



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

DIRECTORATE:	NWROCU (Regional Organised Crime Unit)
AREA/DEPT:	Operations
SECTION:	North-West Regional Undercover Unit
JOB TITLE:	DETECTIVE SERGEANT – UCOL CSAE INVESTIGATIONS
REPORTS TO:	DETECTIVE INSPECTOR
CURRENT RANK/GRADE:	DETECTIVE SERGEANT
DATE:	APRIL 2022

1. JOB PURPOSE:

To be an integral part of the North West Regional Organised Crime Unit. (NWROCU) who's primary aim is the identification, disruption and dismantling of organised crime groups causing the most significant harm across the NW. This is achieved by providing specialist and operational support, research and direction on strategic, tactical and emerging issues. The NWROCU facilitates Regional Coordination and Tasking, which then informs and influences decisions allowing the effective deployment of resources. The promotion of collaborative working with key partner agencies and interoperability is necessary to achieve this.

The purpose of this role is to supervise and respond to investigations of Child Sexual Abuse and Exploitation committed online by perpetrators in the North-West area. To ensure that cases are thoroughly investigated, the risk presented by CSAE suspects is effectively managed, children within the region are safeguarded and perpetrators are successfully prosecuted.

2. PRINCIPAL ACCOUNTABILITIES:

- a) Supervise the research, investigation and support for North-West CSAE investigations, providing central support to the region's approach to tackling the highest harm offenders causing harm to vulnerable people and the communities of the North-West.
- b) Lead the team to maximise investigative opportunities and tactics in relation to cyber communications to ensure all operations secure the best use of evolving technology.
- c) Conduct research and undertake thorough risk assessments to prioritise investigations and intervention opportunities.
- d) Manage the staff who are using systems to review and categorise IIOC. Ensure processes are adhered to and that the wellbeing of staff is at the centre of these processes.

- e) Supervise and as necessary interview witnesses and suspects to ensure evidence is gathered and secured in line with legislation and force processes
- f) Manage and investigate large scale and complex CSAE investigations from inception to successful conclusion through the CJ system ensuring action management is in line with the NDM.
- g) Oversee the preparation of complex and protracted case file submissions, quality assuring submissions and intervening where required to ensure best evidence is provided and sensitive material is handled appropriately.
- h) Support the North-West forces with the identification of children at risk of harm, assist with prevention strategies and intervention to support children at risk and attend strategy meetings with partners to share information regarding risk.
- i) Plan and deliver operational briefings and provide support to wider ROCU led and force investigation
- j) Provide guidance to staff who apply to courts to present search warrant applications. Performing a supervisory role, attend and execute search warrants to safely seize and recover evidence in line with process and legislation. Oversee and risk assess the arrest of subjects identified as committing offences and process through the custody procedure.
- k) Be accountable for all Health and Safety issues, including risk assessments.

3a. KNOWLEDGE AND EXPERIENCE:

- (a) Be fully conversant with legislation governing covert police work and cyber related criminality, particularly around CSAE (Protection of Children Act, Criminal Justice Act 1988, Sexual offences Act 2003 and Coroners and Justice Act)
- (b) A thorough understanding of RIPA/ECHR/CPIA and associated legislation relating to the management and development of intelligence products.
- (c) Experience in managing covert or proactive investigations and managing risks associated throughout these operations.
- (d) Strong interpersonal skills supported by a high standard of communication skills, both verbal and written and should have a proven record of innovation and problem solving in an intelligence environment.
- (e) Experience in planning, supervising and maintaining police operations targeting high risk individuals.

(f) The ability to manage and understand vast amounts of diverse data to identify risk and prioritise the activities of your staff.

(g) Be self motivated and have the ability to work under pressure, prioritising workloads and without direct supervision to manage the team effectively.

(h) A sound working knowledge of individual Force Intelligence Systems, including Open Source, and all available intelligence gathering systems both locally and nationally, and be in a position to understand their capability to ensure efficient process.

(i) Hold a PIP 2 qualification and recent experience as a PIP2 manager overseeing complex investigations.

4. RELATIONSHIPS:

a) Supervisory responsibilities:

Supervise constables within the UCOL investigation team on a daily basis, demonstrating a professional competent manner when directing investigative action and being able to motivate and support their operational performance and career development.

b) Supervision Received:

The post holder will report directly to the Detective Inspector.

c) Other Contacts:

Within NW ROCU and NW Regional Forces:

Regular contact and/or attendance at meetings with Police Officers of all ranks, Police Staff of all grades and embedded partner agencies and units within NW ROCU and NW Regional Forces to exchange intelligence / information where appropriate and brief personnel as required on intelligence and other relevant matters.

Outside NW ROCU and NW Regional Forces:

Regular contact and/or attendance at meetings with other forces and regions, other Law Enforcement Agencies including NCA where appropriate and brief personnel on intelligence products or other relevant matters when necessary.

5. CONTEXT:

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

The highest standard of professional service will be provided to all identified customers and partners and all work undertaken will be done in line with agreed parameters adhering to the

National Intelligence Model. The post holder will ensure that all their working practices within the Regional Intelligence Unit (Sensitive Intelligence Unit) are also in line with current legislation, policy and procedure.

The post-holder must demonstrate a pro active response and the ability to deploy resources quickly when immediate risk factors are identified.

The post holder must commit to becoming a subject matter expert in relation to covert CSAE UCOL led investigations.

The role necessitates Monday-Friday shifts working between 0800-1600hrs but with an expectation of flexibility, in line with regulations, when there is an extingency given the unpredictable nature and risk associated with online CSAE investigations.

(b) *Framework and Boundaries:*

Work in accordance with;

NWROCU internal processes and standards.

National Intelligence Model and Information Handling Process OCGM processes.

Lifetime Offender Management

CU Operating Model

Data Protection

The ability to travel on ROCU business is required and as such the possession of a full driving licence is essential.

6. DIMENSIONS:

Financial: N/A

Staff: N/A

Other: The geographic territory is across the 6 constituent North West Forces, the remaining UK police forces and international.

7. JOB CHALLENGES

The post holder must market the Unit in a positive manner to all identified customers and partners. The role also requires the post holder to travel across the region and beyond and to be temporarily prepared to work at other locations to maximise opportunities and fulfil their role.

The investigation of CSAE is complex and challenging, particularly in relation to IIOC and the interpretation and understanding of data. Wellbeing is at the centre of our approach, but the work can be unpleasant and upsetting on occasion.

The post holder will be required to constantly maintain and improve their working knowledge of cyber-crime and opportunities to evolve a response. The post holder will be required to understand CSAE threat and be in a position to respond dynamically as part of a small highly motivated team.

8. ADDITIONAL INFORMATION:

- i) 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.
- ii) Post Holder must be prepared to be Management Vetted, SC security cleared (SC Enhanced) and STRAP briefed and may depending on where the Post Holder is located and responsibilities of role, be required to be subject to additional vetting checks. They must be Section 19 RIPA briefed by appropriate agencies or be willing to complete briefings as required

9. ORGANISATIONAL STRUCTURE

