



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 INSPECTOR COVERT OPERATIONS MANAGER

REPORTS TO:

Detective Chief Inspector Covert Operations

CURRENT RANK/GRADE:

DETECTIVE INSPECTOR

DATE:

21/01/15

1. JOB PURPOSE:

To effectively manage a regional covert undercover capability by managing the covert unit, covert infrastructure, staff and undercover officers required to support Advanced undercover policing (UCA) and Foundation undercover policing (UCF). To fulfil the legal function of Covert Operations Manager (Controller) to Covert Human Intelligence Sources as defined by RIPA 2000.

2. PRINCIPAL ACCOUNTABILITIES:

- a) Support, motivate and promote high standards through supervision of all members of the undercover units in line with Authorised Professional Practice (APP). Develop and maintain an accredited secure covert infrastructure including but not limited to, procurement and disposal of premises; vehicles; financial accounts; businesses and legends, supporting a secure environment and platform for the safe deployment of covert undercover operations.
- b) Ensure the legal framework for UC deployments is maintained with key roles used effectively for the cover and welfare of undercover officers (relevant sources) with appropriate support embedded.
- c) Prepare and update Standard Operating Procedures consistent with APP and ensure understanding and compliance by all staff.
- d) Promote the use of the undercover tactics to SIO's and Senior Officers by being able to identify when there is an application for 'lawfully audacious' undercover tactics.
- e) Maintain administration systems to support preparation, review renewal and cancellation include senior officers being briefed and informed on developments, and CPS being briefed in accordance with the national MOU
- f) Maintain the flow of recruitment and selection undercover officers and ensure they are trained through National Undercover Training Courses licenced within the region or other NCoP licenced course. After recruitment implement HR policies appraisals and supervise CPD, keeping staff informed of significant Regional and Force changes.

- g) Closely supervise deployments of NWROCU undercover officers to other forces/regions. Ensure cover arrangements and risk assessments are in place and ensure the correct psychological support is in place for all undercover roles as per national guidance (APP).
- h) 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 with robust systems to manage product and exhibits. Maintain a policy book for each operation which reflects risk and strategy.
- i) Work closely with NWROCU Confidential Unit and Force Intelligence systems to ensure undercover intelligence is safely disseminated in line with MOPI and Confidential Unit procedures. Ensure SIO's receive actionable intelligence in a usable form whenever possible with justification when not possible.
- j) Liaise daily with SIO's and investigation teams who are managing the evidence to ensure the operation is working towards agreed objectives with CPS oversight. Ensure anonymity for staff and attend court as required for PII hearings.
- k) Manage the unit's financial budget ensuring systems are adequate to maintain accountability for the running of the unit and the costs of operations. This will include overtime, UC expenses, evidence buys, and covert accounts.
- l) Engage with National Undercover Working Group sub-groups and work to support national strategy, working for the groups providing outcomes and disseminating to staff in NWROCU undercover operations when required.

3a. KNOWLEDGE AND EXPERIENCE:

- (a) Completed CID Investigation SIO Course (management of serious crime)
- (b) To be able to 'think outside the box' when developing tactical options for SIO's and undertake continuous risk assessments on activity proposed or undertaken.
- (c) Experience managing undercover operations with a high level of personal integrity.
- (d) Preferably to have attended an Advanced undercover course as an observer or otherwise demonstrate knowledge of undercover methodology.
- (e) Strong communication skills including experience of CPS / Counsel liaison in complex crime prosecutions and senior officer / other LEA liaison / giving evidence at Crown Court.
- (f) Experience as an SIO in serious crime investigations and management of covert assets including surveillance and technical surveillance and ability to supervise high quality complex file submissions.
- (g) 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.
- (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 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 sources.

(j) Experience managing a complex budget.

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

4. RELATIONSHIPS:

a) Supervisory responsibilities:

The post holder will be the direct line manager and provide daily supervision to Detective Sergeants, and Office Manager. The post will be the overall supervisor of all undercover, undercover on-line, cover officers and police staff.

b) Supervision Received:

The post holder will report directly to the Detective Chief Inspector NWROCU Covert (Undercover Operations) and in their absence the Senior Command Team, NWROCU.

c) Other Contacts:

Within NW ROCU and NW Regional Forces:

The post holder will engage with BCU Commanders and SIO's across north-west regional forces, force authorising officers, confidential units, source handling units and FIB's.

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 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 may be required to provide an 'on call' commitment and respond outside of core hours when advice or guidance is needed.

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

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: *Effective management of an undercover unit budget and associated unconventional funding and expense processes. Liaison with NWROCU finance SPoC to ensure smooth running of budget and invite intrusive scrutiny.*

Staff: Post holder will be responsible for all staff within the portfolio:

Other: Liaison and guidance to SIO's and staff in supporting investigation roles.

7. JOB CHALLENGES

Undercover policing holds high risks for officers and reputational risks for NWROCU. Risks emanate from the operational deployments and the risks emanating 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 unique nature of undercover policing dictates working and managing an entire covert infrastructure, keeping operational security, and protecting tactics. The post holder has a responsibility for their own personal well-being and to ensure the well-being of all staff in the unit

8. ADDITIONAL INFORMATION:

- i) The post holder will have a principle job within the UCA or UCF unit but will be required to work in a mutually supportive way adding resilience to the management of both, including undercover on-line operations.
- 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.