

Investigations Officer (Entry Level)

District/Department	SCS/District	Rank/Grade	Band C/D
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Role purpose:	<p>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.</p> <p>Investigations Officers work across a diverse area of the force including Vulnerability, Major Crime, Specialist Crime Operations and district policing teams. Therefore adaptability in respect of nature of work and work environment is essential.</p>
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Key Accountabilities:	
	<ul style="list-style-type: none"> • Appropriately manage routine investigations into criminality within a range of areas. This can include offences of abuse against children and/or adults. • Interview and obtain statements from complainants, witnesses and 'routine investigation' suspects. • 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. • Conduct investigations at the scene; make house-to-house enquiries; preserve and recover evidence. This may include the arrangement for the collection of documents/items required as exhibits e.g. photographs, DNA, fingerprints, and CCTV stills and footage relevant to the investigation. Make appropriate logs and records. • Systematically seek, gather, evaluate and present evidence as part of investigations including cyber digital investigation. • Use appropriate interview techniques e.g. comply with legal provisions for interviewing vulnerable persons /video recorded interviews . Produce admissible evidence. • Search premises • Prepare investigation reports and case files. • Prepare for and participate in multi-agency meetings/case conferences, providing accurate and relevant information. • Support and assist colleagues in undertaking investigations as required and directed by senior officer/line manager. • Record reported crimes in accordance with the NCRS. Inform complainants / victims re the screening / filing of crime in line with Victim Code of Practice. • Conduct risk assessments and apply the Victim Assessment Framework • Liaise with other agencies 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
Core values for ALL employees:	
Integrity Public Service	Impartiality Transparency

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

Essential:

Must be 18.

Must hold a full clean driving licence.

Must be able to physically undertake personal safety training.

Good communication skills with the ability to listen, empathise, provide support and adapt language, form and message to meet the needs of different people/audiences.

Able to break down a complex problem into component parts and determine appropriate action.

Able to produce clear and concise reports and other documents within best practice procedures.

Able to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required.

Able to undertake training to achieve Professionalising Investigation Programme (PIP) level 1.

Able to utilise IT packages, systems and/or databases.

Desirable:

Experience of complex information gathering and problem solving.

Knowledge and understanding of College of Police guidance for Investigations

Able to appropriately prioritise and plan own work.

Able to proactively develop effective working relationship with colleagues and other stakeholders.

A detailed understanding of the criminal justice system.