

Investigation Officer (Entry Level)

District/Department	SCS/District	Rank/Grade	Band C/D
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Role purpose:	To conduct/manage investigations and submit case files to enable prosecutions. Provide support and ongoing victim care throughout the investigative process.
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Key Accountabilities:

- Appropriately manage routine investigations into criminality, including offences of abuse against children and/or adults (including, for instance, conduct enquiries into alleged physical, sexual, emotional and/or financial abuse).
- Interview and obtain statements from complainants, witnesses and 'routine investigation' suspects, and assist with the interview of 'Complex and Serious' 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 / DVD and/or taped records. Produce admissible evidence.
- Search individual(s) or personal property.
- 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.

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

Essential:

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.

As part of this role the wearing of Personal Issue Body Armour will be required on some occasions

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.