

# ROLE PROFILE

<b>Role Title</b>	Investigative Support Officer	<b>Reporting to</b>	Detective Sergeant
<b>Section</b>	PSC/CTU/PSD/ROCU	<b>District/Department</b>	PSC/CTU/PSD/ROCU
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 6

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To perform a complex casebuilding function in relation to the investigation of any homicide, major crime, (including terrorism) to result in with the successful prosecution of offenders.
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<b>Key outputs for role –</b>
<ol style="list-style-type: none"> <li>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.</li> <li>2. To prepare complex prosecution case files for offences investigated by the PSC/CTU/PSD/ROCU. When necessary obtain any outstanding evidence required in order to prepare the full file to the satisfaction of Prosecuting Counsel.</li> <li>3. Interview witnesses and complainants using PEACE/PACE interview methods and produce accurate written statements in a form suitable for use as evidence in court proceedings.</li> <li>4. Undertake any investigative actions, when required, as directed by the SIO as part of the investigation team.</li> <li>5. As directed by the Crown Prosecution Service, undertake further evidential enquiries or refer them to the PSC/CTU/PSD/ROCU. OIC with responsibility for the case and reply to those enquiries within agreed time-scales.</li> <li>6. Attend at Magistrates/Crown Court to give evidence in relation to Disclosure matters or as a witness of fact.</li> <li>7. To perform the role of disclosure officer or exhibits officer in any PSC/CTU /PSD/ROCU. led investigation when required to do so.</li> <li>8. At the request of the Witness Warning Bureau, trace witnesses and obtain availability and/or warn to attend court to give evidence.</li> <li>9. In accordance with the MIRSAP take on the role of indexer, exhibit officer or disclosure officer if required to do so.</li> <li>10. To ensure that all relevant intelligence is communicated into the PSC/ CTU/PSD/ROCU. Intelligence Unit (as well as the Incident Room) to provide an up to date and effective bank of knowledge within the department and the Force</li> </ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> <li>• Prepare approximately 1 -2 Complex full files per month</li> <li>• Adhere to the Trials Issues Manual of Guidance for the preparation of complex prosecution files.</li> <li>• Adhere to the principles of the Criminal Procedures and Investigations Act 1996 in respect of Disclosure of unused material.</li> </ul>

### **Work/Business contacts**

**Internal:** Police Officers and police staff

**External:** Including Crown Prosecution Service staff, Magistrates and Crown Court staff, Barristers, other law enforcement agencies and prosecuting authorities, local authorities, members of the public, forensic science providers, police and support staff of other forces, health professionals, and prison staff

### **Expertise in Role Required (At selection - Level 1)**

#### **Essential or Desirable**

- | Expertise in Role Required (At selection - Level 1)   | Essential or Desirable |
|---|------------------------|
| • Holder of Ilex Certificate of Criminal Justice Administration or an equivalent qualification                            | Essential              |
| • Has the ability to successfully complete the relevant training courses for the role                                     | Essential              |
| • Good working knowledge in the use and application of computer systems and the extraction of information from databases. | Essential              |
| • Good working knowledge of the principles of Disclosure (Criminal Procedures Investigations Act 1996)                    | Essential              |
| • Good working knowledge of Police Systems – e.g. NICHE, HOLMES   | Desirable              |
| • Experienced in the preparation of case files for serious offences   | Desirable              |

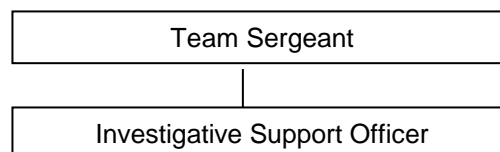
### **Other (Physical, mobility, local conditions)**

- | Other (Physical, mobility, local conditions)                             | Essential or Desirable |
|--|------------------------|
| • Holds a full current UK/European driving licence.                      | Essential              |
| • Access to own vehicle and is prepared to use it for business purposes. | Essential              |
| • Prepared to work flexible hours when required                          | Essential              |
| • Prepared to work outside the force area as and when required           | Essential              |

### **Expertise in Role - After initial development - Level 2**

- Has a thorough knowledge of the procedures and practices of PSC/CTU/PSD/ROCU.
- Has successfully completed the relevant training courses for the role including commencing the Ilex Advance Disclosure Certificate or similar appropriate course or qualification
- Is able to undertake the requirements of the job with minimum referral.
- Has successfully and consistently completed interviews to a high standard within the constraints of current policy and legislation
- Has successfully used a range of computer applications.
- Has successfully completed the relevant IT Courses relevant to the role for (indexing, exhibits and disclosure)

### **Structure**



## **PART B – COMPETENCIES & VALUES**

**Policing Professional 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](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)***

- Is recognised as an expert in own field including Disclosure.
- Has a detailed knowledge of relevant procedures and practices within the department as a whole.
- Has used and applied knowledge gained to suggest improvements to systems.
- Has completed the Ilex Advance Disclosure Certificate or similar appropriate course or qualification

## PART D - ACCESS & VETTING

<b><i>Standard IT Access</i></b>	Default
<b><i>Police Building (Perimeter and Zone access)</i></b>	Perimeter Access to Police Buildings where based
<b><i>Vetting Level</i></b>	Management Vetting
<b><i>Date accepted as a role profile</i></b>	2016