



MERSEYSIDE  
**POLICE**

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

**DIRECTORATE:** Investigations  
**AREA/DEPT:** Protecting Vulnerable Persons  
**FAU:**  
**SECTION:** Sex Offender Unit  
**JOB TITLE:** **SEX OFFENDER MANAGER**  
**REPORTS TO:** Detective Sergeant  
**CURRENT RANK/GRADE:** **E**  
**DATE:** APRIL 2019

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

To proactively monitor registered sex offenders residing in the force area to decrease the risk of further offending. To co-ordinate the monitoring of offenders together with outside agencies.

**2. PRINCIPAL ACCOUNTABILITIES:**

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

- a) Maintain the Sex Offenders register in accordance with Sexual Offences Act 2003 ensuring compliance with force standards.
- b) Oversee the registration and monitoring of any allocated low, medium, high and very high risk sex offenders within the force area to ensure efficient and effective measures are in place to manage risk.
- c) Visit registered offenders to establish suitability of place of residence and ensure risk assessment is completed to ascertain if there is any likelihood of them re-offending. Make regular visits thereafter depending on risk category of offender and attend multi-agency risk assessment meetings as required.
- d) Prepare and maintain files on all registered sex offenders ensuring compliance with Force standards, maintaining Force IT systems (i.e. Niche, Storm etc) and sex offender databases (Visor) to ensure accurate information is maintained and in respect of offenders failing to comply with conditions, ensure that the offender is reported for the offence.

- e) Maintain close liaison with internal departments i.e. Public Protection Unit, Abusive images unit and outside agencies and other Forces, to ensure a cross flow of information, acting as co-ordinator between all, in order to reduce or maintain risk levels to the public.
- f) Proactively and reactively investigate any information received relating to a known sex offender, including allegations of crime, breaches of Notification/Sexual Offences Prevention Orders/Sexual Harm prevention orders/Foreign travel orders. Prepare and process Sex Offender Prevention Orders, Risk of Sexual Harm Orders and Foreign travel orders.
- g) Ensure all safeguarding issues are identified and concerns are raised with the relevant departments or partner agencies. Attend professionals meetings as and when required.
- h) Ensure any threat management issues in respect of any Registered Sex Offender is brought to the attention of the relevant Local Policing area.
- i) 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 must have some experience in relation to risk assessment / risk management, safeguarding and working in a multi-agency environment.

The post holder must be willing and able to undertake relevant courses to enable them to conduct criminal investigations together with the ability to interview witnesses and victims, and interview suspects. They must have or be able to work towards gaining a sound and accurate working knowledge of legislation and procedures relevant to the documenting, handling and storage of exhibits, the responsibilities and procedures in respect of disclosure.

Excellent communication and interpersonal skills are essential to be able to maintain and co-ordinate the flow of information between internal and external departments / organisations and Registered Sex Offenders.

The post holder must already possess good IT skills and it is desirable for them to have a working knowledge of force systems, particularly Niche, Storm and Visor to be able to maintain and update systems with current information.

Ability to work in a small team with minimum supervision.

Desirable, but not essential to have some investigative experience to perform telecoms enquiries and RIPA authorities, if required, for surveillance purposes or to locate Missing/wanted RSO's.

Should be fully conversant with Sexual Offences Act 2003, relevant aspects of PACE, RIPA and other appropriate legislation.

Willing to attend and successfully complete a training course which will include PEACE interview course, disclosure and exhibit training, PNC, STORM and Niche training, Risk Matrix 2000 risk assessment training, ARMS training, ViSOR (Violent Sex Offender Register) user training, MOSOVO (Management of Sexual and Violence Offenders) training, driver training and Personal Safety Training as and when required.

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

The post holder will be required to lawfully exercise with professional judgement the 'designated powers' as determined by the Police Reform Act 2002, and as authorised by the Chief Constable of Merseyside Police.

These powers are; to make PACE Section 8 warrant applications, to access excluded and special procedure material, to enter and search after arrest, a general power of seizure of evidence, access and copying evidence in the case of things seized by Constables, to accept the transfer of prisoners for the purpose of interview, power to require an arrested person to account for certain matters and some extended powers of seizure.

**4. RELATIONSHIPS:**

**(a) Supervisory responsibilities:**

N/A

**(b) Supervision Received:**

Line manager is Detective Sergeant – Sex Offender Unit.

**(c) Other Contacts:**

**(i) Within Merseyside Police:**

Regular contact with Criminal Investigation Departments, Protecting Vulnerable People Units, Force Intelligence, Public Protection Unit, Abusive images unit, Unity, response and community officers.

(ii) ***Outside Merseyside Police:***

Regular contact with Probation Service, courts, Social Services, Local Health Authority, Education Authority, Prison Service, Housing Department, and other Police Forces regarding Sex Offenders.

Regular contact with Sex Offenders to establish suitability of residence and undertake risk assessments

**5. CONTEXT:**

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

Post holders will be expected to work across the Force area from a centralised base, this will include however, some satellite working.

Post holders will work alongside and manage the same risk levels of Police Officer colleagues who will assist with warranted powers as and when required.

Duties include 8-4 day shifts during the week, with requirement to work one late shift per week. There is an occasional requirement to work weekends.

Customers are in particular the general public, offenders, operational officers and relevant outside agencies.

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

The post holder is required to work within legal frameworks such as the Sexual Offences Act 2003, and other legislation covering areas such as harassment, family law, and the protection of children and management of sex offenders.

Work practice and procedures are determined by Force Policy, Home Office recommendations, Visor standards, MOSOVO policy, Criminal and Civil Law.

Compliance with Health & Safety legislation is required.

(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:* Particularly with Very High and High Risk Offenders, the role of the Sex Offenders Unit can impact on resources if their management is inadequate or a pattern of re-offending emerges, which was avoidable by robust offender management.

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

The role carries a responsibility to co-ordinate a comprehensive response to the effective management of Registered Sex Offenders.

The post holder performs a role that can be stressful at times due to the demands in a sensitive and sometimes distasteful and confrontational aspect of police work.

This role has a mandatory requirement to be vetted to MV level in order for access to Visor to be facilitated.

Working in a sensitive environment and away from parade station, often without supervision for long periods within any working day requires the utmost integrity.

The need to have an awareness of the ability of Registered Sex Offenders to 'groom' offender managers.

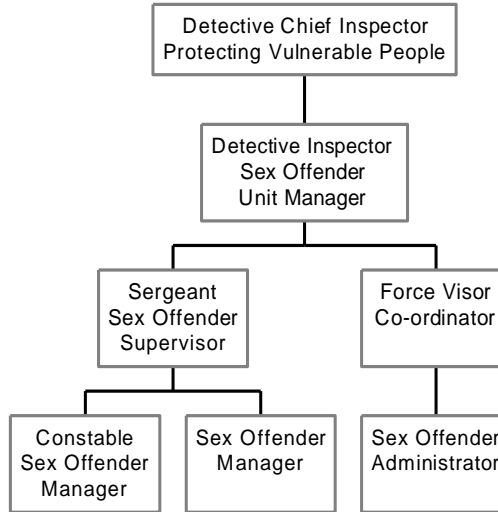
**8. ADDITIONAL INFORMATION:**

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

N/A

**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: