



## **JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)**

### **HMI CATEGORY CODE:**

|                            |                                                |
|----------------------------|------------------------------------------------|
| <b>DIRECTORATE:</b>        | NWROCU (Regional Organised Crime Unit)         |
| <b>AREA/DEPT:</b>          | North West Regional Crime Unit Undercover Unit |
| <b>FAU:</b>                |                                                |
| <b>SECTION:</b>            | <b>UNDERCOVER POLICING UNIT</b>                |
| <b>JOB TITLE:</b>          | <b>CONSTABLE UNDERCOVER ONLINE</b>             |
| <b>REPORTS TO:</b>         | Detective Sergeant Covert Operations           |
| <b>CURRENT RANK/GRADE:</b> | <b>CONSTABLE</b>                               |
| <b>DATE:</b>               | <b>27/04/15</b>                                |

### **1. JOB PURPOSE:**

To utilise the internet for the purpose of establishing and maintaining relationships with individuals, networks or organisations with the covert purpose of obtaining intelligence, information or evidence as part of an authorised operation.

### **2. PRINCIPAL ACCOUNTABILITIES:**

- a) Deliver the UC On-Line undercover tactic to the highest standard in accordance with the Authorised Professional Practice (APP) for undercover deployments.
- b) Provide practical advice and guidance to investigating officers on how to utilise computer networks to recover information, intelligence and evidence of criminal activities.
- c) Develop and maintain the integrity of the unit's accredited UC On-Line secure covert infrastructure, including but not limited to; changes and advancements in technology, the use of financial accounts, businesses and legends, thus supporting a secure environment and platform for the safe deployment of UC On-Line undercover operations.
- d) Assist the Units supervision to promote the UC On-Line tactic through the identification and presentation of 'lawfully audacious' undercover tactics for the consideration of SIO's and Senior Officers.
- e) Monitor and maintain UC On-Line administration systems in the support of the units own covert infrastructure to ensure the use of the On-Line equipment is safe and ethical.
- f) Assist the Units supervision by taking responsibility for monitoring CPD for UC On-Line officers with regard to enhancing legends and the ability to deploy in a safe, ethical and audacious manner.
- g) Adherence to agreed psychological support for persons undertaking the role of UC ON-Line as per APP.
- h) Add value to the unit's financial budget through the effective acquisition and use of covert resources and documentation.

- i) Ensure that the Unit adheres to the principles of 'best value' in its purchase of any item to support undercover deployments and its covert infrastructure and that the disposal of any such items is undertaken safely and to the highest ethical standards.

### **3a. KNOWLEDGE AND EXPERIENCE:**

- (a) Significant experience within an investigative role or experience and evidence of investigations that have utilised the undercover tactic and a practical knowledge of undercover methodology.
- (b) It is desirable but not required that the post holder has successfully completed the ICIDP/National CID Foundation Course.
- (c) Demonstrate an innovative approach to the development of tactical options for SIO's and undertake continuous risk assessments on the activity proposed or undertaken.
- (d) Evidence high levels of personal integrity and standards.
- (e) The post holder must successfully complete the Pilgrim On-Line undercover course.
- (f) The post holder must successfully complete the College of Policing Digital Awareness for Covert Operatives Workshop course (DACOW).
- (g) Strong communication skills including experience of the consultation processes with CPS / Counsel liaison in complex crime prosecutions and giving evidence at Crown Court.
- (h) Promote best practice to other members of staff and where necessary challenge the behaviour of people of the same rank.
- (i) A comprehensive knowledge and practical experience 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.
- (j) A sound knowledge of observation and surveillance techniques and attendant issues relating to disclosure and have experience of working in a sensitive or confidential environment.
- (k) Knowledge of intelligence handling in a confidential environment, and sound working knowledge of individual Force Intelligence Systems, including Open Source, and all available intelligence gathering systems both locally and nationally with experience of conducting continuous risk assessments in relation to operational deployments.
- (l) Be self motivated and have the ability to work flexibly, under pressure, prioritising workloads and working to tight timescales within a dynamic environment.

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

The post requires an understanding of criminal law powers particularly those contained within PACE, RIPA and CPIA.

#### **4. RELATIONSHIPS:**

##### ***a) Supervisory responsibilities:***

None

##### ***b) Supervision Received:***

The post holder will report directly to the 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 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 law enforcement agencies (NCA, HMRC), National Undercover Working Sub-Groups, CPS, and any other agency required.

#### **5. CONTEXT:**

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

Provide and support lawfully authorised undercover operations online in the north-west region, and support other regions through reciprocal arrangements to provide online support for national and international deployments.

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.

Working patterns are based on office hours but frequent flexibility and demanding working hours are required to reflect the dynamic nature of undercover work. The post holder will be required to 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, ACPO 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 supervision by robustly adhering to and promoting, Standard operating Procedures relevant to the undercover unit budget, associated unconventional funding and expenses pertaining to the unit structure and operational deployments. Liaison with the Office Manager with regard to the intrusive scrutiny of budgetary matters.

**Other:** Liaison and guidance to SIO's and staff in supporting investigation roles.

## **7. JOB CHALLENGES**

Undercover policing holds high risks for officers and reputational risks for NWROCU. Risks emanate 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 an entire covert infrastructure, keeping operational security, and protecting tactics. The post holder has a responsibility for their own personal well-being and to assist in promoting the well-being of all staff in the unit

## **8. ADDITIONAL INFORMATION:**

- i) The post holder will have a principle job within the UCO unit but will be required to work in a mutually supportive way adding resilience across the unit.
- ii) 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.
- iii) Post Holder must be prepared to undertake vetting to whichever level agreed.
- iv) The job description cannot be exhaustive and the post holder will be required to carry out all duties commensurate with the role.
- v) The post is subject to random alcohol and drugs testing in line with the Approved Professional Practice for Undercover Policing.