



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:

**NORTH WEST REGIONAL ORGANISED CRIME UNIT
(NWROCU)**

AREA/DEPT: **Regional Prison Intelligence Unit (RPIU) FAU:**

SECTION: **Dedicated Source Handling Unit (DSHU)**

JOB TITLE: **CONSTABLE - DSHU, REGIONAL PRISON
INTELLIGENCE UNIT**

REPORTS TO: **Detective Sergeant, DSHU, RPIU**

CURRENT RANK/GRADE: **CONSTABLE**

DATE: **May 2018**

1. JOB PURPOSE: (Briefly state your job's overall objectives.)

To recruit, manage and develop Covert Human Intelligence Sources (C.H.I.S.'s) to the highest professional and ethical standards and in accordance with the Regulations of Investigatory Powers Act 2000 (R.I.P.A.).

To support NWROCU and the Regional Forces by responding to the intelligence requirements of NWROCU and the Regional force's strategic assessments through the handling of Covert Human Intelligence Sources within and where necessary outside of Her Majesty's Prisons.

2. PRINCIPAL ACCOUNTABILITIES:

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

- (a) Manage C.H.I.S's in accordance with the Manual of Minimum Standards maintaining the highest levels of integrity and ensuring all aspects of C.H.I.S. management comply with R.I.P.A.

- (b) Identify C.H.I.S's who are suitable for cultivation and recruitment within the Prison environment, in order to address NWROCU and Regional forces' priorities and intelligence gaps.
- (c) Research, develop and initiate approach plans for the recruitment of potential sources within Prison establishments, thus enabling the intelligence requirements of the force to be achieved.
- (d) Obtain source intelligence thus servicing all levels of the Regional Forces and NWROCU's tactical and strategic assessments.
- (e) Complete timely and accurate source contact reports and intelligence reports thus maintaining the highest professional and ethical standards.
- (f) Effectively brief and debrief sources and conduct continuous risk assessments in relation to the handling and use of each source to ensure that the source's welfare is properly considered and that accurate reports are prepared
- (g) Ensure that the source is clear about his role and the limits to it, about how to attend to his own security and that he remains at all times under the Handler's control.
- (h) Employ appropriate tradecraft according to the risks associated with the handling of the source and where necessary conduct risk assessments considering Health and Safety issues.
- (i) Ensure that all contact with the source is authorised by the Source Controller or Source Manager and report to the Source Controller or Manager immediately any suspicion that the source is acting as agent provocateur or otherwise exceeding their remit.
- (j) Grade appropriately and disseminate actionable intelligence at the earliest opportunity and ensuring the timely and accurate dissemination of time critical intelligence.
- (k) 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?).

It is essential that the post holder has a thorough understanding of Regulation of Investigatory Powers Act (2000) to ensure that they operate within the current legislation.

To have a good knowledge of the Manual of Minimum Standards for the use of C.H.I.S's in order to comply with the approved guidelines.

To have a working knowledge of IT systems including the Force Intelligence System, PNC, PIMS / Pegasus to enable these systems to be used to undertake the principal accountabilities of the role.

Good interpersonal and communication skills in order to interact with sources.

PEACE trained to facilitate the obtaining of quality source intelligence.

Sound administrative and computer skills are required to process source paperwork.

Working knowledge of the European Convention of Human Rights Act, ensuring that all source authorisations comply with the requirements of the Act.

Good knowledge of the Data Protection Act is required to ensure compliance.

To have a high level of self-motivation and be able to work under pressure together with a willingness to be flexible in response to changing circumstances is required to undertake the role effectively.

Must have the ability to work in a confidential environment and have high standards of integrity at all times

To be fully conversant with the National Intelligence Model and 5x5x5 intelligence grading.

Must be a police driver.

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

Yes, to handle sources.

4. RELATIONSHIPS:

(a) **Supervisory responsibilities:**

N/A

(b) **Supervision Received:**

Daily contact with the Detective Sergeant who acts as C.H.I.S Controller

(c) **Other Contacts:**

(i) **Within North West Region:**

All departments within NWROCU.

(ii) **Outside North West Region:**

Regular contact with Other Force Source Handling Units personnel regarding the handling of Sources and intelligence matters. Her Majesty's Prison Service Staff, other agencies (e.g. NCA, CTU etc) and other Regional Forces staff.

5. CONTEXT:

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

Post holders will be required to adopt a flexible approach to working hours and be subject to a work pattern that encompasses the core working hours as identified by demand.

Post holder will be required to display significant flexibility in undertaking their primary role and attendance at alternative prison establishments at the direction of the Detective Inspector, RPIU and to maintain operational effectiveness of the Unit.

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

Regulation of Investigatory Powers Act (2000).

European Convention of Human Rights.

Manual of Minimum Standards for the handling of C.H.I.S's.

ACPO Guidance on the Management of Police Information

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

N/A

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

Financial: N/A

Staff: N/A

Other: N/A

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

Operating in a covert policing role within Prison environments.

Maintaining an appropriate cover story and complying with tradecraft.

Dealing with sensitive intelligence

The timely and accurate dissemination of time critical intelligence

Being contacted when off duty.

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 post holder will be required to obtain successful Home Office Security Clearance vetting to SC and MV and maintain the status.