



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE:	NWROCU (Regional Organised Crime Unit)
AREA/DEPT:	North West Regional Crime Unit Undercover Unit
FAU:	
SECTION:	UNDERCOVER POLICING UNIT
JOB TITLE:	DETECTIVE CONSTABLE COVERT OPERATIONS
REPORTS TO:	Detective Sergeant Covert Operations
CURRENT RANK/GRADE:	DETECTIVE CONSTABLE
DATE:	10/04/15

1. JOB PURPOSE:

To effectively work as part of a team responsible for the safe and ethical deployment of undercover officers, to include Advanced (UCA), Foundation (UCF) and Online officers (UCO), within the agreed Terms of Reference.

2. PRINCIPAL ACCOUNTABILITIES:

- a) Ensure the delivery of the undercover tactic to the highest standard in line with the Authorised Professional Practice (APP) for undercover deployments.
- b) On a daily basis provide Cover and Welfare support to undercover operatives (relevant sources) to ensure they are deployed in a safe and ethical manner.
- c) Continually promote and adhere to Standard Operating Procedures consistent with undercover APP and where necessary challenge the behaviour of colleagues.
- d) Assist the Units supervision to promote the undercover tactic through the identification and presentation of 'lawfully audacious' undercover tactics for the consideration of SIO's and Senior Officers.
- e) Maintain the units' administration systems and relevant documentation in the support of the deployment of undercover operatives. This to include but not limited to the preparation of Undercover Authority documentation, records of Cover Officer and Operative contact, risk management and operational financial systems.
- f) To ensure welfare and support is provided to undercover operatives both during and post deployment, including subsequent court appearances.
- g) Maintain a link and point of contact between undercover operatives and their families during periods of deployment and effectively assist in the overall welfare support for undercover operatives by appropriate support to their wellbeing.
- h) Provide Cover and Welfare support to the deployment of Titan undercover officers who are providing assistance to other Accredited Undercover Units in line with undercover APP..

- i) Adhere to agreed psychological support for all undercover roles as per national guidance (APP).
- j) Apply experience of undercover investigations to ensure delivery of the undercover tactic at the highest level with integrity, continuity and security of the evidence obtained.
- k) Work closely with SIO's, Titan Confidential Unit and Force Intelligence Branch to ensure the safe and ethical dissemination of intelligence in line with MOPI and Confidential Unit procedures. Ensure SIO's receive actionable intelligence, which is appropriately graded to maximise operational delivery.
- l) Liaise daily with SIO's and investigation teams who are managing the evidence to ensure the operation is working towards agreed objectives. Liaison with representatives of the CPS with regard to witness anonymity applications and matters of PII.
- m) Add value to the unit's financial budget through the effective use of expenditure, ensuring compliance with systems and processes to support audit and inspection processes. This to include but not limited to UC expenses, evidence buys, covert accounts and the acquisition and disposal of any commodities to support undercover operations.

3a. KNOWLEDGE AND EXPERIENCE:

- (a) Significant experience within an investigative role or experience and evidence of undercover investigations.
- (b) It is desirable that the post holder has successfully completed the ICIDP/National CID Foundation Course.
- (c) Demonstrate an innovative approach to the development of tactical options for SIO's and undertake continuous risk assessments on the activity proposed or undertaken.
- (d) Evidence high levels of personal integrity and standards.
- (e) Post holder must be able to demonstrate practical knowledge of undercover methodology and must have undertaken a level of Undercover Training at Advanced or Foundation or be prepared to complete this training post selection.
- (f) The post holder must have successfully completed a Cover Officer course accredited by the College of Policing or must successfully complete this course post selection.
- (g) Strong communication skills including experience of dealing with representatives of the CPS as part of complex crime prosecutions and giving evidence at Crown Court.
- (h) 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 interference) and associated legislation.
- (i) 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.
- (j) Knowledge of intelligence handling in a confidential environment, and sound working knowledge of individual Force Intelligence Systems, including Open Source, and all available intelligence gathering systems both locally and nationally with experience of conducting continuous risk assessments in relation to operational matters.

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

3b) The role of Cover Officer requires police powers and has legal basis under RIPA as a Handler of Covert Human Intelligence Source.

4. RELATIONSHIPS:

The role of Cover Officer requires the ability to effectively manage and challenge other members of staff of the same rank to ensure the delivery of the undercover tactic to the highest standard and agreed national working practice (APP).

a) Supervision Received:

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

b) Other Contacts:

Within NW ROCU and NW Regional Forces:

The post holder will engage with SIO's across northwest regional forces, Confidential Units, Source Handling units and FIB's. Engagement will also be required with Com UC's and Cover Officers from other Accredited units throughout the UK.

Outside NW ROCU and NW Regional Forces:

The post holder will engage with other law enforcement agencies (NCA, HMRC), National Undercover Working Sub-Groups, CPS, and any other agency required.

5. CONTEXT:

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

Provide and support lawfully authorised undercover operations in the north-west region, and support other regions through existing 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, ACPO 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.

Other: Liaison and guidance with SIO's and members of Operational teams in support of potential and ongoing investigations .

7. JOB CHALLENGES

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

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 environment, maintaining operational security, and protecting undercover tactics and methodology. 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:

- i) The post holder will have a principle job within the UCA, UCF or UCO unit but may be required to provide Cover Officer support to any of these areas at the direction of the units supervision..
- ii) 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.
- iii) Post Holder must be prepared to undertake vetting to whichever level agreed.
- iv) The job description cannot be exhaustive and the post holder will be required to carry out all duties commensurate with the role.
- v) The post is subject to random alcohol and drugs testing in line with the Approved Professional Practice for Undercover Policing.