

JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: North West Regional Organised Crime Unit
AREA/DEPT: North West Regional Undercover Unit
SECTION: Regional Undercover Unit
JOB TITLE: **FILE BUILDER**
REPORTS TO: Detective Sergeant UCOL
CURRENT RANK/GRADE: **E**
DATE:

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

To provide support to the Regional Undercover Online Unit by performing a range of supportive functions, including case / file building, exhibits management, disclosure scheduling as well as other administrative supporting roles and liaison with force and partner agencies. The role is to support and remove the administrative burden of Police Officers conducting undercover investigations. Through appropriate tasking processes the postholder will complete files in relation to local, regional and national strategic priorities including (and principally) Child Sexual Exploitation and Abuse (CSEA), Firearms, Modern Slavery & Human Trafficking, Serious Acquisitive Crime, Money Laundering and Controlled Drugs.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Perform the role of case builder, preparing complex MG files and schedules in support of Undercover Policing Unit investigations thereby supporting the prosecution process.
- b) Record and retain the material gathered during the investigation, assess the relevance of such and assist the appointed Disclosure Officer (within the investigation team) by directing them to the recording mechanisms for the 'unused' sensitive and non-sensitive material,

- c) which will assist in the overall scheduling of the material as required by Criminal Procedures and Investigations Act (CPIA) 2000.
- d) Prepare and develop files to a high standard under the general direction of the Operational Lead (or Deputy) and in accordance with the protocols agreed between Criminal Justice partners, in regard to precharge advice and the Manual of Guidance for the preparation of all types of prosecution files. This will include regular consultation and liaison with CPS, Prosecution Counsel, Witness Care colleagues and or other agencies.
- e) Complete as required, witness statements ensuring a high quality, as well as securing all available evidence which is then correctly exhibited, produced, reviewed, copied, stored and labelled.
- f) Act as the Specific Point of Contact (SPoC) and respond to queries, requests or file upgrades, from Forces, CPS and other partners as required in a timely manner
- g) Liaise with management and co-ordinate, allocate, case track and monitor progress, ensuring a prompt and high quality response.
- h) Maintain a close liaison with the Unit Operational Lead and their Deputy, the UCOL D//Sgt, and Cover Officers, conducting regular reviews of the Undercover Officer's (UCO) pocket notebook, whether paper or electronic, identify intelligence / evidential areas of concern and to bring them to the attention of the Op Lead (or Deputy).
- i) Continually promote and adhere to Standard Operating Procedures consistent with Undercover Authorised Professional Practice (APP).
- j) Adhere to the Code of Ethics at all times and where necessary challenge the behaviour of colleagues.
- k) Undertake all responsibilities relating to information management, data quality, information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management issued by the College of Policing including Home Office Code of Practice on MoPI.

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?).

The post holder will require a thorough knowledge of law, policy and procedure necessary to prepare files to a high standard and an understanding of criminal justice procedures in the Criminal Justice Environment.

Proven experience of investigating serious and organised criminality are required because of the complexities of undercover investigations and requirement for the presentation of best evidence to court.

Ability to prepare 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 thorough understanding of the various intelligence products used to underpin complex investigations.

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) and associated legislation.

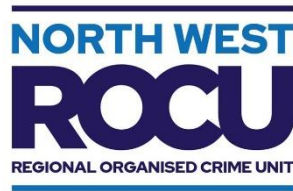
Conversant with the Disclosure Manual and the Attorney General's Guidelines on Disclosure. Ability to maintain knowledge of new legislation and case law around CSEA, Serious Criminality and Undercover issues.

Ability to plan and prioritise workloads to meet deadlines.

Ability to communicate and network with various internal and external stakeholders.

Ability to make decisions and stand firm in situations of challenge.

Ability to remain flexible to meet needs in a highly pressured environment and work well as part of a small team.



Excellent communication skills and able to tailor style to appropriate audience.

Ability to think creatively to tackle and solve problems and issues as they arise.

Ability to use IT Software, particularly Office tools such as Word, Excel and PowerPoint.

Possess current driving license and able to successfully complete a Police assessment of driving skills.

Knowledge of current online investigations and open source research.

Must be able to attain and maintain SC and/or MV vetting level.

3(b) (Does your 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:

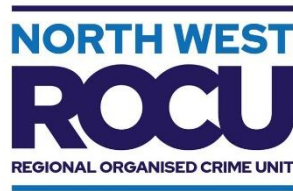
The post holder will report directly to the Detective Sergeant (Dep Ops Lead). Second line manager is the Detective Inspector (Ops Lead) in NWROCU UCOL Unit and in their absence the Head of Unit.

The post will frequently work without supervision with the expectation that the post holder will problem solve and use their own initiative to build quality CPIA compliant files

(c) Other Contacts:

(i) Within North West Region:

The post holder will engage with SIOs / OICs across northwest regional forces, either within Sex Crime teams or within a Division / as required.



Member of the other capabilities with NWROCU

(ii) ***Outside North West Region:***

The post holder will engage with key partners such as: Other law enforcement agencies, CPS Lawyers and Prosecuting Counsel, Defence Solicitors, HM Government departments, Technical and / or Forensic service providers and Witnesses.

5. **CONTEXT:**

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

This post forms part of a investigative support function in support of the undercover operatives. The post holder will provide support to lawfully authorised undercover online operations in the North-West region.

The Undercover Online Unit is part of North West ROCU tasked with gathering evidence for the prosecution of individuals suspected of committing offences that feature as part of the National, Regional and Local Strategic Priorities – predominantly CSEA. Subjects are identified through a tasking and coordination process at regional level and all work undertaken is subject to appropriate RIPA authorisation.

The Unit currently operates across a number of sites and the post holder will be required to be flexible in terms of working hours and location. However they will generally be expected to work at a regular location during ‘office hours’. The post holder will work a flexi-time working pattern in line with NWROCU policy spanning the hours 7 am to 7pm on weekdays, Monday to Friday, excluding public holidays.

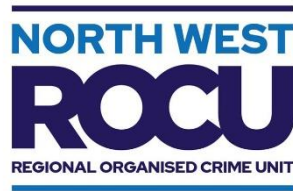
Customers are the NW Forces and other key partners who will receive completed packages for prosecution.

The post holder will work well as part of a team including other case builders, intelligence development officers, researchers and the wider UCOL team.

A strong focus on integrity and application of national standards and current policy and legal parameters is required.

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

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, MOPI, Data Protection, CPIA.

- (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: Provide support to the Units supervision and Office Manager by adhering to financial Standard Operating Procedures in a consistent and timely manner.

Staff: Nil

Other: N/A

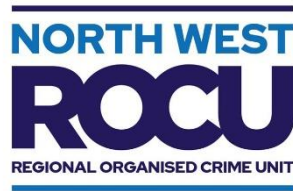
7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

This role is designed to improve efficiency and relies on greater use of the post holder's specialist knowledge and experience to ensure a consistent approach to evidence gathering and file preparation.

The prosecution files involved are often complex with a large amount of sensitive, and at times, offensive material. The need for an organised system of work is essential in managing workloads so all schedules are kept up to date, and relevant court deadlines are not missed. The post holder will need to be able to work collaboratively with others and be assertive on occasion to ensure all priorities are met.

The post holder will, by and large, be required to work unsupervised and 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 and 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 and the practical

detail of operation policy including risks to the individual as a result of inappropriate disclosure, especially when considering cases involving CSE.

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:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

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.

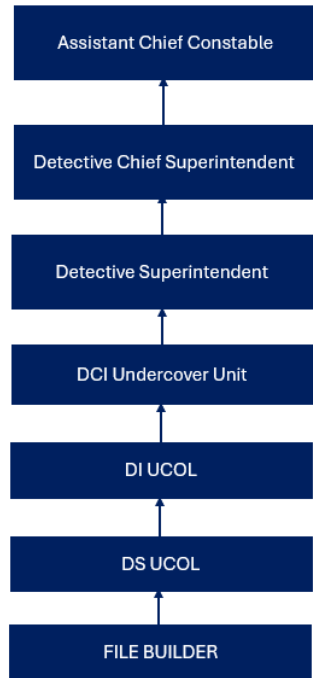
Post Holder must be prepared to undertake vetting procedures.

Cases lost at Court due to disclosure failings could damage the reputation of not only NWROCU, but also all other stakeholders involved in the prosecution of the most serious criminals and the consequent waste of public funds.

Whilst working in the UCOL Unit the post holder may view images and or other material which is indecent (including images of children) or in other ways offensive. All staff may be invited to attend regularly with a psychologist to ensure their wellbeing and welfare is monitored.

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn