



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: NWROCU (Regional Organised Crime Unit)
AREA/DEPT: North West Region
FAU:
SECTION: **REGIONAL PRISON INTELLIGENCE UNIT**
JOB TITLE: **PRISON CORRUPTION TEAM - DC**
REPORTS TO: Det. Sgt. Regional Prison Intelligence Unit
CURRENT RANK/GRADE: **DETECTIVE CONSTABLE**
DATE: November 2024

1. JOB PURPOSE:

- (a) To work as part of the Regional Prison Intelligence Unit, use appropriate methods for gathering material and to develop procedures to turn material into intelligence or evidence as part of the investigation into corruption reported within the prison and probation network. To manage criminal justice investigations and bring offenders to justice working closely with HMPPS corruption teams, intelligence teams and prisons. This will involve working collaboratively with partner agencies including HMPPS and to utilise the full range of overt and covert Policing tactics, legislation and powers available utilising a 4P approach.
- (b) (a) To be an integral part of NWROCU, the North West Regional Organised Crime Unit. (NWROCU) which is responsible for identifying, disrupting and dismantling organised crime groups causing the most significant harm across the NW by providing specialist and operational support, research and direction on strategic, tactical and emerging issues. The NWROCU facilitates Regional Coordination and Tasking, which then informs and influences decisions allowing the effective deployment of resources. The promotion of collaborative working with Key Partner Agencies and interoperability is necessary to achieve this.

2. PRINCIPAL ACCOUNTABILITIES:

- (a) Work in partnership with the HMPPS Regional Counter Corruption Units. Undertake corruption investigations within the prison and probation network as directed that are committed by staff (as defined within the MoU) as well as those who seek to corrupt



staff within HMPPS premises including prison establishments and probation local delivery units.

- (b) Supports proactive and reactive operations by collection, analysis, interpretation, development and dissemination of covertly obtained intelligence in the furtherance of stated operational objectives using available resources.
- (c) Work cohesively with colleagues in the MARSOC, Corruption, Prison DSHU and RPIU Teams providing an operational response when necessary.
- (d) Ensure that operational security is maintained.
- (e) Participate in the regional co-ordination of intelligence de-brief operations within HMPPS establishments across the Northwest, and promote de-briefings of operations conducted within the HMPPS establishments, to identify best practice.
- (f) Develop and maintain effective working relationships with key stakeholders, including HMPPS Intelligence and Corruption leads Prison Governors, NOMS staff and the National Probation Service, amongst others.
- (g) Undertake all responsibilities in relation to information management data, quality, and information sharing, intelligence and information security in accordance with MOPI.
- (h) Liaise with partners in other ROCUs, Police Forces, Specialist Intelligence Units and other Agencies to ensure effective collection, development and dissemination of intelligence to identify disruption opportunities against Organised Crime which the team can carry out.
- (i) Prepare and present briefings on issues arising from or connected to analytical assessments or intelligence developments ensuring relevant personnel are aware of current intelligence that may affect their area of business.

3a. KNOWLEDGE AND EXPERIENCE:

- (a) Hold a PIP level 2 qualification and be able to demonstrate experience of serious and complex criminal investigations.
- (b) Operate as OIC and assist in the completion of complex prosecution files to present the CPS with a factual file of evidence.
- (c) Will be able to demonstrate managing conflicting demands within a covert or operational environment and maintain the highest standards of integrity and confidentiality, commensurate with the sensitivities of the role.



- (d) Will possess experience of covert policing techniques, intelligence management and have previously worked in accordance with the National Intelligence Model; able to identify information that has the potential to become intelligence from a variety of situations and sources (human and technical), and conduct an initial assessment and grading of that information.
- (e) Possess excellent interpersonal/communication skills for various aspects of the role, and the personal capacity to manage and retain the integrity of long-term sensitive operations on both a local and national basis operating within a 'need to know' basis at all times.
- (f) Will be able to demonstrate the ability to build effective working relationships with partners through clear communication and collaborative approach and have experience of influencing and negotiating with key stakeholders.
- (g) Must have the ability to develop a sound working knowledge of all available IT systems and analytical processes in order to understand the capability of systems to ensure efficient and effective service delivery.
- (h) Must have a thorough understanding of RIPA/ECHR/CPIA and associated legislation relating to the development of intelligence products and converting these into operational action to disrupt organised crime.

4. RELATIONSHIPS:

a) Supervisory responsibilities:

No supervisory responsibilities.

b) Supervision Received:

The post holder will report directly to the Detective Sergeant Prison Corruption Team

c) Other Contacts:

Within NW ROCU and NW Regional Forces:

Regular contact and/or attendance at meetings with Police Officers of all ranks, Police Staff of all grades and embedded partner agencies and units within NW ROCU and NW Regional Forces to exchange intelligence / information where appropriate and brief personnel as required on intelligence and other relevant matters.

Outside NW ROCU and NW Regional Forces:



Regular daily contact and/or attendance at meetings with Her Majesty's Prison Service. Frequent contact with other forces and regions, other Law Enforcement Agencies including NCA, key partner agencies and community safety partners to exchange intelligence/information where appropriate and brief personnel on intelligence or other relevant matters.

Also contact with members of the public may be required.

5. CONTEXT:

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

The highest standard of professional service will be provided to all identified customers and partners and all work undertaken will be done in line with agreed parameters adhering to the National Intelligence model. The post holder will ensure that all working practices within the RPIU are also in line with current legislation, policy and procedure.

(b) **Framework and Boundaries:**

Work in accordance with;
National Intelligence Model and Information Handling Process
OCGM processes.
Lifetime Offender Management
ROCU Standards
Data Protection

The ability to travel on ROCU business is required and as such the possession of a full driving licence is essential.

6. DIMENSIONS:

Financial: N/A

Staff: N/A

Other: The National Intelligence Model is a business process designed to prioritise resources, identify and tackle crime, disorder and anti-social behaviour in order to sustain crime reduction and improve quality of life for all regional communities. The Strategic Aim of the Regional Prison Intelligence Unit is to identify, disrupt and dismantle organised crime groups causing the most harm across the North West of England and North Wales within HMPS Establishments within the North West Region and nationally.

7. JOB CHALLENGES:

This is an evolving role and as such the post holder must be flexible and absorb natural role changes, and assist to enhance and develop the capability of the RPIU as a whole. The post holder must market the Unit in a positive manner to all identified customers and partners. The post holder must develop new partners and identify new and as yet untapped sources of intelligence. The role also requires the post holder to travel across the region and beyond and to be temporarily prepared to work at other locations to maximise opportunities and fulfil their role.



8. ADDITIONAL INFORMATION:

- i) The Post Holder must maintain confidentiality and trust at all times and on all matters in dealing with issues of a sensitive and / or confidential nature.
- ii) This post is subject to an enhanced level of vetting and the post holder must be prepared to be Management Vetted and SC security cleared.