



Role Title	Economic Crime Investigator	Reporting to	Detective Sergeant
Section	Economic Crime Unit	District/Department	Protective Services, Crime
Tenure		Rank/Grade	SO1

Part A – JOB DESCRIPTION

Overall purpose of role	To gather and develop evidence and intelligence in order to investigate and disrupt complex and serious fraud, money laundering and other financial corruption enquiries, leading to the prosecution of offenders at court, seizure of assets and recovery of monies to the victim. To provide support to Force policing by providing advice guidance and expertise for economic crime related enquiries.
--------------------------------	---

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.	Be responsible for investigating and reviewing allegations of serious fraud, money laundering and other major financial crime, and where appropriate prepare prosecution files and present evidence to the Courts to enable the successful prosecution of offenders. Monitor and evaluate the quality of these investigations.
3.	Provide advice and assistance both internally and externally when an initial referral is made to the department, including assessing whether such matters are criminal cases thus ensuring an effective service is provided.
4.	Be responsible for gathering and developing of intelligence in relation to all financial crime matters. Identify the parties that hold relevant material required to prepare necessary documentation in order to obtain that information under the relevant legislation.
5.	Interview witnesses and complainants using Recognised interview methods and produce accurate written statements in a form suitable for use as evidence in court proceedings
6.	Develop partnerships and work together with partner agencies in the area of Economic Crime to ensure a best value approach is applied and best practice is identified.
7.	To act as Exhibits Officer, ensuring the integrity, safe storage and recording of all exhibits relating to the investigation (including excluded and special procedure material), utilising the appropriate systems and in accordance with (CPIA)
8.	Responsibility to ensure that all relevant material that may assist the defence or undermine the prosecution case has been appropriately disclosed, in accordance with Criminal Procedure and Investigations Act 1996.
9.	Obtain and execute court orders (PACE, POCA), search warrants and other court orders as required.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• Use of numerous computer systems• Required to act in accordance with Regulations of Investigatory Powers Act (RIPA), European Convention of Human Rights (ECHR), Proceeds of Crime Act (POCA), Data Protection Legislation & The Police & Criminal Evidence Act 1984 (PACE), Criminal Procedure & Investigations Act 1996 (CPIA)

Work/Business contacts

Internal: Police Officers and Police Staff at all levels

External: Other Forces, partner agencies, both voluntary and statutory

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none">• Good knowledge and understanding of Fraud, Money Laundering and other serious and complex Financial Crime	Essential
<ul style="list-style-type: none">• Basic knowledge and understanding of the investigative techniques, both conventional and covert.	Essential
<ul style="list-style-type: none">• Good knowledge of and ability to operate computerised databases and spreadsheets.	Essential
<ul style="list-style-type: none">• Basic knowledge of data protection principles and procedures.	Essential
<ul style="list-style-type: none">• Willingness and ability to plan and manage a basic criminal investigation	Essential
<ul style="list-style-type: none">• Good knowledge of relevant company, criminal (including POCA 2002) and civil law in respect of criminal and financial investigations.	Desirable
<ul style="list-style-type: none">• Previous knowledge and experience of computer based evidence seizure.	Desirable
<ul style="list-style-type: none">• Previous experience of dealing with fraud, money laundering and other financial crime investigation.	Desirable
<ul style="list-style-type: none">• Previous experience of dealing with serious, complex crimes and associated court papers	Desirable
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none">• Prepared to successfully undertake management vetting procedures including financial checks.	Essential
<ul style="list-style-type: none">• Is prepared to work flexible hours to suit the requirements of the department, including working outside of normal working hours in some circumstance.	Essential
<ul style="list-style-type: none">• Full UK Driving Licence	Essential
<ul style="list-style-type: none">• Willingness and ability to travel and work flexibly for business purposes	Essential
<ul style="list-style-type: none">• Willingness and ability to complete the police driving test	Essential

Expertise in Role - After initial development - Level 2

- A detailed knowledge and understanding of the investigative techniques, both conventional and covert, employed on pro-active operations targeting organised crime groups at all levels is required to enable investigations to be undertaken correctly.
- Ability to interview suspects, witnesses and victims in accordance with current legislation, policies, procedures, codes of practice and guidelines in relation to the conduct of interviews together with a knowledge of disclosure issues.
- Has successfully completed relevant specialist courses e.g. Initial Fraud Investigation Course, Computer Evidence Course, Financial Intelligence Officer course (FIO), IPLDP and ICIDP, Intelligence Analysis Course, and associated courses.
- Competent in interviewing suspects, witnesses and victims in accordance with current legislation, policies, procedures, codes of practice and guidelines in relation to the conduct of interviews together with a knowledge of disclosure issues.
- Detailed knowledge of company, civil and criminal law relating to fraud & POCA related matters.
- Detailed knowledge of business community, banking and finance industry and local government policies and procedures including reporting procedures for the regulated sector (SARS regime).
- Completion of police driving test

Structure

DETECTIVE SERGEANT

ECONOMIC CRIME INVESTIGATOR

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 successfully investigated the most serious and complex cases.
- Recognised as expert in fraud / money laundering / serious financial crime investigation.
- Has effectively liaised with, and fully utilised the skills, knowledge and experience of, other agencies.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings
Vetting Level	Management Level
Date accepted as a role profile	2016