

 <div>HR Services putting people first</div>	<div>HUMBERSIDE POLICE</div> <div>Role Requirement</div>		Objective Analysis: Organisational Support
			Post No:
Position Title: Designated Decision Maker for Crime and Incidents	Grade: Scale 5	Vetting Level: RV	
Overall Purpose of the role: To undertake the role of a Designated Decision Maker (DDM) in relation to all aspects of recorded crime and to ensure that National Standard for Incident Recording (NSIR) are adhered to, as directed by the Force Crime & Incident Registrar (FCIR). Provides advice and guidance to a range of internal and external customers and deputising for the FCIR on policy, interpretation and procedural matters relating to the reporting and recording of incidents and crime.			
Specific Roles/Tasks			
<p>Provides advice and guidance in relation to the National Crime Recording Standard, National Incident Recording Standards and Home Office Counting Rules to a range of internal staff including Command Hub Staff.</p> <p>Provides training, undertakes marketing and promotes awareness of NCRS/HOCR/NSIR procedures to a range of internal staff</p> <p>Interrogates force computer systems to ensure that current crime and incident recording policies are being adhered to, resolving any errors or omissions.</p> <p>Monitors the accuracy and quality of information originally input into the log and crime record, amending and updating as required e.g. spelling errors, qualifiers, classifications etc.</p> <p>Undertakes an assessment of recorded crime, carrying out telephone investigation where applicable in order to ensure effective crime screening and allocation.</p> <p>Reviews reports in conjunction with national standards to determine whether a crime or incident should be recorded and methods of disposal applied.</p> <p>Identifies and reviews existing crime reports and where appropriate authorises that they should no longer be recorded as a crime as per HO Counting Rule Guidelines.</p> <p>Identifies and reclassifies crime where appropriate and maintains the Force Crime Reclassification register in accordance with Home Office Counting Rules and for audit purposes.</p> <p>Identifies and reviews crime classifications and outcomes of crimes in cases where alternate offence disposal has been considered.</p> <p>Identifies, Reviews and Authorises Offences Taken Into Consideration (TIC) disposals.</p> <p>Identifies and reviews cases discontinued by the CPS ensuring that outcomes are suitably recorded.</p> <p>Identifies and reviews both court and out of court disposals in conjunction with other force systems to ensure appropriate crime outcomes are recorded.</p>			

Acts as Force point of contact for all aspects of Penalty Notices for Disorder (PND) Scheme, liaising with Central Ticket Office and resolving issues arising from contravention of the PND policy and Home Office Counting Rules.

Creates additional crime reports as and when required.

Plans and undertakes reactive and proactive audit and inspections to analyse data. Utilises various research methods, depending on identified terms of reference and reports to the Force Crime & incident Registrar (FCIR), as appropriate.

Produces detailed audit reports with recommendations and action plans for the updating and amendment of policies and procedures to ensure the accurate and timely recording of crime and incidents.

Assists in the development, maintenance and use of databases to accurately process and record data relating to recorded crime and incidents.

Undertakes ad-hoc research projects relating to NCRS/HOCR/NSIR as requested, produces reports and assists with administrative functions associated with the audit routines/coordination.

Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

### Responsibility

Designing, planning and undertaking audits/compliance monitoring of the implementation of the National Crime Recording Standard and National Standard for Incident Recording on a reactive and proactive basis and for ensuring that the standards are maintained and applied appropriately;

Producing audit reports, recommendations and action plans and promoting/disseminating such information across the Force in order to affect changes in policies and recording/counting practice;

Deputising for the Force Crime registrar in relation to policy advice, guidance and interpretation of NCRS/HOCR/NSIR, communicating relevant information and challenging existing practice as appropriate;

Representing the Force at a range of internal/external meetings on NCRS/HOCR/NSIR issues.

Ensuring that risks to the Force which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity;

As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times.

You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing.

### Decision Making

Advice and guidance is generally available from line manager.

As a corporate Designated Decision Maker makes decisions on own regarding:

- crime classifications/reclassifications/no crimes/outcomes.

Decisions involving conflict with senior internal staff will be referred in the main to the FCIR, however during FCR absences the post holder will be expected to Deputise and make such decisions.

### Additional Information

You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.

Reports to		Direct reports:
Force Crime Registrar		
Prepared by:- Janet Jeffrey and Liz Sugden Date:- November 2016	Confirmed by:- (updated) Liz Sugden Date:- November 2016	Received by:- Date:-

**Person Specification**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>ATTAINMENTS/ KNOWLEDGE</b>	Literate and Numerate Educated to GCSE standard or equivalent	Ability to use Force systems such as CIS/PNC/C&C Knowledge and understanding of Humberside police's structure and general policies. Detailed knowledge of Home Office Counting Rules and classifications and National Standard of Incident Recording. Possesses knowledge of criminal legislation.
<b>EXPERIENCE</b>	Previous experience working in a busy office environment, incorporating administrative procedures. Previous experience of undertaking audits/policy monitoring/compliance/performance reviews Experience of undertaking research/analytical work.	Experience of dealing with sensitive and/or confidential material.
<b>SKILLS SPECIALISMS</b>	Keyboard skills, computer input and retrieval. Excellent communication skills, oral and written in order to liaise with people at all levels. Good organisational and administrative skills. Computer literate in MS Office and Windows applications and in particular excel or database software.	
<b>DECISION MAKING, PROBLEM SOLVING, PLANNING</b>	Ability to collate, analyse and evaluate complex information and reach well reasoned conclusions with minimal supervision. Possesses an understanding of when matters should be referred to a more senior officer. Ability to prioritise own workload.	Ability to seek out/research information from non-obvious sources. Demonstrate the ability to work without direct supervision, using own initiative and judgement in the interpretation of issues, problems etc.
<b>PRACTICAL EFFECTIVENESS</b>	Demonstrates attention to detail and accuracy in all tasks undertaken. Must have access to transport in order to travel around the Force area.	Ability to work in a busy environment and cope with demands from both internal and external sources.
<b>CITIZEN FOCUS</b>	A citizen focussed culture exists when every member of staff considers the impact that their actions have on the people they serve and	

	proactively seeks ways of improving the quality of the service that they provide. The post holder must convey to both internal and external clients a customer focussed service based on fairness and quality and ensure they fully understand and represent the Force's values and principles at all times.																	
<b>RESPECT FOR RACE AND DIVERSITY</b>	Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.																	
<table border="0"> <thead> <tr> <th></th> <th>Signature</th> <th>Designation</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1. PREPARED BY:</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. CONFIRMED BY :</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3. RECEIVED BY:</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				Signature	Designation	Date	1. PREPARED BY:	_____	_____	_____	2. CONFIRMED BY :	_____	_____	_____	3. RECEIVED BY:	_____	_____	_____
	Signature	Designation	Date															
1. PREPARED BY:	_____	_____	_____															
2. CONFIRMED BY :	_____	_____	_____															
3. RECEIVED BY:	_____	_____	_____															