the Force Crime Management Unit.
- The ability to investigate reported crime to a high standard and with the minimum of supervision.
- Has experience of decision making, evaluation, allocation and finalisation processes.
- Has a full understanding of Force data quality issues that include Stats classifications, Home Office Counting rules, National Crime Recording Standards and Crime Data Integrity.
- Commits to personal development and has the knowledge of criminal law and procedures.
- Provides advice and guidance to all staff relating to crime recording and investigations.

Structure



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has a detailed knowledge of the Force Crime allocation policy, data quality issues and the operating guidelines for the crime management unit.
- Has experience in recording crime, completing a primary investigation and be able to make effective decisions for the allocation or finalisation of crime.
- Has completed the appropriate training and is an expert in the work of the Force Crime Management Unit.
- Has that detailed knowledge of systems and procedures of the department and how that links with the Contact Centre (CCC) and Districts.

PART D – CORE CAPABILITIES (Police Officer Roles Only)

This role requires a post holder to be able to generally demonstrate the core capabilities specified below.

Core Capability	Core Capability Required (Yes / No)
a) Sit for reasonable periods, to write, read, use the telephone and to use (or learn to use) IT;	Yes
b) Run, walk reasonable distances, and stand for reasonable periods;	No
c) Make decisions and report situations to others;	Yes
d) Evaluate information and to record details;	Yes
e) Exercise reasonable physical force in restraint and retention in custody;	No
f) Understand, retain and explain facts and procedures; and	Yes
g) Work the full range of shifts.	Yes

PART E - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Recruitment vetting
Date accepted as a role profile	22/4/16