

 <div>HR Services putting people first</div>	<div>HUMBERSIDE POLICE</div> <div>Role Requirement</div>		POA :
			Post No: Various
Position Title: Investigating officer	Grade: Scale 5	Vetting Level: MV	
Overall Purpose of the role: Supports Humberside police by utilising personal skills and professional knowledge to further investigations, support victims and witnesses of crime and manage offenders			
Generic Roles/Tasks		Specific Roles/Tasks	
<p>Identifies and exploits investigative and intelligence opportunities in order to detect crime, highlighting these opportunities to appropriate staff and/or takes the appropriate course of action.</p> <p>Obtains high quality witness and victim statements in accordance with the manual of guidance / Police and Criminal Evidence Act (PACE) / PEACE / Achieving Best Evidence (ABE) for the completion of crime files from persons identified by supervision and from enquiries on Crime Live to assist police officers when interviewing suspects for outstanding offences. This includes the visually recording of evidence from witnesses and victims.</p> <p>Prepares and conducts formal interviews of suspects, witnesses and victims determining the interview strategy and delivery methods of recording these accounts undertaking questioning/fact finding in accordance with PEACE / PACE / ABE and the policies and procedures of Humberside Police and partnership agencies for a range of serious and complex investigations.</p> <p>Accesses, researches and maintains relevant force information systems used, utilising information and intelligence to ensure that opportunities to safeguard individuals and manage offending behaviour are maximised, ensures that data quality on the appropriate systems is kept to the highest standard, taking remedial action as appropriate.</p> <p>Works with partner agencies including Local Authorities, LSCB, LSAB. Probation,</p>		<div>Investigation Support officer</div> <p>Works with partner agencies to engage with vulnerable and intimidated victims and witnesses ensuring that joint investigations are conducted and that evidence is secured in line with the principles of achieving best evidence.</p> <p>Ensures that all efforts are made to maximise safeguarding efforts around children and vulnerable people</p> <p>Uses Skills to assess the risk posed to vulnerable people ensuring that activities to safeguard and minimise risk are proportionate and effective. Identifies cases that present a high level of risk and refer them into the relevant process for management.</p>	

Home Office, College of Policing, HMIC etc. to ensure that efforts to safeguard vulnerable people and manage offending behaviour are undertaken in a holistic way, ensuring that the needs of the victim are at the heart of the process.

Attends and actively participates at Multi agency meetings such as MARAC, MAPPA or Case Conferences and represents Humberside Police in presenting relevant information to assist in protecting people at risk of harm and managing offending behaviour.

Provides appropriate support to victims and witnesses of crime in line with policy and procedures, including crime prevention advice and referral to victim support and other relevant agencies and updates victims and witnesses throughout the investigation as appropriate.

Seeks intelligence through interview technique, personal observation in support of operational activities and by the identification and targeting of known offenders or crime patterns.

Undertakes a range of allocated tasks associated with criminal investigation including, seizure and viewing of evidential material (CCTV), statement taking from witnesses and victims, house to house, Mobile data seizure and analysis as well as property related enquiries.

Prepares and submits all file types (including those of a complex/high profile nature), to the Crown Prosecution Service including statutory charge, expedited and remand court files to the required standard liaising with a supervisor prior to any consultation with CPS.

Prepares and submits files in accordance with the required Pre-Trial Issues (PTI) Guidelines and ensures that evidence gathered and presented complies with the Police and Criminal Evidence Act 1984.

Liaises with the public, other Police Forces and outside agencies in relation to the gathering of evidence.

Gathers, secures and preserves evidence in accordance with the provisions of the Police and Criminal Evidence Act 1984 and Force procedures.

Risk Management Support

Conducts registration, periodic monitoring and management of sexual and violent offenders in the community in compliance with relevant legislation and prescribed methods of assessment to ensure the effective management of the risk such offenders pose.

Risk assesses and conduct personal visits to offenders allocated to the Risk Management Team ensuring that risks are identified and prompt remedial action as appropriate to ensure risk of offending is eliminated/minimised.

Researches and investigate issues of third party disclosures and applications for appropriate risk management orders making recommendations to investigating officers for their use in specific cases.

Prepares effective risk management plans relevant to the offender being managed.

<p>Identifies records and presents all relevant unused material for examination by a supervisor and in accordance with the Criminal Procedures Investigation Act.</p> <p>Submits accurate, timely and actionable intelligence on relevant Force systems, as appropriate.</p> <p>Completion of actions and officer's reports in compliance with MIRSAP procedures for HOLMES when appropriate.</p> <p>Attends court as required and gives evidence in relation to those aspects of any investigation which are within the post holder's personal knowledge or in which the post holder has had any involvement during the investigation process.</p> <p>Provides advice guidance to Investigating Officers, other employees of Humberside Police and Partnership Agencies in order to develop and enhance their skills and abilities and maximise their contribution towards an efficient and effective criminal investigation, file submission and interviewing process.</p> <p>Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
Responsibility	Decision Making
<p>Maintaining information systems for vulnerable children and adults coming to police notice or potentially at risk and ensuring data quality is of a consistently high standard.</p> <p>Liaising with partner agencies to ensure that efforts to safeguard vulnerable people and manage offending behaviour are undertaken in a holistic way, ensuring that the needs of the victim are at the heart of the process and that all elements of risk are managed effectively</p> <p>The provision of accurate, relevant and timely advice to officers.</p> <p>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;</p>	<p>The post holder is expected to use initiative, judgement and knowledge to weigh up situations, draw logical conclusions from the information available and identify the best option within the timescales required.</p> <p>Make routine decisions in relation to information sharing with partners in line with protocols and legislation.</p> <p>Check critical information for accuracy and validity before making decisions</p>
	Additional Information

NOT PROTECTIVELY MARKED

<p>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.</p> <p>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.</p> <p>You will have honesty and integrity and be open and transparent in your decisions and actions.</p> <p>You will treat people fairly and demonstrate respect, tolerance and self-control.</p> <p>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.</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p>	<p>Post holders may be required to attend welfare/counselling appointment on an annual basis.</p> <p>The post holder will be conferred the following powers by the Chief Constable, in accordance with the Police Reform Act 2002:</p> <ul style="list-style-type: none"> • Search warrants, Section 8 PACE; • Entry and search after arrest; • General powers of seizure; • Access and copying in the case of things seized by Constables; • Power to control a detainee or prevent escape • Extended powers of seizure; • Persons accompanying a Designated Officer
Reports to	Direct reports:
Detective Sergeant	None
Prepared by:- Specialist Command Review Team Date:- August 2014	Confirmed by:- DI Clarke Date:- October 2014
	Received by:- Date:-

Person Specification

		Scale 5
Attainments/ Knowledge	Essential	<p>Literate and Numerate.</p> <p>Full Driving License</p> <p>Has achieved the Level 2 Professionalising Investigation programme (PIP) status for planning, conducting and evaluating interviews with victims, witnesses and suspects for serious and complex investigations, notably National Occupational Standards 2H3 & 2H4.</p> <p>Possesses an extensive and detailed understanding of the criminal law in England & Wales and how it is administered.</p> <p>Demonstrates a good knowledge of the key guidelines for the recording of witness evidence in particular the case of R.V. Turnbull.</p> <p>Detailed knowledge of the definition of the more common criminal offences (e.g. theft, burglary, criminal damage, assaults, sexual offences, fraud, and other common offences) and the ability to identify the evidential points to explore to prove each offence, including aide and abet and conspiracy of such offences.</p> <p>Knowledge of the required contents of a victim impact statement.</p> <p>The ability to identify and properly record hearsay evidence in the course of constructing witness statements. Possesses a general understanding of relevant prosecutions policy and practice.</p> <p>A working knowledge of the Police and Criminal Evidence Act, the Human Rights Act and Criminal Procedures and Investigation Act.</p>
	Desirable	<p>National Occupational Standards 2G3 or equivalent i.e. previous CID Detective training or ICIDP.</p> <p>Has knowledge of safeguarding principles around children and Vulnerable adults and a working knowledge around the guidelines and procedures of the Safeguarding children and Adults Boards.</p> <p>Has knowledge around the management of offenders and the Multi Agency Public Protection Arrangements</p> <p>Has knowledge of MIRSAP principles and HOLMES.</p> <p>Is A1 assessor qualified.</p> <p>Have access to and the use of a vehicle for business purposes.</p>
Experience	Essential	<p>Demonstrates a high level of understanding of the criminal case building process.</p> <p>Experience of dealing with people at all levels of the Community, often in a confrontational or delicate/ distressing situations.</p> <p>Demonstrable experience of investigative work gained in either criminal, civil, a finance, disciplinary or research function, particularly in the environment of a major incident or high profile investigation.</p> <p>Experienced in evidence gathering/fact finding processes.</p> <p>Working in a confidential environment and handling sensitive information/property.</p> <p>Supervisory experience including performance review.</p>

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	Desirable	Has Experience of working with partner agencies to ensure investigations, safeguarding activities and offender management measures are effective and efficient.
Skills/ Specialisms	Essential	Computer Literacy / Keyboard skills. Ability to communicate clearly and concisely both orally and in writing to ensure tasks are completed accurately. Ability to demonstrate logical approach to problem solving. Accurate and precise in the compilation and presentation of material. Demonstrate an ability to handle large amounts of conflicting information and be able to make competent and relevant observations relating to police/court files of evidence.
	Desirable	Has specific skills around the management of offenders, management of vulnerable and intimidated witnesses and conducting joint investigations.
Decision Making/ Problem Solving/ Planning	Essential	Demonstrates the ability to use own initiative and judgement in the interpretation of issues, problems, etc. Has the ability to make day to day decisions on procedure and administrative issues in accordance with relevant policies/procedures. Possesses an understanding of when matters should be referred to supervision. Ability to interpret and analyse problems objectively both at an individual and team level.
	Desirable	Is skilled in the management of risk, can identify and assess various levels of risk and instigate proportionate and effective risk management measures.
Practical Effectiveness	Essential	Must convey a confident approach to their work. Highly self-motivated. Able to prioritise workloads and effectively manage own time with minimal supervision. Ability to cope under pressure whilst maintaining a consistent and logical approach. Demonstrates attention to detail when undertaking investigation. Is able to respond to changing circumstances in a positive manner often on a time critical basis.
	Desirable	
Code of Ethics		Code of Ethics 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 both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity		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.