

## Document Reader

| District/Department | SCS | Rank/Grade | Band D |
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| <b>Role purpose:</b> | To undertake the Document Reader as per the national Major Incident Room Standardised Administrative Procedures (MIRSAP) using the Home Office Large Major Enquiry System (HOLMES) and the Force SCS Incident room management policy. Also assist in the investigative process by performing g the role of Investigating Officer. |
|----------------------|---|

| Key Accountabilities:  |  |
|--|--|
| Read all material (statements, documents, interviews etc.) submitted to the Major Incident Room, identifying lines of enquiry and raising actions to further the investigation   |  |
| Read and asses content of the document to be marked up either graphically or manually using HOLMES or a paper based spreadsheet.   |  |
| Underline or highlight the content of the document to be indexed, indicating which index records or documentary cross references are to be created or updated.   |  |
| Where any line of enquiry is apparent give explicit instructions to raise an appropriate action, assessing the priority of the action.   |  |
| Record a summary of the document.  |  |
| Direct other staff including Indexers in respect of the line of inquiry.   |  |
| Attend all briefings held by the SIO, and contribute to strategy meetings and directed lines of enquiry as part of the Major Crime Management team.  |  |
| Maintain the pending queue for those actions where enquiries have been started but cannot be completed until a future date and maintains the referred queue for those Actions, which are not to be allocated.  |  |
| Where necessary, perform the role of Action manager as determined in the MIRSAP manual which involves Receiving and maintaining returned actions from outside officers ensuring that they have been completed correctly and identifying any further issues or actions arising. |  |
| Allocate actions to the Outside Investigators, giving consideration to current lines of enquiry, the type of enquiry to be made and the location of the officers, ensuring all relevant information, documentation and intelligence is available                               |  |
| Identify, in liaison with the SIO, actions which are to be referred, or pended.  |  |
| Assist in the investigative process by conducting/managing investigations and submit case files to enable prosecutions.  |  |
| Provide support and ongoing victim care throughout the investigative process.  |  |

Participate in the casualty bureau where required.  
Carry out any other duties commensurate with the purpose and grading of the post that may from time to time be determined.

### Competencies/behaviours

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

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

### Experience, Education and Skills: Ideally between 4 and 6 of each

#### Essential:

- Professionalising Investigation Programme (PIP) Level 2 accredited or alternative relevant qualification/experience.
- Attention to detail with the ability to assimilate information, identify discrepancies and direct action to be taken, information to be recorded with the ability to produce concise and accurate reports
- Ability to manage own workload, prioritising competing demands from different operations to ensure the enquiries run to their maximum effectiveness and efficiency.
- High level of computer literacy
- Must be able to successfully complete the HOLMES training course.
- An understanding of criminal legislation including PACE Act 1984, CPIA 1996, Data Protection and the rules of evidence.

#### Desirable:

- Knowledge and practical experience of the Major Incident Room Standardised Administration Procedures
- Experience of working within a Major Incident Room
- Working knowledge of the HOLMES database