



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 CONSTABLE

REPORTS TO: Detective Sergeant

CURRENT RANK/GRADE: DETECTIVE CONSTABLE

DATE: November 2018

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

To investigate 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) Research agencies / information and analyse intelligence and crime patterns to identify offenders, thus enabling the preparation of target profiles.
- b) Plan and prepare operational orders to ensure efficient operations, taking cognisance of all risks and Health & Safety legislation.
- c) Professionally interview main suspects / witnesses in serious crime, to gain the best evidence possible.
- d) Document and handle exhibits in criminal cases in accordance with current policy to enable professional presentation at Court.
- e) Prepare prosecution files for offences to enable all the facts of the case to be presented.
- f) Operate technical equipment used on covert operations skillfully to avoid compromising such an operation.
- g) Participate in surveillance operations to obtain intelligence / evidence.

- h) Perform the role of Disclosure Officer, dealing with large volumes of material much of which will be of a sensitive nature.
- i) Undertake all responsibilities relating 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 achieve compliance 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?).

It is essential that the post holder have investigative experience in order that a major investigation can run effectively.

It is essential to have completed I.C.I.D.P or an equivalent CID training program in order to be effective in the role or willing to undertake the ROCU PIP 2 pathway.

Must have recent investigative experience in order to deal effectively with issues concerning this type of enquiry.

Experience in the investigation of level 2 criminality (overt/covert)

Have the ability to plan / prepare operational orders and brief personnel to ensure an efficient and safe operation.

Have a sound knowledge of the Regulations of Investigatory Powers Act (RIPA) 2000, and its relevance to Police covert investigations.

Must have completed a recognized investigative interviewing Course

Be fully conversant with the Human Rights Act 1998, particularly those sections that impact on major investigations and prosecutions.

Have experience of interviewing main witnesses / suspects in serious offences in order that the matter is investigated efficiently and gain the best evidence possible.

Have the skills to prepare prosecutions files for serious offences and liaise with CPS in a professional manner, and enable all facts of the case to be presented.

Display the necessary skills and attributes to successfully complete a CoP authorized course and become accredited to National level 1 surveillance qualification and continue to develop skills, enabling competent use of technical equipment and avoiding compromise of operations.

Willingness to be flexible in response to changing circumstances with regard to operations and request for support from Forces

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

Requires all aspects of the criminal law and in particular the Codes of Practice, as outlined by PACE 1984.

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

None

(b) Supervision Received:

Daily contact with Detective Sergeant

(c) Other Contacts:

(i) Within Regional Forces:

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

(ii) Outside Region:

Forensic Service Providers, RART, DWP, HM Customs and Revenue, SOCA, UKBA/BF. These contacts are used on a regular basis in order to investigate or target organised crime effectively.

5. CONTEXT:

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

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.

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

Criminal Law, guidelines set down by ACPO, compliance with Health & Safety, Diversity and ECHR.

Adherence to the policies and Standard Operating Procedures as laid down internally by NWROCU.

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

N/A

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

Financial: N/A

Staff: N/A

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 NWROCU

The post holder is required to hold a full driving license.