

 HR Services putting people first	HUMBERSIDE POLICE Role Requirement		Objective Analysis: Operational Support
			Post No: 1395/1396/1397/1398
Position Title: : Identification Procedure Co-ordinator Operations Command	Grade: Scale 4		Vetting Level:
Overall Purpose of the role: To manage and conduct a wide range of administration and Identification Procedures anywhere within the Humberside Force Policing area.			
Specific Roles/Tasks			
<p>Performing suspect image captures and the preparation of Video ID procedures, including assessing if there are sufficient images that are similar to the suspect on the database and deciding which images to use.</p> <p>Resolves any representations from the suspects or their solicitors, ensuring the procedure is fair to both witnesses and suspect.</p> <p>Completes all administration procedures to ensure that witnesses, suspects, and Solicitors are informed of the Video Identification Procedure, and ensuring that all procedures are in accordance with legislation and policy.</p> <p>Carries out formal Identification Procedures, ensuring that all processes and tasks are carried out correctly in accordance with the codes of practice.</p> <p>Ensures deadlines for bail dates and court dates are met.</p> <p>Liaises with Identification Officers (Inspector) prior to ID procedure ensuring that that they are available to intervene or if necessary be contacted for advice. Ensures that the Identification Officer is fully debriefed following the ID Procedure.</p> <p>Completes all necessary paperwork including court statements for Identification Procedures for court proceedings. Attends Court to give evidence in relation to the procedures, evidence and compliance with code D of the Police and Criminal Evidence Act (PACE).</p> <p>Liaises with outside agencies such as Crown Prosecution Service, Trading Standards, SOCA, and other law enforcement agencies in terms of the preparation of ID Procedures.</p> <p>Maintains the supply of stationery and photographic equipment used for identification purposes.</p> <p>Provides monthly statistics reports for the Criminal Justice Unit on Video Identification Performance.</p> <p>Cascades information and trains Officers in relation to the Identification Process with a view to encouraging its use and in order to increase the number of offenders being brought to justice.</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>The efficient organisation and operation of video identification procedures;</p> <p>The custody, care and welfare of witnesses and suspects in accordance with code of practice;</p> <p>Maintains and has an up to date knowledge of relevant legislation, case law, procedures, policy and working practices in regard to ID procedures. Ensures there is a continuity and integrity of the exhibits and processes in accordance with legislation and force policy;</p> <p>Maintaining the record management system and ensuring that there is a visible audit trail for all exhibits produced, maintaining the security and integrity of all material;</p> <p>Ensuring the retention of DVD recordings are secured, numbered and filed as necessary</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.</p> <p>You will recognise the responsibilities of your role and act lawfully in the public interest.</p> <p>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>		<p>Works mainly within generally well defined guidelines (Force/ACPO Policy) regarding the arrangement and conduct of identification parades, but may be required to use own judgement/discretion in dealing with non routine queries/situations. Guidance is readily available from either Patrol Inspector or other officers at the role of Inspector or above.</p> <p>Decides upon which volunteers images will be included in the video parades</p>	
		Additional Information	
		<p>The post holder will be required to wear a uniform which is provided.</p> <p>You will be required to work a 5 day shift pattern between the hours 08:00 to 20:00 to provide Force Cover. In addition you will be required to work one Saturday in four.</p>	
Reports to		Direct reports:	
Custody Inspector			
Prepared by:- Helena Douglas Date:- 22 December 2015		Confirmed by:- Karen De Braal Date:- 22 December 2015	Received by:- Date:-

Person Specification

		Scale 4
Attainments/ Knowledge	Essential	Literate and numerate. Educated to GCSE standard of equivalent.
	Desirable	BTEC/NVQ or equivalent in an admin/Business related field. Knowledge of case law affecting Identification Procedures. Fully conversant with Codes of Practice under the Police and Criminal Evidence Act 1984. Knowledge of the Criminal Justice System.
Experience	Essential	Previous administrative experience incorporating use of computer spreadsheets/databases, word processing/typing, general clerical experience including filing, record keeping, telephone, ordering stationery etc. Knowledge of Computer Systems and IT. Experience of dealing with members of the public.
	Desirable	Working in a secure confidential environment. Assisting in the implementation and monitoring of policies, practices, and Procedures. Experience of dealing with offenders. Knowledge of video identification systems.
Skills/ Specialisms	Essential	Computer literate/keyboard skills Good written and oral communication skills Excellent organisational and time management skills. Computer literate in a range of software packages, Word, Excel etc.
	Desirable	Possesses an awareness of how the Police & Criminal Evidence Act and its Codes of Practice impact upon identification issues.
Decision Making/ Problem Solving/ Planning	Essential	Demonstrates the ability to use own initiative and judgement in the interpretation of issues, problems etc. Possesses an understanding of when matters should be referred to more senior staff.
	Desirable	Is capable of considering the wider implications of situations/problems, with the ability to seek out/research information from non obvious sources.
Practical Effectiveness	Essential	Demonstrates attention to detail and accuracy. Ability to work under pressure and meet set deadlines. Able to prioritise own work to ensure tasks are completed accurately and within specified timescales. Has the ability to positively promote the business case for diversity and equality of opportunity within the Organisation. Recognises challenges and takes appropriate action in respect of inappropriate attitudes, language and behaviour displayed by others. Possesses and appreciation of the need for confidentiality.
	Desirable	Ability to convey confidence and creativity in approach to work and gain creditability with others. Portrays a confident and assertive manner. Ability to work as part of a team.
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.