

## Investigating Officer (PIP2 Accredited)

<b>District/Department</b>	Force wide	<b>Rank/Grade</b>	D
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<b>Role purpose:</b>	Investigations Officers work in a number of areas across the force to conduct/manage investigations and submit case files to enable prosecutions. They also provide support and ongoing victim care throughout the investigative process.
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<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"> <li>• Appropriately manage routine investigations into criminality and complaints including serious and complex investigations.</li> <li>• Interview and obtain statements from complainants, witnesses and 'routine investigation' suspects, and assist with the interview of 'Complex and Serious' Investigation suspects.</li> <li>• Operate appropriate SYP and external computer systems to research, gather intelligence and maintain records regarding individuals and investigations in particular CATS, Lynx, CMS and PNC, CASPRE and CONNECT. Work with colleagues and partners in obtaining information in the investigation and identification of suspects.</li> <li>• Conduct investigations; preserve and recover evidence. This may include the arrangement for the collection of documents/items required as exhibits. Make appropriate logs and records.</li> <li>• Systematically seek, gather, evaluate and present evidence as part of investigations.</li> <li>• Use appropriate interview techniques e.g. comply with legal provisions for interviewing. Produce admissible evidence.</li> <li>• Search individual(s) or personal property.</li> <li>• Prepare investigation reports and case files.</li> <li>• Prepare for and participate in multi-agency meetings/case conferences, providing accurate and relevant information.</li> <li>• Support and assist colleagues in undertaking investigations as required and directed by senior officer/line manager.</li> <li>• Record reported crimes in accordance with the NCRS. Inform complainants / victims re the screening / filing of crime in line with Victim Code of Practice.</li> <li>• Conduct investigations in accordance with relevant complaints and misconduct legislation, including the Police Reform Act 2002, and maintain accurate progress logs of the investigation, including contact with complainants, witnesses and interested persons.</li> </ul>	

- Liaise with other agencies and colleagues on behalf of the complainant e.g. Victim Support, Social Services etc. to provide care for vulnerable persons, victims and witnesses.
- Liaise with CPS and give evidence in Court.
- Promote and comply with SYP's obligations under legislation, including the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatment of others.

#### Competencies/behaviours

Refer to the [College of police Competency and Values](#) for a definition of the values and essential behaviours for each required competency level.

Competency	CVF Level
We are emotionally aware	Level 1
We take ownership	Level 1
We are collaborative	Level 1
We deliver, support and inspire	Level 1
We analyse critically	Level 2
We are innovative and open-minded	Level 1
<b>Core values for ALL employees:</b>	
Integrity Public Service	Impartiality 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.
- Administrative and computer experience, including the ability to update and interrogate systems.
- Must hold a clean, valid driving licence
- Able to produce clear and concise reports and other documents within best practice procedures.

##### Desirable:

- Experience of complex information gathering and problem solving.