



Role Title	Police Staff Investigator – Serious and Complex Crime	Reporting to	Detective Sergeant/Police Staff Equivalent
Section	Districts/Departments	District/Department	Districts/Departments
Tenure		Rank/Grade	Scale 6

Part A – JOB DESCRIPTION

Overall purpose of role	Working as part of an investigative team utilise a range of evidence sources and appropriate investigative approaches to safely and effectively investigate serious and complex crimes.
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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. Liaise and work with other investigators, specialists and managers to establish and use appropriate methods for gathering material and to develop procedures to turn material into intelligence or evidence as part of the investigation into serious and complex cases.3. Collect and gather material, intelligence and evidence from a range of sources that are appropriate to the serious and complex nature of the investigation and record and retain evidence in a format that is evidentially admissible to support the investigative process.4. Identify and plan own investigative actions, taking into account resources, priorities and proportionality in order to achieve investigatory objectives.5. Assess threat, harm and risk in order to develop and implement plans and strategies to investigate serious and complex crime.6. Interview witnesses and suspects and gather all required information, intelligence and evidence in relation to serious and complex investigations in accordance with PIP 2 investigative standards and also generate further lines of enquiry where required to bring offenders to justice.7. Undertake associated search and custody procedures to protect and safeguard the public in accordance with legislation and policy.8. Provide appropriate support for victims during an investigation, completing risk assessments and formulating a victim strategy where required and working with the Victim Care Unit to ensure the safety and wellbeing of the victim.9. Undertake analysis, assess evidence and evaluate material generated by the investigation of serious and complex crimes to identify offenders and ensure all material including exhibits are seized, examined and retained in accordance with legislation and policy.10. Prepare reports on the outcome of investigations and build and manage case files and conduct disclosure within best practice procedures to ensure that there is an accurate audit trail.11. To ensure that all relevant intelligence is communicated to the appropriate Intelligence Unit to provide an up to date and effective bank of knowledge within the department and the Force.12. This role profile covers the aspects of the PIP2 Serious & Complex Crime PSI role where staff have achieved accreditation to PIP level 2 and have moved onto the first pay point of the higher grade and start to develop in role and experience to maintain CPD.

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 (RIPA), European Convention of Human Rights (ECHR) Proceeds of Crime Act (POCA) Data Protection Legislation, IPA (Investigatory Powers Act).

- Adhere to the Criminal Procedures and Investigation Act 1996 in respect of disclosure of unused material.

Work/Business contacts

Internal: Police Officers and Police Staff at all levels

External: Victims, Crown Prosecution Service, Magistrates and Crown Court Staff, Barristers, Members of the General Public, Police and Police staff of other Forces, NCA and partners and other professionals including social care, Hospital Staff, Prison and Forensic Providers, local authority legal services, health care professionals, Youth Offending team, 3rd sector agencies such as Barnardos, Lucy Faithful foundation, Safer Lives etc and Statutory and Non Statutory Agencies.

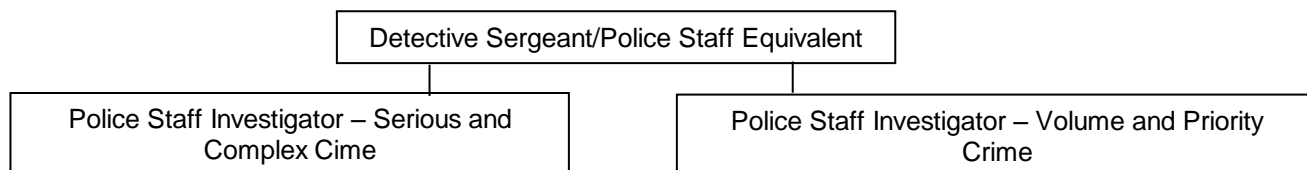
Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none"> • Relevant proven experience of working using a structured and methodical approach to solving problems and/or investigating issues through the gathering of information and making decisions and conclusions based on the information available. 	Essential
<ul style="list-style-type: none"> • Demonstrates integrity and resilience in tackling complex issues and problem solving. 	Essential
<ul style="list-style-type: none"> • Demonstrates an up to date knowledge of law in relation to investigation of crime and/or problem solving, e.g; RIPA, ECHR, CPIA and PACE, IPA. 	Essential
<ul style="list-style-type: none"> • Demonstrates an ability to use IT systems utilised for intelligence purposes. 	Essential
<ul style="list-style-type: none"> • A good command of English and excellent verbal and written communication skills 	Essential
<ul style="list-style-type: none"> • Detailed knowledge and understanding of the Criminal Justice System 	Essential
<ul style="list-style-type: none"> • Holder of PIP Level 2 accreditation. 	Essential
<ul style="list-style-type: none"> • For those staff who hold the Skills for Justice (S4J) qualification and are already in a Sc.6 role, they will not be expected to undertake the PIP training route unless they wish to do so for personal development. 	
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none"> • Willing to undertake management vetting procedure including financial checks. 	Essential
<ul style="list-style-type: none"> • Is prepared to work flexible hours to suit requirements of the department including shifts and weekends if required 	Essential
<ul style="list-style-type: none"> • Willingness and ability to travel for business purposes. 	Essential
<ul style="list-style-type: none"> • Prepared to work at any location as deemed appropriate. 	Essential
<ul style="list-style-type: none"> • Has a full current UK/European driving licence. 	Desirable
<ul style="list-style-type: none"> • Access to a vehicle and prepared to use it for business purposes 	Desirable

Expertise in Role - After initial development - Level 2

- Able to investigate matters to a high standard.
- Maintains PIP level 2 accreditation through work based assessment and continuous CPD.
- Where the specific deployment requires, has successfully completed Achieving Best Evidence interview training and continues to conduct suspect and witness interviews to PIP level 2.

- Has produced evidential reports (CCTV, Telephone etc.) to a high standard within the constraints of current policy and legislation.
- Successfully worked with external partners and developed effective working relationships.

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)

- Is an expert in own field
- Has identified and recommended good practice from other organisations and other parts of the Police Service for use in the investigation process.
- Maintains and updates key knowledge, understanding and skills relating to criminology, legislation, policy and practice across all functional policing areas of operational policing.
- Maintains an up to date understanding of Police Regs, College of Policing guidance, relevant IOPC reports and CPS guidance, HMICFRS reports.
- Maintains knowledge and understanding of new approaches identified by evidence based policing research and problem solving and test and synthesise these into working practice , championing innovation and changes to practice.
- Maintains a working knowledge and understanding of new and evolving crime threats and priorities and current best practice to tackle these in order to enable a proactive and preventative approach.
- Maintains knowledge and understanding of new approaches identified by evidence based policing research and problem solving and test and synthesise these into working practice, championing innovation and changes to practice.
- Regularly shares best practice with colleagues.
- Coaches and mentors less experienced colleagues i.e PIP 1 Investigators and delivers training and inputs to support learning and development.
- Shows potential to achieve/has achieved Tier 3 Advanced Witness/Suspect Qualification (where role requires)
- Shows potential to achieve/has achieved Tier 5 Advanced Interview Co-ordinator (where role requires).

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>	Management Vetting
<i>Date accepted as a role profile</i>	15/08/19