



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: *FOUNDATION UCF SUPPORT (ISO)*
REPORTS TO: Detective Sergeant Covert Operations
CURRENT RANK/GRADE: **E**
DATE: **OCTOBER 2021**

1. JOB PURPOSE:

To effectively work as part of a team responsible for the safe and ethical deployment of Undercover Foundation Officers and Online officers (UCO), within the agreed Terms of Reference.

2. PRINCIPAL ACCOUNTABILITIES:

- a) Provide investigative support for the delivery of the undercover tactic to the highest standard in line with the Authorised Professional Practice (APP) for undercover deployments. This will include undertaking covert observations (including the use of photographic equipment) from mobile / static observation posts whilst maintaining, or contributing to, surveillance logs to ensure that observation evidence pertaining to criminal activity, is recorded timely, effectively and when applicable included within a statement for inclusion within prosecution files for court.
- b) On a daily basis provide Operational support to Undercover Foundation Operatives (UCF's) and the wider team, to ensure they are deployed in a safe and ethical manner during authorised investigations. This will require the completion of dynamic risk assessments to; preserve the surveillance tactics, minimise the risk for compromise of the operatives (and the operation as a whole), thereby maximising the potential for the safety of the operatives and ethical collection of intelligence and/or evidence.
- c) Apply knowledge and experience of undercover investigations to ensure that the tactics are delivered safely in order to minimise the risk of the UCF's and maximise the potential for the collection of intelligence and evidence. Handle evidence professionally with integrity, continuity and security, which will ensure that an effective service is provided to the investigation teams.

- d) Review material gathered during the undercover criminal investigations to assess its relevance in line with the requirements of the Criminal Procedures and Investigations Act (CPIA) 2000 and schedule it accordingly to assist the designated Disclosure Officer appointed by the investigation team.
- e) Assist the Units supervision to promote the undercover tactic as a viable option to tackle serious and organised crime, by contributing to and/or identifying the tactical options to gather evidence and progress the investigation towards the SIO's / Senior Officers operational objectives.
- f) Support operational activity within the unit's financial budget through the maintenance of records and registers, ensuring compliance with systems and processes to support audit and inspection processes. This is to include but not limited to UC expenses, evidence buys, covert accounts and the acquisition and disposal of any commodities to support undercover operations.
- g) The post holder must undertake all responsibilities relating to information management, data quality, information sharing, and intelligence & information security in accordance with the guidance set out for the Management of Police Information in order to achieve compliance with the Statutory Code of Practice
- h) Continually promote and comply with the Standard Operating Procedures as set out by the National Undercover Working Group (NUWG), which are consistent with Undercover Foundation Authorised Professional Practice (APP).
- i) In support of the Detective Sergeant maintain a register of covert technical equipment which will include booking in and out of equipment to UCFs.
- j) To attend national and local workshops as necessary to ensure good working knowledge of covert technical kit is maintained.

3a. KNOWLEDGE AND EXPERIENCE:

The post holder should be Level 2 surveillance trained or prepared to undertake a Level 2 surveillance course.

Experience

- Proven experience of investigating serious and organised criminality are required because of the complexities of undercover investigations and the requirement for the presentation of best evidence to court.
- A thorough understanding and practical knowledge of the intelligence tools available to capture intelligence/evidence to underpin complex investigations i.e. CCTV, surveillance audio/film footage and observation logs.
- Preparing unused material schedules in complex investigations to ensure that the investigation meets with the requirements of Article 6, ECHR, Right to a Fair Trial.
- Experience and knowledge of Court procedures so the evidence and exhibits are presented professionally, which will reflect positively on the prosecution case.

- A comprehensive knowledge and practical experience of law and procedure governing undercover police work e.g PACE, PoCA, RIPA 2000 (use and conduct); ECHR; Case Law; CPIA; Part iii Police Act (property interference); knowledge of surveillance procedures and surveillance glossary and associated legislation in order to prepare files to a high standard.
- Fully conversant with Attorney General's Guidelines on Disclosure and Disclosure Manual.
- Fully conversant with guidelines dealing with disclosure in criminal proceedings including Attorney General's Guidelines on Disclosure and Disclosure Manual.

Skills and abilities

- a) Ability to plan and prioritise workloads to meet deadlines is essential, as failure to meet could be detrimental to the prosecution case.
- b) Ability to communicate and network with various internal and external stakeholders in order to promote efficient and professional working practices and products of the unit.
- c) Knowledge of current surveillance glossary and procedures to promote a disciplined approach and effective communication during surveillance activities in support of the UCF's.
- d) Ability to make, rationalize and record decision making to provide an audit trail, which may be scrutinized in the future during audit or inspection processes.
- e) Flexibility is essential in order to meet needs in a highly pressured environment.
- f) Excellent communication skills and able to tailor style to appropriate audience
- g) Ability to think creatively to tackle and solve problems relative to the file building and identification processes.
- h) Proven IT skills are essential, particularly Word, Excel and Powerpoint.
- i) Possess current driving license and able to successfully complete a Police assessment of driving skills in order to use unmarked police vehicles during deployments in support of the UCF's and to attend meetings or convey evidential material and files when necessary.
- j) Knowledge of current surveillance glossary and surveillance procedures.

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

N/A

4. RELATIONSHIPS:

a) Supervisory Responsibilities

N/A

b) Supervision Received:

The post holder will report directly to their Cover officer, Detective Sergeant and Detective Inspectors 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 SIO's across northwest regional forces and specific team members if necessary.

NWROCU (NWROCU) police officers and support staff

Outside NW ROCU and NW Regional Forces:

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

5. CONTEXT:

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

The post holder will provide support to lawfully authorised undercover foundation operations in the north-west region.

The Undercover Foundation Policing Unit is part of North West Regional Organised Crime Unit tasked with gathering evidence for the prosecution of individuals that form Organised Crime Groups (OCG's).

The post holder will be required to work in accordance with the police staff Flexi Time scheme but should have a flexible approach to working hours and location as there may be a requirement to work at other locations within the Region or beyond.

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.

(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.

Staff: N/A

Other: N/A

7. JOB CHALLENGES

This role is designed to improve efficiency and relies on knowledge and experience to ensure a consistent approach to evidence gathering and support to file preparation. The post will support the evidential gathering by police officers and compliment the team effort to provide best evidence to the courts.

Those defending serious and organised criminals are often experts in challenging Police evidence. It is therefore essential that the post holders have sufficient knowledge and experience to deal with matters that arise from these investigations such as continuity of evidence and disclosure rules.

The post holder will work in company with other members of the team, both police officers and staff. There may not always be a supervisor on the ground and the post holder will use their initiative whilst adhering to the responsibilities imposed by CPIA.

Undercover policing holds high risks for officers and reputational risks for NWROCU. Risks emanate from the operational deployments which can manifest personal difficulties amongst those working in a uniquely trusting environment. Mutual support and integrity are expected.

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:

- a) 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) The post is subject to random alcohol and drugs testing in line with the Approved Professional Practice for Undercover Policing.
- c) Post Holder must be prepared to undertake vetting procedures and be able to attain and maintain SC and/or MV vetting level.

9.ORGANISATIONAL CHART

See attached

10. AGREEMENT OF QUESTIONNAIRE CONTENT:

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:
(Please sign when completed)

Date:

Extn: