

 HR Services putting people first	HUMBERSIDE POLICE Role Requirement		Objective Analysis:
Position Title: CTO Enquiry Officer		Grade: Scale 4	Post No:
Overall Purpose of the role: To actively participate in evidence gathering and investigation duties to ensure any evidence obtained is recorded, secured and preserved in a timely and appropriate manner and in order to contribute to an effective investigation. Carry out enquiries in order to trace defendants/offenders and serve documents in relation to traffic offences or court appearances. Where necessary, attends addresses to establish correctness of information and attend court to give evidence in respect of charges brought by police.			
Specific Roles/Tasks			
<p>Undertake personal visits to residential and company addresses in order to substantiate information provided/obtained from databases and other sources.</p> <p>Carry out telephone and written enquiries that may be necessary to trace offenders/defendants and serve documentation in relation to fixed penalties and/or court appearances.</p> <p>Obtains high quality witness statements in accordance with the manual of guidance and where necessary attend court in cases where criminal proceedings are brought as a result of any enquiries undertaken.</p> <p>To maintain an up to date understanding of the legislation surrounding Road Traffic Law.</p> <p>To interview suspects and witnesses.</p> <p>Obtains all information necessary to complete investigation related documentation and enters details onto the relevant recording system in accordance with policy and the Data Protection Act.</p> <p>Review cases and make recommendations based on information obtained regarding the possibility of successful pursuance of the alleged offence(s) or of taking no further action in order to ensure work is carried out in the public interest.</p> <p>Maintain accurate manual and computerised records in order to ensure security, continuity and integrity of evidence in relation to fixed penalty details.</p> <p>Gather and record intelligence and distribute to relevant departments.</p> <p>Gathers, secures and preserves evidence in accordance with the provisions of force policies and procedures and any relevant legislation.</p> <p>Liaises with other police forces and outside agencies.</p> <p>Provide general clerical support as necessary.</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>			

NOT PROTECTED BY ARTICLE 10	
Responsibility	Decision Making
<p>Obtaining and producing high quality witness statements in accordance with the Manual of Guidance and ensuring that they are accurate, compliant and verified by the witness as necessary.</p> <p>Securing and preserving the continuity of evidence and exhibits in accordance with Force procedures, the CPIA and the Police and Criminal Evidence Act.</p> <p>Researching and identifying undetected offences.</p> <p>Dealing with people in a professional, courteous and efficient manner.</p> <p>Maintaining a good working knowledge of road traffic legislation.</p> <p>Maintaining close contact with supervision.</p> <p>The post holder will be conferred the following powers by the Chief Constable, in accordance with the Police Reform Act 2002, Schedule 4, part 2:</p> <ul style="list-style-type: none">• Search Warrants, Section 8 PACE;• Access to excluded and special procedure material;• Entry and search after arrest;• General Power of seizure;• Access and copying in the case of things seized by constables;• Arrest at a police station for another offence;• Power to transfer persons into custody of investigating officers;• Power to require arrested person to account for certain matters;• Extended powers of seizure;• Powers to control a detainee or prevent escape.• Persons accompanying a Designated Officer• Power to require name and address	<p>The post holder is expected to make decisions to determine the most efficient and cost effective mechanisms to obtain Criminal Justice Act witness statements from persons who have been identified to them or who they identify themselves as holding relevant evidence.</p> <p>Identify undetected crimes that may be used during interviews in order to resolve investigations.</p> <p>The post holder will be required to use some discretion and initiatives in the decisions made but these will generally be in line with guidelines, policies and procedures.</p>
	Additional Information

For All POSTS

<p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <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. 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. 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>					
Reports To:			Direct reports:		
Police Enquiry Officer CTO Co-Ordinator					
Prepared by:- Tracey Windas/Kevin Limbert Date:- 11/04/17		Confirmed by:- Date:-		Received by:- Date:-	

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Person Specification

Attainments/ Knowledge	Essential	<p>Literate and Numerate. Full Driving Licence.</p> <p>Has achieved or is prepared to work towards the level 1 Professionalising Investigation programme (PIP) status for interviewing victims, suspects and witnesses for priority and volume investigations, notably National Occupational Standards 2H1 & 2H2.</p> <p>Possesses a sound 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>Have a sound knowledge of Road Traffic Legislation and the definition of the more common criminal offences and the ability to identify the evidential points to explore to prove each offence. Has a sound knowledge of the required contents of a victim impact statement. Demonstrates the ability to identify and properly record hearsay evidence in the course of constructing witness statements.</p>
	Desirable	Possesses a general understanding of relevant prosecutions policy and practice. A working knowledge of the Police and Criminal Evidence Act, the Human Rights Act and Criminal Procedures and Investigation Act.
Experience	Essential	<p>Demonstrates a high level of understanding of the criminal case building process. 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. Experienced in evidence gathering/fact finding processes. Working in a confidential environment and handling sensitive information/property.</p>
	Desirable	
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.
	Desirable	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.
Decision Making/ Problem Solving/ Planning	Essential	<p>Demonstrates the ability to use own initiative and judgement in the interpretation of issues, problems, etc.</p> <p>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.</p>

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	Desirable	Ability to interpret and analyse problems objectively both at an individual and team level.
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	
Citizen Focus		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.
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.