



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: North West Regional Organised Crime Unit

AREA/DEPT: Regional Crime Unit - Operations

FAU:

SECTION:

JOB TITLE: **DETECTIVE SERGEANT**

REPORTS TO: Detective Inspector

CURRENT RANK/GRADE: **SERGEANT**

DATE: November 2018

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

To supervise, manage & lead staff involved in the investigation of Level Two criminality on behalf of the NW Region.

To proactively target and investigate those involved in organised crime who cause serious harm to the communities of the NW Region.

2. PRINCIPAL ACCOUNTABILITIES:

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

- a) Lead and motivate staff, deal with all matters of welfare and morale, ensure training needs and attributes are recognised, to build an effective working team and maximise efficiency of staff development.
- b) Assist the SIO in the deployment of staff on Level 2 investigations and operations, and assist in the completion of complex prosecution files to present the CPS with a factual file of evidence.
- c) Operate as team leader or Dept SIO on Level Two regional operations, liaise with immediate supervisor when necessary. Evaluate and analyse intelligence and crime pattern data, enabling recommendations to be made to senior officers as and when required to ensure accuracy of the information obtained.

- d) Plan / prepare operational orders and brief personnel, attend to personnel matters, equipment and documentation applicable to pre-planned operations, to ensure the effective use of resources, a professional approach to operations and ensure that the aims and objectives of the operation are achieved.
- e) Be fully conversant with the procedures relating to the handling of sensitive intelligence, having consideration to the restrictions and implications on prosecution cases.
- f) Interview main witnesses and suspects in criminal cases and effectively plan / structure interviews of witnesses and suspects involved in the most serious offences, to obtain the truth.
- g) Act as team leader and organise surveillance operations on targets within the parameters of ACPO guidelines in relation to mobile / static surveillances, to obtain intelligence and evidence.
- h) Be fully conversant with RIPA and HRA, Police Act, in relation to directed and intrusive surveillance authorities, brief Chief Officers for such applications and also brief insertion teams etc.
- i) Perform the role of receiver and / or action allocator on target operations or major incidents, directing enquiries and investigations in accordance with Senior Investigating Officer's policy.
- j) Attend SIO conferences in the absence of the Detective Inspector to discuss developments in target operations and assist in the formulation of strategy.
- k) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- l) Ensure that staff are MoPI trained in accordance with the National Learning & Development Strategy and that all responsibilities are undertaken in relation 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 comply 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?).

Attend to matters appertaining to PACE, RIPA, ECHR and Health and Safety legislation.

Previous experience of leading Level 2 operations and investigations, having demonstrated good leadership skills with the ability to motivate a team

Accreditation of I.C.I.D.P. or equivalent.

Knowledge of capabilities, practices and procedures when utilising support services, to achieve the best results from the resources available

Ability to conduct surveillance operations to obtain intelligence and evidence, prepare operational order to brief personnel, act as interview coordinator, legislation including interviewing suspects and witnesses, attend to team requirements, debrief and make recommendations to the Detective Inspector, to successfully prosecute major target criminals.

Must be conversant with procedures relating to informant handling and be able to plan/structure interviews involving serious offences.

Qualified in level 1 surveillance with the ability to lead surveillance teams (training will be provided to suitable applicants)

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

The post requires all the powers of the Criminal Law, especially PACE, RIPA. These powers are essential requirements.

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

Day to day supervision of a number of Detective Constables, giving praise and recognition for good work or ideas, ensuring effective and efficient performance, dealing with problems and identifying good work or constructive contribution.

(b) Supervision Received:

Daily contact with Detective Inspector regarding workload, advice, liaison and giving assistance where required.

(c) Other Contacts:

(i) Within Region Forces:

Daily/when required: FIB, RIU, DSU, SOCA, Area CID, TSU. These contacts are on a regular basis regarding operations and investigations.

(ii) **Outside Region:**

As required: Outside Forces, CPS, HM Revenue & Customs, SOCA regarding Target Operations, Interpol enquiries & major incident enquiries, UKBA, Foreign Law Enforcement agencies, RART, RIU

5. CONTEXT:

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

Provide a support service to Regional Forces re the investigation of Level Two Operations, working a flexible shift pattern. Must be available to be called out at short notice and work long hours to provide this support.

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

Services provided are investigating Level Two criminality. Wide ranging enquiries covering all aspects of criminal law.

Required to work a basic day shift Monday to Friday, however on some operations extended hours are required. All deviations from core shift will be as per regulations.

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

Detective Constables in the Unit investigate Level Two Operations throughout the NW region.

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

Financial: Although having no direct budget responsibility, Sergeants will be expected to make decisions having cognisance of best value principles.

Staff: The post holder will be expected to lead a team of officers and deliver agreed objectives as per SIO instructions / actions. The post holder will also be responsible for ensuring a cohesive and effective team ethos is maintained through effective management and staff development.

Other: The staff member may be required to operate across the NW region, Nationally or Internationally dependant on the nature of the investigation and demands of the role.

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

The nature of investigations undertaken by NWROCU can be very fluid and demanding, therefore a high degree of flexibility and resilience is required from staff.

The purpose of NWROCU is to investigate and dismantle the highest echelon of OCG operating within the NW Region. Consequently the likelihood of operating covertly in close proximity to serious and potentially violent criminals is high. Officers should be aware of this and be prepared to meet such challenges.

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).

Vetting to the appropriate level will be required prior to joining NW ROCU
The post holder is required to hold a full driving licence.