

ID Suite Officer

District/Department	Criminal Justice Department	Rank/Grade	Band C
----------------------------	-----------------------------	-------------------	--------

Role purpose:	To conduct identification procedures in accordance with the Police & Criminal Evidence Act 1984 Code D. Including suspects image capture, compiling volunteer selection, conduct witness showings and recording all procedures for evidential purposes.
----------------------	---

Summary of Main Duties:

- Be able to act as a delegated person on behalf of the Force Identification Officer.
- Deal with enquiries relating to identification issues.
- Produce basic performance management information.
- Capture of suspect's images for Viper parades. Show comprehensive knowledge and understanding of the Viper computer system.
- Conduct and arrange Identification parades following procedures laid down in the Police & Criminal Evidence Act (PACE), Code D.
- Provide guidance and assistance to police Officers on matters surrounding identification.
- Effectively communicate with all relevant parties including outside agencies regarding matters of law and procedure.
- Manage conflict situations professionally and effectively.
- Attend Courts of Law on a regular basis to deliver evidence as a witness.
- Deal with all witnesses and victims in a courteous, respectful and sensitive manner both within the suites and at their own address when required.
- Keep up to date with new legislation and stated cases.
- Operate and fully utilise all computer packages relating to information systems.
- Prepare accurate evidential paperwork for submission in relation to evidential court proceedings.
- Prepare a suitable file for each specific identification procedure.

Competencies/behaviours

*Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency https://profdev.college.police.uk/competency-	CVF Level Level 1 – Practitioner
--	---

values/	Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity	Public Service
Impartiality	Transparency

Experience, Education and Skills:
Essential Criteria (used for short-listing):
Experience of working with official records.
Experience of dealing with members of the public.
Ability to travel to work at other locations within the force area on a rota basis.
Experience of working in a disciplined environment
Desirable:
Knowledge of PACE, the identification procedures and the law in relation to identification matters.
Able to transfer images from computer systems within South Yorkshire Police to systems utilised in identification procedures
A working knowledge of the Viper identification system, MS Office Word and MS Excel.