

Investigator Serious and Complex Crime (PIP2)

Job Family **Investigation**

Job Sub Family **Investigation**

Code **INV-INV-SD-Investigator Serious and Complex Crime (PIP2) V1.0**

Role Purpose

The PIP 2 Investigator utilises a range of evidence sources and appropriate investigative approaches to safely and effectively investigate serious and complex crimes, with a view to ascertaining whether a person should be charged with an offence or if a person charged with an offence is guilty of that offence.

Key Accountabilities

- 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 investigations.
- Collect and gather material, intelligence and evidence from a range of sources that are appropriate to the serious and complex nature of the investigation, record and retain evidence in a format that is evidentially admissible to support the investigative process.
- Identify and plan own investigative actions, taking into account resources, priorities, and proportionality to achieve investigatory objectives.
- Assess threat, harm and risk in order to develop and implement plans and strategies to investigate serious and complex crime.
- Interview witnesses and suspects and gather all required information, intelligence and evidence in relation to serious and complex investigations in accordance with PIP2 investigative standards also generating further lines of enquiry where required to bring offenders to justice.
- Use relevant powers to arrest and apprehend where necessary and issue special warnings.
- Undertake associated search and custody procedures to protect and safeguard the public in accordance with legislation and policy.
- 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.
- Carry out analysis, assess evidence, and evaluate material generated by the investigation of serious and complex crimes to identify offenders.
- Ensure all material, including exhibits generated by serious and complex crime are seized, examined, and retained in accordance with legislation and policy, where necessary.
- Respond to safeguarding concerns and manage risk in cases, including but not limited to; child neglect, child abuse, and child sexual abuse, offences against vulnerable

adults, domestic abuse and sexual offences to protect the most vulnerable people in society.

- Prepare reports on the outcome of investigations and build and manage case files and conduct disclosure within best practice procedures to ensure there is an accurate audit trail.

Behaviours

All roles are expected to know, understand and act within the ethics and values of the Police Service.

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice.

It is suggested that this role should be operating or working towards the following levels of the CVF:

Resolute, compassionate and committed

We are emotionally aware: CVF Level 1

We take ownership: CVF Level 2

Inclusive, enabling and visionary leadership

We are collaborative: CVF Level 1

We deliver, support and inspire: CVF Level 1

Intelligent, creative and informed policing

We analyse critically: CVF Level 2

We are innovative and open-minded: CVF Level 1

Education, Qualifications, Skills and Experience

Prior education and experience:

- Successful completion of applicable entry training and undertake training to achieve Professionalising Investigation Programme (PIP) level 1 accreditation.
- Undertake PIP 2 investigator learning and development to achieve Professional Investigation Programme (PIP) 2 Investigator accreditation
- Demonstrable experience of complex information gathering and problem solving
- A detailed understanding of the criminal justice system.

Skills:

- Good communication skills with the ability to listen, empathise, provide support and adapt language, form, and message to meet the needs of different people / audiences.
- Skilled in the use of IT packages, systems and/or databases to fulfil role requirements.
- Able to break down a complex problem into component parts and determine appropriate action in investigations.
- Ability to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required.
- Able to review own performance objectively and to develop and follow an appropriate improvement plan.
- Able to plan own work and plan ahead, as well as identify and mitigate risks to delivery.
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.
- Able to produce clear and concise reports and other documents within best practice procedures.

Continuing Professional Development (CPD)

- Maintain PIP level 2 accreditation by keeping a record of recent experience of conducting different types of serious and complex investigations which evidences the knowledge and skills that you have gained.
- Maintain an up to date understanding of Police Regulations and College of Policing Guidance, best practice and any local policy applicable to the operational police context.
- Maintain and update key knowledge, understanding and skills relating to criminology, legislation, policy and practice across all functional policing areas of operational policing.
- Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving, test and synthesise these into working practice, championing innovation and changes to practice.
- Maintain 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 pro-active and preventative approach.
- Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving, test and synthesise these into working practice, championing innovation and changes to practice.
- Understand the impact of the IOPC (Independent Office for Police Conduct) Learning the Lessons reports relating to investigation, e.g. importance of case file management.
- Familiarise yourself with other relevant IOPC reports, e.g. Police use of force: evidence from complaints, investigations and public perception and relevant HMICFRS (Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services) reports e.g. PEEL Assessments.
- Read the CPS (Crown Prosecution Service) guidance on investigative practices, Relations with the Police and apply.
- Regularly share best practice for investigations with colleagues e.g. contribute to relevant POLKA communities or deliver informal briefings.

- Maintain a working knowledge of how other government agencies, such as the National Crime Agency (NCA) and Her Majesty's Revenue & Customs (HMRC), can assist in the investigation of cases.
- Understand and develop knowledge of other roles within policing e.g. work alongside other colleagues in another department to further operational knowledge of one other's roles.
- Coach and/or mentor less experienced colleagues e.g. PIP1 Investigators and deliver training sessions to support learning and development.
- Where appropriate, keep up-to-date with guidance on conducting the Performance Development Review (PDR) process and apply this to your work.
- Where appropriate, ensure knowledge of any line-manager responsibilities in relation to Assessment and Recognition of Competence (ARC) procedures and apply to your work.
- Where appropriate, maintain knowledge and skills relating to work-based assessments in order to conduct these when necessary.

Professional Registration/Licenses

PIP Accreditation

Assessed competence against relevant professional standards for this role is required to achieve PIP 2 Investigator accreditation. Maintenance of this accreditation requires the demonstration of continued competence against professional standards as well as evidence of CPD, in line with the College's Model.

Links to other Profiles

- Senior Investigator – Major Crime (PIP3)
- Investigative Manager (PIP2)
- Strategic Investigator (PIP4)
- Investigative Supervisor (PIP2)
- Investigator – Volume and Priority Crime (PIP1)
- Senior Investigator – Serious and Organised Crime (PIP3)
- Head of Crime