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|  HR Services putting people first | HUMBERSIDE POLICE Role Requirement | | Objective Analysis: 7f |
| Position Title: Protecting Vulnerable Persons Sergeant (Various) | Grade: Sergeant (Detective Duties) | Post No: Various | |
| <p>Overall Purpose of the role:</p> <p>To supervise and manage all roles in a team of officers involved in the investigation and detection of series and serious criminal offences, ensuring that all investigations consider the prevention and management of risk to vulnerable people</p> <p>To develop and maintain effective co-operation with other agencies concerned in the safeguarding and promotion of Vulnerable people within the community.</p> <p>To work effectively across all areas of work involved in the Protecting Vulnerable Persons Unit, providing support for officers, staff, supervisors and management.</p> <p>To work and support the Humberside police Command Structure ensuring that the Victim is at the heart of processes and decision making.</p> | | | |
| Generic Roles/Tasks | | Specific Roles/Tasks | |
| <p>Supervises all enquires undertaken by detectives in the group and to co-ordinate enquires in complex investigations. Monitors all reported crimes during a tour of duty ensuring detective involvement where necessary.</p> <p>Investigates any crime allocated by Crime Management Unit and Detective Inspector and reports accordingly.</p> <p>Attends strategy meetings to determine levels and parameters of investigations.</p> <p>Ensures that the team conduct enquiries and prepare reports and files in accordance with Force Policy and procedure and LSCB and SAB Guidelines and Procedures.</p> <p>Provides assistance to other officers both in uniform and detective in crime enquiries and the arrest and interview of persons suspected of criminal offences.</p> | | <p><u>Dedicated Decision Maker</u></p> <p>Receives Child in need, Child Protection and Vulnerable adult referrals, working in close liaison with Social Care Managers or equivalent, making joint decisions in order that further harm may be prevented and ensuring that the welfare of the child or vulnerable adult is safeguarded and promoted.</p> <p>To develop and maintain effective co-operation internally and with other agencies concerned in the safeguarding and promotion of children, young people and vulnerable adults' welfare.</p> <p>Ensures that partnership arrangements work effectively and efficiently managing the day to day tasks within the partnerships to ensure that the welfare of children, young people and vulnerable adults is promoted. Liaises closes with other PVPU supervisors to ensure effective daily management of the workload.</p> | |

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| <p>Maintains a high level of knowledge in relation to legislation, guidance, practice directions, policies SAB and LSCB Guidelines and Procedures relative to this area of criminal investigation, in order that appropriate advice can be given to Officers when required.</p> <p>Develops and maintains effective co-operation internally and with other agencies concerned in the safeguarding and promotion of children, young people and vulnerable adult's welfare.</p> <p>Ensures that all files present the best possible evidence available and are submitted to the standard of quality and timeliness required by Direct Submission Authority. Provides guidance and ensures that remedial action is conducted where necessary to ensure quality control. Apply the Supervision and Monitoring Policy for the Protecting Vulnerable Persons Unit</p> <p>Assists the Detective Inspector to formulate initiatives based on identified crime patterns.</p> <p>Gathers, analyses, reports and acts upon criminal intelligence, liaising with the Local Information Officer as appropriate. Ensures that staff are inputting complete and accurate information onto the Force Intelligence and management systems.</p> <p>Ensures the daily briefing of Operational Detectives regarding crime information and any other relevant matters providing an input to uniform briefings as appropriate.</p> <p>Identify persons as informants and provide guidance and supervision to Detective Constables in accordance with directions provided by Force Standing Instructions.</p> <p>Allocates work, determines work targets and undertakes routine quality checks and initiates remedial action as required. Undertakes Performance Development Reviews and assesses training needs in relation to the development of staff.</p> <p>Conducts regular operational debriefs, including tactical reviews, analysis of results incorporating impact & risk assessment, working practice issues and lessons learned, whilst ensuring an audit trail and feedback are provided.</p> | <p>Ensures that staff are inputting complete and accurate information onto CATS and Force Intelligence systems.</p> <p><u>Risk Management Sergeant</u></p> <p>Conducts initial assessments of newly registered sex offenders/dangerous offenders using prescribed methods of assessment. Categorises sex offenders/dangerous offenders using set criteria according to the risk that they present i.e. High/Medium/Low.</p> <p>Maintains/updates and interrogates the ViSOR database to provide information/packages regarding offenders as required and is the local central point of contact in respect of all ViSOR nominals.</p> <p>Attends assessment meetings (MAPPA) in relation to sex offenders/high-risk offenders and as and when required represents the Division at level 2 & 3 MAPPA meetings, making appropriate decisions in respect of the management of such offenders.</p> <p>As and when necessary undertakes visits to registered sex offenders as directed by their risk assessment and/or MAPPA.</p> <p><u>Domestic Violence Sergeant</u></p> <p>As and when required chairs Multi Agency Risk Assessment Conferences (MARAC) making appropriate decisions on behalf of the Force in respect of safeguarding victims of domestic violence.</p> <p>Works in close liaison with the Social Care and other partner agencies in order that further harm may be prevented and ensuring that the welfare of Victim and Children are safeguarded and promoted</p> <p>Promotes the importance of Domestic abuse across the force area and continually drives improvements and performance in this area of work.</p> |
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| <p>Conducts regular welfare debriefs with staff.</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> <p>Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p> | <p><u>Missing and Exploitation Sergeant</u></p> <p>Ensures that cases of Missing persons, Child Sexual Exploitation and Human Trafficking are investigated effectively while managing the risk posed to Victims and by Offenders.</p> <p>Works closely in partnership with other agencies to reduce the risk of missing behaviour, prevent children being sexually exploited and protect vulnerable people becoming victims of Human Trafficking.</p> <p>Coordinates the activities of the MET to protect victims, identify offenders, disrupt abusive behaviour and manage the risk.</p> <p><u>Internet Sex Offenders Sergeant</u></p> <p>Supervises and Investigates referrals from CEOP and other Local External Agencies in relation to internet based child abuse/paedophile related activity and investigate any other computer based criminality. This includes affecting the arrest of offenders and ensuring all investigations are conducted to the highest standards and with the best interests of any child involved being paramount.</p> <p>Conducts a risk assessment on all investigations referred to and accepted by Humberside Police for investigation/allocation to the Internet Sex Offender Investigation Section.</p> <p>Maintains an effective case management system ensuring that all investigations and risk assessment(s) are reviewed regularly and a record of case progress is maintained, where applicable allocating all enquiries referred for further investigation by the Internet Sex Offender Investigation Section.</p> <p>Takes part in arrest teams as required and interview witnesses and suspects.</p> <p>Provides advice and assistance to Force teams and other agencies in respect of Internet based/child abuse/paedophile related activity.</p> |
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| | <p>Gathers, analyses, reports and disseminates quality intelligence, making use of appropriate technology.</p> <p>Maintains a liaison with other agencies concerned with the protection of children as necessary via the force Child Protection Lead and ensuring that their activity is in line with the "Working together to safeguard children" document.</p> <p>Supervises the use of intelligence received within the Internet Sex Offender Investigation Section, liaising with other agencies/other force sections to ensure that intelligence is made available whenever appropriate. This is with the aim of identifying, tracing and investigating offenders.</p> <p>Provides guidance and support on all matters related to internet/phone based child abuse/paedophile related activity.</p> <p>Liaises with operational divisions and the Force Intelligence Unit, as well as outside agencies at appropriate level to assist investigations.</p> <p><u>PVP Management Support MOSAVO Sergeant</u></p> <p>Devises, develops and evaluates policies with regard to the management of crime and MAPPA in all their forms.</p> <p>Disseminates good practice and policy for the development of crime management, MAPPA and for the benefit of the force in achieving its aims and objectives.</p> <p>Develops links within the Force and with outside agencies to ensure policy development takes account of all current and related practices and to share and develop best practice in crime management and MAPPA in order to achieve force aims and objectives and represent the force accordingly.</p> |
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| | <p>Maintains expertise to support and advise Chief Officers/Branch Managers and Commanders on crime management and MAPPA.</p> <p>Monitors and appraises team members on their performance. Identifies training and development needs through the PDR process, providing opportunity for all staff.</p> <p>Attends and represents the force at relevant meetings and committees including MAPPA and other PVP crime management areas.</p> <p>Represent the force on project boards, committees and working groups as required and at regional and national level on crime management and MAPPA.</p> <p><u>PVP Management Support Policy Sergeant</u></p> <p>Develops, writes and reviews Force Policy within allocated areas of responsibility against national doctrine, guidance, advice and or legislation and recommend necessary changes to Senior Officers before making the appropriate amendments to achieve compliance.</p> <p>Undertakes sample audits of force compliance against national doctrine, legislation and recognised best practice within allocated areas of responsibility and provide clear recommendations for consideration by senior managers.</p> <p>Liaises with Multi Agency Partners to facilitate the development of procedures and processes that will ensure compliance with national doctrine, guidance, and or advice.</p> <p>Establishes and maintains contact with appropriate leads in other Police Forces and external agencies/partners to share good practice and ensure recommendations are made to facilitate the most efficient use is made of force resources within the allocated areas of responsibility.</p> <p>Supports colleagues and Managers in the PVPU in managing the effectiveness of the Unit.</p> |
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| Responsibility | Decision Making |
| <p>Determining and arranging the training needs of all staff.</p> <p>Identifying and documenting operational competencies for the organisation and individuals with regards to series and serious cases/investigations. Ensuring lessons learned are shared with policy lead for dissemination throughout the Force.</p> <p>Supervising a group of Detective Constables and to investigate series and serious offences which require the involvement of a supervisory officer; and</p> <p>Maintaining a high level of knowledge in relation to legislation, guidance, practice directions, policies and LSCB Guidelines and Procedures relative to this area of criminal investigation, in order that appropriate advice can be given to Officers when required.</p> <p>Effectively maintaining working relationship between the PVPU and staff in other Commands in relation to the prevention and detection of crime.</p> <p>Receiving child in need and child protection referrals. Working in close liaison with the Social Services Child Care Manager or equivalent, making joint decisions.</p> <p>The investigations conducted by the Public Protection Unit within the terms of reference, providing guidance to Officers to ensure the quality of investigations and better outcomes for children and young people.</p> <p>Managing all the roles within the PPU and complying with the Supervision and Monitoring Policy.</p> <p>Ensuring that all files present the best possible evidence available and are</p> | <p>Mindful that the area of domestic violence, missing persons and sexual and dangerous offenders, often encompasses areas of significant public concern and media interest, the post holder must weigh up situations, draw logical conclusions from the information available, use judgement to identify the best available option and take, or recommend a course of action which achieves the desired result within the appropriate timescales.</p> <p>Checks critical information for accuracy and validity before making decisions.</p> |
| | Additional Information |
| | <p>Postholders may be required to attend a welfare/counselling appointment on an annual basis.</p> |
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| <p>submitted to the standard of quality and timeliness required by Direct Submission Authority.</p> <p>Ensures the accuracy of information on information and Intelligence systems contain complete and accurate information.</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>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. 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.</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> | | | | | |
| Reports to | | | Direct reports: | | |
| Detective Inspector, PVPU | | | Police Staff in the MSU | | |
| Prepared by:- Specialist Command Review Team | Confirmed by:- DI Clarke | | Received by:- | | |
| Date:- August 2014 | Date:- September 2014 | | Date:- | | |

Person Specification

| Attainments/ Knowledge | Essential | Is of the rank of Sergeant or is in the promotion pool and is eligible to be promoted. Has some knowledge of major investigation and has had ICIDP or equivalent investigative training |
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| | Desirable | Displays an awareness of national concerns and trends. Is computer literate and trained to use the Domestic Violence Register, Visor Has some knowledge of major investigation and has had ICIDP or equivalent investigative training Has had IMSC or equivalent investigative training |
| Experience | Essential | |
| | Desirable | Has a through knowledge and understanding of current policy for dealing with incidents of domestic violence, sexual and other dangerous offenders, missing persons and the protection of vulnerable adults.. |
| Skills/ Specialisms | Essential | Possess well-developed communication and interpersonal skills. Is able to speak clearly and in a way that those listening can understand. Has a polite and considerate attitude and is able to develop co-operative relationships with others Is able to collate, analyse and evaluate information to reach well reasoned conclusions. Is alert, has an enquiring mind and can see beyond the obvious. |
| | Desirable | |
| Decision Making/ Problem Solving/ Planning | Essential | Has the ability to make decisions. Acts positively in the face of challenging circumstances |
| | Desirable | Contributes to shared decisions. Has the ability to identify problems and use professional judgement to generate options and suggestions for action and solutions. |
| Practical Effectiveness | Essential | Demonstrate a high level of motivation. Displays an enthusiastic approach and is realistically confident in own ability. |
| | Desirable | Is a creative and imaginative thinker who is able to translate this into innovative actions. |
| 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. |

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