



## JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

### HMI CATEGORY CODE:

**DIRECTORATE:** Matrix Serious & Organised Crime  
**AREA/DEPT:** Matrix Uniformed Services  
**FAU:**  
**SECTION:** Operational Support  
**JOB TITLE:** **CDT OPERATIVE**  
**REPORTS TO:** CDT Manager  
**CURRENT RANK/GRADE:** **C**  
**DATE:** April 2018

### 1. **JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To participate in delivering the force response to managing commercial cannabis cultivation scenes by safely searching, dismantling and disposing of relevant property from within scenes where there is evidence of the commercial cultivation of cannabis.

### 2. **PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Search and dismantle property at crime scenes where there is evidence of the commercial cultivation of cannabis ensuring adherence to procedures at all times.
- b) Ensure that any evidence recovered during the search of relevant scenes is preserved, recovered and brought to the attention of the CDT Manager where appropriate. Ensure the correct handling, packaging, preservation, storage and transportation in line with force guidelines / policy / legislation. Ensuring strict continuity of evidence at all times.
- c) Control waste plant material and equipment recovered from each scene and dispose of safely via an auditable and transparent process which will be regularly reviewed by line managers. Deliver agreed methods of disposing of equipment as directed by the CDT Manager.

- d) Undertake all necessary administration as required. Professional and legible completion of search logs, exhibits registers, witness statements and intelligence submissions in an efficient, timely manner. Update and interrogate force systems as required. Attend court and give evidence.
- e) Ensure that appropriate personal protective equipment is selected (in line with national standards / Health and Safety standards) for use at crime scenes in order to minimise contamination of evidence and to support safer methods of working. Ensure that all equipment is maintained and available for deployment at all times in order to promote maximum team efficiency and prevent disruption to team effectiveness.
- f) Provide satisfaction and confidence to victims of crime and personnel internal and external to Merseyside Police by carrying out the role professionally maintaining high standards and in compliance with Force Policies.
- g) Assist the CDT Manager in delivering training to Police colleagues in relation to the remit of the CDT and the benefits to neighbourhood colleagues and investigators. Assist in the induction of newly appointed staff to the CDT.
- h) Undertake all responsibilities relating to information management, data quality, information sharing, intelligence and information security in accordance with the ACPO Guidance on the Management of Police Information in order to achieve compliance with the Statutory Code of Practice.

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Successful completion of all relevant search training as determined by Matrix supervisors. To include open land, working at height and working in confined spaces.

Essential computer skills including database entry proficiency and a working knowledge of Force IT systems, Socrates (evidence tracking), STORM (command and control), Niche (incident and intelligence recording), Lotus Notes (e-mail), Origin (resource management), all intelligence systems in order to acquire relevant knowledge to effectively adhere to Force information supply requirements with respect to the provision of performance data.

Have knowledge of all legal and procedural issues relating to the dismantling and disposal of cannabis product. These will include PACE (Police & Criminal Evidence Act 1984), the Guide to the Criminal Procedure Rules 2012, the Misuse of Drugs Act 1971, Home Office Circulars 40 (1998), 005 (2004), 10 (2005) & 015 (2012) and the Drug Offences Definitive Guidelines.

Excellent written and oral communication skills to communicate professionally both within and external to the organisation. Have good presentation skills to enable training to policing partners in relation to what duties the CDT perform.

A high level of interpersonal skills including problem solving through creative thought.

Must display a level of confidentiality and integrity.

Written skills required to prepare evidence statements for Court purposes.

Postholder will be expected to complete all required force courses including Diversity and E-PDR familiarisation course.

Postholder will complete a licensed search officer course.

A current, full driving licence is essential in order to visit crime scenes. Must be a Merseyside Police approved driver as the post holder is required to drive Police vehicles.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

The post holder will be designated by the Chief Constable to exercise powers under the Police Reform Act 2002 as stated:-

- Entry and Search of Premises after Arrest (Part 2, Para 18)
- General Power of Seizure (Part 2, Para 19)

**4. RELATIONSHIPS:**

**(a) *Supervisory responsibilities:***

No direct supervisory responsibility.

**(b) *Supervision Received:***

First line supervisor is the CDT Manager. Matrix senior managers will also have supervisory responsibility.

(c) ***Other Contacts:***

(i) ***Within Merseyside Police:***

***Daily:*** CDT colleagues, Senior Investigating Officers, CID Officers, Operational Officers, Intelligence Unit and Area Personnel.

***Regular:*** Matrix Disruption colleagues and management.

***As and when:*** FIB.

(ii) ***Outside Merseyside Police:***

***Daily:*** Members of the public

***As and when:*** Local Authority, partner agencies, fire service, Ambulance Service, NPIA, Health and Safety Executive, Crown Prosecution Service and Court staff.

## **5. CONTEXT:**

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

Any crime scene within Merseyside, outdoors or indoors, in any prevailing weather conditions. Searches and examinations of scenes are often conducted in hostile and unhygienic conditions, with the potential to create a highly stressful environment.

The post holder works shifts, covering weekdays (Monday to Friday) from 08.00 to 20.00 hours. The rotational shift pattern worked will be from 08:00 hours to 16:00 hours from Monday to Friday in week 1, followed by 12.00 hours to 20.00 hours from Monday to Friday in week 2. Infrequent shift changes may be required and so some flexibility will be required.

The post holder will ensure the provision of mutual aide as a search team to any force departments as and when required.

The post holder must comply with real time deployment ensuring effective communication is maintained with the radio room operators to inform them of activities and availability using airwaves.

Customers are victims of crime, CID, Traffic, Area Personnel, CPS, other investigative bodies and HM Coroner.

- (b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

PACE. Police and Criminal Evidence Act affects recovery of evidence and taking fingerprints

NPIA standards. National Policing Improvement Agency

Data Protection Act affects information recorded

Health and Safety Act

Force Policies

CPIA. The Criminal Procedure and Investigation Act

*Influence over aforementioned by identifying any shortfalls in the system.*

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

No direct line management responsibility.

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** The submission of timely professional files of evidence being provided to investigating officers resulting in offenders being arrested will prevent crimes occurring as whilst in custody offenders cannot commit crime. This should have an additional financial benefit.

**Staff:** N/A

**Other:** The efficient delivery of service by the CDT will in turn reduce the impact that each crime will have on localised area / force staff, therefore in real terms returning a significant amount of policing hours to delivering front line services.

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

The post holder will be expected to market the CDT in a positive manner and educate Merseyside Police colleagues as to the role and responsibilities of the team.

The post holder will be expected to respond promptly and effectively to relevant crime scenes, thus reducing the impact on area / force resources and in turn reduce the financial impact that each scene creates to the organisation.

The post holder can expect to work under pressure at crime scenes in a hostile environment, physical, public or economic, e.g. time constraints. At scenes subject to inclement weather conditions, time is of the essence; the post holder must make high-risk decisions regarding the correct plan of action to undertake. Error at this stage could lead to the search and subsequent dismantling operation being extended having implications in terms of resources and finances. Operatives must maintain motivation in all conditions.

The nature and demands of the role may require the need to work extended hours and change agreed working hours at short notice in order to fulfil the role effectively.

**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The force has a high expectation that existing post holders will have a commitment to keep themselves updated with any developments in new search techniques or available equipment and more efficient waste management / recycling methods.