



Role Title	Force Crime Management Finalisations Officer	Reporting to	FCMU Finalisations Supervisor
Section	Force Crime Management Unit	District/Department	Protective Services, Operations
Tenure		Rank/Grade	Scale 3

Part A – JOB DESCRIPTION

Overall purpose of role	To complete all crime occurrence finalisations after an investigation has been completed. Ensure the accuracy of the outcome codes that have been applied. Provide support and feedback to operation staff where appropriate.
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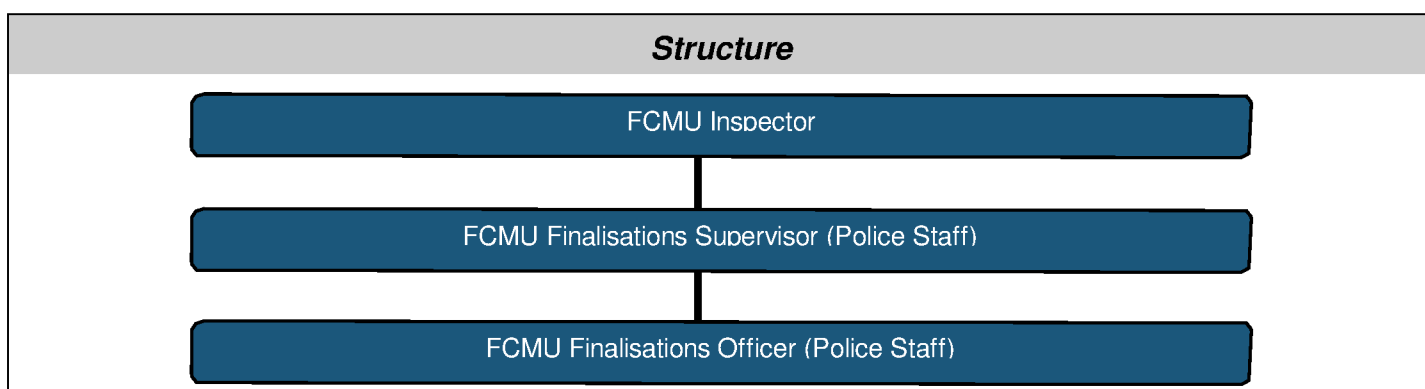
Key outputs for role –
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Complete all crime occurrence finalisations in accordance with national and local guidelines ensuring the accuracy of all outcome codes and that the victim's code of practice is adhered to. This ensures that all Home Office requirements are adhered to in relation to Data return.3. Where issues with data quality are identified, return work for re-submission. This will ensure the quality and standards that are required for finalisation are met.4. Provide feedback to operational staff. This will ensure quality, standards and advice where identified and appropriate.5. Filter all applications which would require a Dedicated Decision Makers ruling. Provide feedback and return those identified which do not meet the required standard for re-work.6. 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.7. Scrutinise reclassification requests and reclassify in line with local / national policy.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• The use of numerous computer systems.• Assisting in the approach to Force priorities and the Policing Plan.• Be subject to regular audits from the Force Crime Registrar and the Audit and Compliance unit.

Work/Business contacts
Internal: Police and Police staff at all levels.
External: Any identified external agencies.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none"> Has good communication skills and a command of English both verbally and in writing. 	Essential
<ul style="list-style-type: none"> Has a basic knowledge of and is able to use computer packages that would include Microsoft Office 	Essential
<ul style="list-style-type: none"> Has an understanding of data quality work that includes, Crime Data Integrity, National Crime Recording Standards and the Home Office Counting Rules. 	Desirable
<ul style="list-style-type: none"> Has knowledge and an understanding of the outcome codes (1-21) 	Desirable
<ul style="list-style-type: none"> Knowledge of and the ability to operate Force IT systems. 	Desirable
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none"> A willingness to work flexibly to meet the needs of the organisation. 	Essential
<ul style="list-style-type: none"> Be flexible regarding working location. 	Essential
<ul style="list-style-type: none"> Is trained in the use of agile working principles and equipment. Can work ethically in line with those agile principles. 	Desirable
<ul style="list-style-type: none"> Holds a current UK / European driving license. 	Desirable

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> Has that knowledge and ability to complete all finalisations. Understand those national and force guidelines that underpin this work. The ability to understand all outcome codes and the victim's code of practice. Has that knowledge and understanding of the allocation and finalisation processes. Commit to personal development and keep up to date with new legislation and processes. Provide advice and guidance to staff regarding the finalisation of crime.



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 Crime Data Integrity, National Crime Recording Standards and the Home Office Counting Rules.
- Has that detailed knowledge of all outcome codes and how they are applied to crimes submitted for finalisation.
- Has that detailed knowledge of the victim's code of practice.
- Has experience in finalisation crime after a secondary investigation has been completed.
- Has completed the appropriate training and is an expert in finalisation work.
- Be able to communicate effectively with staff within the FCMU and the Audit and Compliance Unit.

PART D - ACCESS & VETTING

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