



South Yorkshire

# POLICE

## Communications Data Investigator (SPOC)

<b>District/Department</b>	Specialist Crime Services – Communication Investigation Team	<b>Rank/Grade</b>	Band D
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<b>Role purpose:</b>	<p>As a Communications Data Investigator, Single Point of Contact (SPoC), you will be responsible for the lawful acquisition of communications data, in accordance with the Investigatory Powers Act 2016, and for providing specialist advice to Life at Risk, proactive and reactive investigations, crimes in action and intelligence operations.</p> <p>This is a shift-based role working two day shifts, two night shifts and four days off.</p>
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### Summary of Main Duties:

#### Customer Relationships and Support

Focus on needs of Major Crime Unit (MCU), Level 2 crime teams and other force priorities, providing expert advice on the acquisition of Communications Data (CD).

Provide expert support to Life at Risk and crime in action cases.

Attend strategy meetings, briefings and debriefs.

Proactively contribute to the investigation and gathering of CD intelligence and evidence.

Work in partnership with the Digital Media Investigators (DMI) and wider team of Analysts, open source and digital forensics experts to translate the investigative strategy into focused actions.

Specifically support the DMI in developing the technology and data strategy within the overall operational strategy and assist other investigators in developing their approach to the use of CD on investigations.

Support the DMI in the development of a digital profile for a victim, witness or suspect on an investigation.

Advise Senior Investigation Officers, DMIs, Analysts and other investigators in CD techniques & processes.

Provide support for simple, less complex volume crime.

Identify and advise on the best means of acquiring communications data from Telecommunications Operator (TO).

Review and quality assure CD applications from within the LEA for necessity, proportionality and minimisation of collateral intrusion and cost effectiveness.

Optimise the use of CD through provision of tailored advice to investigators.

Take on project work to support the Communications Data Investigations Manager.

#### Acquisition of Communications Data

Work with applicants to find the most appropriate and least intrusive means of meeting their investigative needs.

Ensure applicants comply with all legal obligations with respect to requests for CD.

Advise on issues for consideration during their review of applications.

Make lawful CD submissions to TOs.

Follow up with TOs to ensure CD is returned in a timely manner.

Perform primary assessment to determine whether CD returned by a TO fulfils requirements of the applicant.

Download and retain a gold copy of original data to maintain integrity of content.  
Undertake basic presentational updates of returned data where appropriate using available tools or systems.  
Support Analysts and Investigators in the interpretation of returned CD.  
Identify any excess data returned by service providers and ensure Investigators are aware.  
Identify, record and if required, report to IPCO any errors in data returned by TOs.  
Resolve simple issues related to applications with TO's.  
Log context and outcome of key discussions in the SPOC Log.  
Where required within the LEA, support colleagues in triaging and prioritising applications for the CDI team under the overall management of the Telecoms Manager.

### **Prosecution Support**

Attend case conferences to support preparation of the case by prosecutors.  
Prepare witness statements, producing communications data in approved formats.  
Appear in court to explain the processes for acquiring communications data.

### **Quality Assurance**

Participate in IPCO inspections if required.  
Complete actions identified by IPCO inspections as directed by the Telecoms Manager.  
Conduct quality assurance/peer review inspections and define preventative and corrective actions under the management of the Telecoms Manager.

### **Knowledge Sharing and Continuous Improvement**

Undertake KS/CI supplementary activities and to recognise the value of this.  
Proactively acquire new CD knowledge by undertaking research from a range of sources e.g. web forums, academia, ACPO DCG Futures, tradecraft events.  
Share knowledge within the Telecoms Unit, within the LEA and other LEAs using local, regional and national mechanisms.  
Identify and propose continuous improvement opportunities.  
Implement approved continuous improvement actions.  
Carry out the evaluation, prioritisation and planning of continuous improvement actions with colleagues and under the management of the Telecoms Manager.  
Promote awareness of CD within the investigative community.

### **Continuous Professional Development**

Hold a CDI SPOC Accreditation, or be able to successfully complete the residential training course, at The College of Policing Ryton and enter into a formal continual professional development plan.  
Maintain accreditation as a SPOC by attending regular training courses and CPD activities.

### **Other requirements:**

Must pass and retain MV level vetting.  
Required to take part in a 365 days of the year rota to cover the out-of-hours on-call commitment, until we commence shift working in 2022. This will consist of a shift pattern of two day shifts, two night shifts and four days off.  
The post holder may be required to work outside of office hours at short notice.  
Must have the ability to travel across the Force area.

### 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 <a href="https://profdev.college.police.uk/professional-profile/communications-data-investigator/">https://profdev.college.police.uk/professional-profile/communications-data-investigator/</a>	CVF Level Level 1 – Practitioner 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
<b>Core values for ALL employees:</b>	
Integrity	Public Service
Impartiality	Transparency

### Experience, Education and Skills:

#### Essential Criteria (used for short-listing):

Experience of using a variety of digital devices, an excellent understanding of the varying types of methods used to communicate and how this can impact on investigations.

Working knowledge of the Investigatory Powers Act 2016; Principles of Human Rights; Criminal Procedure and Investigations Act; Data Protection Act.

Experience of IT systems particularly Microsoft Access, Word, Excel and e-mail.

You must possess be educated to A Level, NVQ Level 3, or equivalent, or suitable experience in a similar role.

#### Desirable:

Experience of working in an intelligence lead or investigative arena.

Accredited CDI SPOC.