JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

DIRECTORATE:	North West Regional Organised Crime Unit
AREA/DEPT:	North West Regional Undercover Unit
SECTION:	**REGIONAL UNDERCOVER UNIT**
JOB TITLE:	**Technical Officer**
REPORTS TO:	Detective Sergeant Covert Operations
CURRENT RANK/GRADE:	**CONSTABLE**
DATE:	**December 2024**

1. JOB PURPOSE:

To effectively provide and maintain technical assets, such as hardware, software and digital tools, to ensure the safe and ethical deployment of Undercover Officers (Advanced, Foundation and UC Online) who are deployed in support of authorised activity.

To ensure technical infrastructure is up-to-date, functional and scalable to meet the team needs and create opportunities that are in line with the organisational intelligence and evidential requirements supporting operations into complex serious and organised crime.

To stay informed and provide technical advice and support to colleagues by identifying existing and emerging threats and opportunities in the online space that can be targeted / exploited in order to identify offenders and safeguard victims.

2. PRINCIPAL ACCOUNTABILITIES:

a. To maintain and monitor technical systems, providing support to colleagues within covert premises, and provide administration and assets to the

technical standard required by the law and relevant covert law enforcement policies and procedures.

b. Provide, create and develop capability and knowledge around digital asset, collaborating with teams and other units to produce content that satisfies their needs and requirements
c. Maintain knowledge of legislation, case law and practices appropriate to covert operations and perform the role of a Technical Officer with honesty and integrity.
d. Maintain and record material to produce quality written evidence, ensuring compliance with legislation and NWROCU policy to support prosecutions, or disruptions, where appropriate.
e. Provide advice and assistance to other covert units within NWROCU with regard to undercover tactics and relevant technology trends.
f. Advise the team, NWROCU and wider law enforcement on new tools, technologies and processes that can enhance and assist in digital and undercover investigations.
g. Maintain the confidentiality, duty of care and sensitivity of covert operations and functions in line with NWROCU policy.
h. Undertake responsibility and accountability for the management and maintenance of digital covert assets and equipment. Ensure responsibility for personally issued covert assets in respect of the TO role.
i. Assist with the delivery, or attend training and Continuous Professional Development courses when required. Maintain Officer Safety Training, First Aid Training (plus any other mandatory aspects) as determined by NWROCU policy.
j. Develop and maintain effective working relationships with internal and external partners in order to foster collaborative working and mentoring.

3a. KNOWLEDGE AND EXPERIENCE:

i. Strong knowledge of IT systems, networks and software used for digital media production.

ii. Experience in maintain and troubleshooting hardware and software systems.

iii. Proficiency in digital media production tools (e.g. Adobe PhotoShop).

iv. A keen and enthusiastic approach to staying up to date on the latest technology trends and digital media advancements.

v. Experience of investigations that have utilised covert tactics and a practical knowledge of covert methodology.

vi. Demonstrate an innovative approach to the development of tactical options for SIO's and undertake continuous risk assessments on the activity proposed or undertaken.

vii. Evidence the highest levels of personal integrity and standards.

viii. Strong communication skills including the ability to promote best practice to other members of staff and where necessary challenge the behaviour of people of the same rank.

ix. A knowledge 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.

x. A sound knowledge of issues relating to disclosure

xi. A sound working knowledge of IT systems including 'social networking' and 'open source' research. Recognising the opportunities and risks this may bring to undercover deployments.

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

3b. Desirable Criteria

a. Trained Digital Media Investigator.
b. PIP 2 qualified or willing to undertake the process and obtain accreditation.
c. Experience in networking creation and administration, programming and cyber security.
d. Experience in photoshop and photography.
e. Any relevant experience or certifications in IT or similar technical disciplines.

4. RELATIONSHIPS:

a) Supervision Received:

The post holder will report directly to the Detective Sergeant and Detective Inspector (Com UC) within the Regional Undercover Unit. In their absence the Senior Command Team, NWROCU.

c) Other Contacts:

Within NW ROCU and NW Regional Forces:

The post holder will engage with representatives from other covert units within the NW ROCU and within Regional Forces.

Outside NW ROCU and NW Regional Forces:

The post holder will engage with other police forces, ROCU's, law enforcement agencies (NCA, HMRC), National Undercover Working SubGroups, CPS, and any other relevant agency required.

5. CONTEXT:

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

The TO role plays a key role within a cross-functional team, providing critical technical support and media assets that directly impact the success of NWROCU operations and initiatives.

Support lawfully authorised undercover operations in the North West region, and support other regions through reciprocal arrangements.

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, current policy and legal parameters is required.

Working patterns are based on office hours but flexibility and demanding working hours are required to reflect the dynamic nature of undercover work. The post holder may be required to work away from home overnight and respond outside of core hours when advice or guidance is needed.

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

The post holder will work within the framework of criminal law, force/regional policies, NPCC, National Undercover Working Group (NUWG) and Home Office guidelines.

Work in accordance with RIPA Codes of Practice governing use and conduct of CHIS (relevant sources); ECHR; Undercover APP; NUWG; standards set by rules of accreditation, Data Protection and CPIA.

6. DIMENSIONS:

Financial: *N/A*
Staff: *N/A*
Other: *N/A*

7. JOB CHALLENGES

Undercover policing holds high risks for officers and reputational risks for NWROCU. Risks eminate 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 covert structures, maintaining operational security and protecting tactics. The post holder has a responsibility for their own personal wellbeing and to support the wellbeing of all staff in the unit. It requires a competent and assured mentality and the ability to professionally challenge the behaviours of others if necessary.

8. ADDITIONAL INFORMATION:

In addition, the post holder must maintain strong working relationships with other backstopping staff nationwide, exchanging experiences, best practise and disseminating this to other covert units when required. The role also requires a

commitment to attend a twice yearly backstopping working group with the national backstopping community to discuss and implement best practise.

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.

The post holder must be prepared to undertake vetting to a minimum of MV and SC level. The role could be subjected to DV level at a future stage.

The job description cannot be exhaustive and the post holder will be required to carry out all duties commensurate with the role. These will also include working closely with the office manager around Unit finances.

The post is subject to random alcohol and drugs testing in line with the Approved Professional Practice for Undercover Policing.

9. ORGANISATIONAL CHART:

