JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:	
DIRECTORATE:	TITAN (Regional Organised Crime Unit)
AREA/DEPT:	North West Regional Crime Unit Undercover Unit
FAU:	
SECTION:	**UNDERCOVER POLICING UNIT**
JOB TITLE:	***FOUNDATION UNDERCOVER OPERATIVE***
REPORTS TO:	Detective Sergeant Covert Operations
CURRENT RANK/GRADE:	**CONSTABLE**
DATE:	**05/6/15**

1. JOB PURPOSE:

To effectively work as part of a team responsible for the safe, ethical and authorised deployment of the foundation undercover tactic within agreed Terms of Reference.

2. PRINCIPAL ACCOUNTABILITIES:

a) Deliver the Foundation undercover tactic to the highest standard in accordance with the Authorised Professional Practice (APP) for undercover deployments.
b) Provide practical advice and guidance to investigating officers on how to utilise the UCF tactic to collect intelligence and evidence of criminal activities.
c) Develop and maintain the integrity of the unit's accredited UCF covert infrastructure, including but not limited to; changes and advancements in technology, the use of financial accounts, businesses and legends, thus supporting a secure environment and platform for the safe deployment of UCF operations.
d) Assist the Units supervision to promote the UCF tactic through the identification and presentation of 'lawfully audacious' undercover tactics for the consideration of SIO's and Senior Officers.
e) Monitor and maintain UCF administration systems in the support of the units own covert infrastructure to ensure the use of the UCF tactic is safe and ethical.
f) Assist the Units supervision by taking responsibility for monitoring CPD for UCF officers with regard to enhancing legends and the ability to deploy in a safe, ethical and audacious manner.
g) Adherence to agreed psychological support for persons undertaking the role of UCF as per APP.
h) Add value to the unit's financial budget through the effective acquisition and use of covert resources and documentation.
i) Ensure that the Unit adheres to the principles of 'best value' in its purchase of any item to support undercover deployments and its covert infrastructure and that the disposal of any such items is undertaken safely and to the highest ethical standards.

3a. KNOWLEDGE AND EXPERIENCE:

(a) Post holder must have successfully completed the accredited foundation undercover training course.

(b) A comprehensive knowledge and practical experience of law and procedure governing undercover police work e.g RIPA 2000 use and conduct; ECHR; Case Law; CPIA; Part iii Police Act (property interferene) and associated legislation.

(c) Demonstrate an innovative approach to the development of UCF tactical options for SIO's.

(d) Be self motivated and have the ability to work flexiblly, under pressure, prioritising workloads and working to tight timescales within a dynamic environment.

(e) Evidence high levels of personal integrity and standards.

(f) Excellent communication skills with the ability to adapt to a changing environment.

(g) Promote best practice to other members of staff and where necessary challenge the behaviour of people of the same rank.

(h) A sound knowledge of observation and surveillance techniques and attendant issues relating to disclosure and have experience of working in a sensitive or confidential environment.

(i) Knowledge of intelligence handling in a confidetial environment, and sound working knowledge of individual Force Intelligence Systems, including Open Source, and all available intelligence gathering systems both locally and nationally.

(j) The ability to conduct dynamic and continuous risk assessments in relation to operational deployments.

(k) It is desirable but not essential to have successfully completed the ICIDP/National CID Foundation Course.

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

The post requires an understanding of criminal law powers particularly those contained within PACE, RIPA and CPIA.

4. RELATIONSHIPS:

a) Supervisory responsibilities:

None

b) Supervision Received:

The post holder will report directly to their Cover officer, Detective Sergeant and Detective Inspectors Titan Covert (Undercover Operations) and in their absence the Senior Command Team, Titan.

c) Other Contacts:

Within NW ROCU and NW Regional Forces:

The post holder will engage with SIO's across northwest regional forces and specific team members if necessary.

Outside NW ROCU and NW Regional Forces:

The post holder will engage with other law enforcement agencies National Undercover Working Sub-Groups, CPS, and any other agency required.
Com UC's and Cover Officers from other Accredited units throughout the UK

5. CONTEXT:

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

Provide and support lawfully authorised UCF operations in the north-west region, and support other regions through exisiting reciprocal arrangements to provide undercover officers for national and international deployments.

Customers are the employers of the tactic who commission the activity through tasking processes and support the prosecution or handling of the intelligence.

A strong focus on integrity and application of national standards and current policy and legal parameters is required.

Working patterns are based on office hours but frequent flexibility and demanding working hours are required to reflect the dynamic nature of undercover work. The post holder will be required to respond outside of core hours when there is an operational need.

(b) ***Framework and Boundaries*:**

The post holder will work within the framework of criminal law, Force/Regional policies, and NPCC and Home Office guidelines.

Work in accordance with RIPA Codes of Practice governing use and conduct of CHIS (relevant sources); ECHR; Undercover APP; standards set by rules of accreditation, Section 19 RIPA, Data Protection, CPIA.

6. DIMENSIONS:

Financial*:* Provide support to the Units supervision and Office Manager by adhering to financial Standard Operating Procedures in a consistent and timely manner.

7. JOB CHALLENGES

Undercover policing holds high risks for officers and reputational risks for Titan. Risks eminate from the operational deployments and from personal difficulties amongst those working in a uniquely trusting enviroment.

The safe and proportionate use of the tactic requires focus and attention to detail. The post holder needs to understand the legal framework, case law, practical detail of operation policy and constantly review risk as deployments progress.

The distinct nature of undercover policing dictates working within a covert enviroment, maintaining operational security, and protecting undercover tactics and methadology. The post holder has a responsibility for their own personal well-being and to assist promoting the well-being of their colleagues.

8. ADDITIONAL INFORMATION:

a) The post holder will have a principle job within the UCF unit but will be required to work in a mutually supportive way adding resilience across the unit.

b) 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.

b) Post Holder must be prepared to undertake vetting procedures.

c) The job description cannot be exhaustive and the post holder will be required to carry out all duties commensurate with the role.

d) The post is subject to random alcohol and drugs testing in line with the Approved Professional Practice for Undercover Policing.

9. ORGANISATIONAL CHART:

