


<p>SUMMARY OF MAIN DUTIES</p>	<p>Warrants and Firearms Investigator Band C</p>	
<p>RESPONSIBLE TO: Warrants and Firearms Assistant Manager</p>		
<p>RESPONSIBLE FOR: N/A</p>		
<p>SPECIFIC CONDITIONS OF SERVICE: Must be flexible to meet the needs of the service. Computer literate with experience of Microsoft packages. Knowledge of South Yorkshire Police computer systems i.e. OIS,PNC A full UK driving licence would be advantageous (must be able to pass Police Driving test).</p>		
<p>SUMMARY OF MAIN DUTIES</p>		
<p>Provide a central service for the execution and administration of Warrants, Prison Recalls and Firearms Licensing.</p> <p>Provide advice on processes and procedures in relation to persons failing to attend at Court, bail and no bail warrants, court appearances and surrendering on warrant. Assess risk when investigating suitability of applicants in respect of firearms/shotgun certificates.</p> <p>Trace, locate and apprehension of criminal bail offenders.</p> <p>Interrogation of South Yorkshire Police and Court computer systems to obtain details of addresses and intelligence for District and Departmental use.</p> <p>Face to face communication with members of the public in relation to arrest on warrant and investigation.</p> <p>Liaise both verbally and in writing with internal and external agencies ie local authorities, Courts, CPS and other government agencies.</p> <p>Produce comprehensive written reports containing information in relation to the investigation of persons wanted on warrant for external agencies and CJAD use.</p> <p>Collating and producing management information on performance in relation to warrants and prison recalls.</p>		

WFP 16 Jul 15