



Role Title	Divisional Technical Officer	Reporting to	Divisional Technical Supervisor
Section	Force Technical Support Unit / Protective Services Division	District/Department	Protective Services Crime
Tenure		Rank/Grade	Scale 6

Part A – JOB DESCRIPTION

Overall purpose of role	To provide specialist support and technical assistance with covert and overt surveillance operations and to assist in the detection and prevention of crime.
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Key outputs for role –

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. Conduct technical site surveys, produce feasibility and risk assessment reports and provide technical advice and recommendations to investigating officers of all ranks taking into consideration the objectives of the operation, equipment availability and time constraints.
3. Install and operate electronic surveillance equipment ethically and in accordance with best practice and authority levels, ensuring evidential material is of the highest standard for presentation at court.
4. Structure and deliver training presentations to both technical and non-technical persons, including Police Officers, Police Staff and other agencies, to meet specified training needs.
5. Keep appropriate records of evidential products on a specialist software package, for future reference by appropriate parties, and prepare statements in accordance with the guidelines concerning the continuity of evidence.
6. To remain abreast of advancements in techniques, technical equipment and relevant legislation, including the attendance at meetings, lectures, seminars, demonstrations and conferences of a technical, legal and operational nature in order to meet Force, Regional and National requirements.
7. Undertake the diagnostic fault finding, repair and maintenance of all on-site technical equipment in accordance with agreed operational objectives and Health & Safety Standards, assisting with the repair, testing and maintenance of Technical Support Unit equipment as and when required.
8. Assist the Technical Officers on level two technical deployments and lectures as and when required.

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

- Using, maintaining and technically support such equipment as:
 - a) Covert video equipment including cameras and recorders.
 - b) Covert audio equipment including microphones and recorders.
 - c) Monitoring equipment.
 - d) Asset tracking equipment.
 - e) Advise, survey and cost electronic equipment used for evidence gathering.
- Assisting in the investigation of level one crime.
- Regular working in unfamiliar locations, including elevated positions, with potentially hazardous working conditions. Able to work outside in all weather conditions.
- Regular lifting and carrying of heavy equipment and working in confined spaced.
- The post holders are required to take responsibility for allocated job requests, the planning and preparation and liaising with Police Officer of all ranks, briefings, fitting of technical surveillance equipment and then instructing and assisting police officers in the use of this equipment.
- Post holders are required to keep abreast with technology and adapt to sudden changes in circumstances. Ability to work on ones own initiative, in stressful, time sensitive and often difficult situations. Effectively communicate ideas and solutions to all ranks.

- The Unit provides direct technical support to West Yorkshire Police territorial divisions and assistance to the level two Technical Officers in the investigation of level two criminality.

Work/Business contacts

Internal: Daily contact with Police Officers of all ranks and Support Staff, for requests, advice, installation and planning of operations.

External: Daily contact with equipment manufacturers, sales representatives concerning the latest equipment available. Business Management re surveys and subsequent installations. Members of the public during difficult situations and taking particular care, sensitivity and discretion to the victims of crime.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

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| • Knowledge of electrical and electronic principles. | Essential |
| • Knowledge and expertise of common operating systems and applications and the ability to operate computerised systems.. | Essential |
| • Degree, HND, HNC or equivalent qualification in a technical discipline and/or substantial experience in an audio/visual or telecommunications role. | Essential |
| • Can demonstrate the ability to work effectively on ones own initiative and work well under pressure in stressful and sensitive circumstances | Essential |
| • A basic knowledge of current Police procedures. | Desirable |
| • A basic knowledge of wired and wireless internet protocol networking | Desirable |

Other (Physical, mobility, local conditions)

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| • Current and full UK/European driving licence required. | Essential |
| • Prepared to work unsociable hours on occasions often at short notice. | Essential |
| • Willingness to undertake covert urban and rural deployment of equipment. | Essential |
| • Ability to carry a considerable amount of heavy equipment over considerable distance | Essential |

Expertise in Role - After initial development - Level 2

- Keeps up to date with changes affecting own role.
- Is willing to attend training courses to increase the capabilities of the department
- Has built up a network of key internal and external contacts.
- Is a recognised source of advice regarding the use of technical equipment and has credible specialist knowledge relating to the same.

Structure

TSU TEAM LEADER

DIVISIONAL TECHNICAL OFFICER

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)

- Uses and applies knowledge to deliver new ideas/technologies into the department.
- Displays expert knowledge in the use of technical equipment utilised throughout the Force and is recognised as an expert in that area by others.
- Is able to combine own knowledge with that of others to provide expertise and thereby instil confidence in users of the department.
- Actively seeks out innovative solutions to move the role/department forward.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Management Vetting and Security Clearance
Date accepted as a role profile	