



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

DIRECTORATE: Local Policing & Criminal Justice
AREA/DEPT: Prevention
FAU:
SECTION: Offender Management
JOB TITLE: **VISOR SUPPORT OFFICER**
REPORTS TO: Force VISOR Unit Manager
CURRENT RANK/GRADE: **C**
DATE: June 2024

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

To obtain, input, manage, maintain, review, update and quality assure all aspects of information relating to VISOR administration held on the Police National Computer and VISOR including sex, violent and terrorism offenders. To ensure that the Police National Computer is populated to the highest standard with regard to data quality and Modus Operandi key-wording of sexual offences and intelligence information in order to support force research capability. To provide administrative support to the Sex Offender Managers and to liaise with partner agencies to share information and resolve issues regarding VISOR nominals.

2. PRINCIPAL ACCOUNTABILITIES:

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

- a) Ensure that PNC, Niche and VISOR records relating to Sex Offenders and other VISOR nominals are populated accurately and in a timely manner in accordance with the national VISOR and PNC standards and the College of Policing guidance on the Management of Police Information. Ensure the highest standards in relation to these offences are met with regard to antecedent and Modus Operandi information in order that the intelligence is available to all police forces. Provide guidance and advice to the force concerning intelligence in relation to Sex Offenders and other ViSOR nominals.

- b) Validate all sex offender, terrorist and violent offender correspondence received within the unit in order to establish if there is a requirement to register. Apply all Sex Offender Registration Orders and other Registration Orders to the PNC in order that the information is available to all forces. Create offender on VISOR system, populating with all available information from PNC, Niche and court documents. Ensure any civil / ancillary orders issued by the courts upon conviction or civil application are accurately inputted to VISOR and PNC in a timely manner. Input intelligence and information to VISOR from home visits, ARMS assessments and other documentation where appropriate including the daily checking of Sex Offender Unit Niche intelligence logs and regular reviewing of PNC Daily Activity Files (DAFs), flagging information to offender managers and supervisors where necessary.
- c) To assist the Senior Visor Support Officer with the co-ordination and administration of Registered Sex Offenders placed into Reactive Management including annual reviews.
- d) To undertake remote contact with Registered Sex Offenders in order to arrange appointments and to clarify any administrative information to ensure Visor compliance and accuracy.
- e) To raise any issues identified with information and documents received from the courts, probation service or other forces. To research and respond to legal queries received by the courts, probation service and other external agencies in respect of sentencing issues, sex offender notification thresholds, civil orders and any other relevant issues.
- f) Maintain a file tracking system for sexual offence arrests/charges, civil orders and notification/breach of civil order offences and offences committed by Sex Offenders to support the organisation by tracking such cases and ensuring opportunities to proactively manage offenders and protect the public are not missed.
- g) Research and analyse all relevant information from arrest details and statements to complete a full MO and comprehensive key wording of Sexual Offences onto PNC and the VISOR system, enabling police and other agencies to interrogate force systems to detect crime, whilst adhering to the Data Protection Act.
- h) Conduct research on police systems to support operational colleagues and investigators including PNC, VISOR, Niche, PND, open source / internet searching and any other systems accessed by the unit. Provide advice and guidance relating to VISOR and Sex Offenders to colleagues across the organisation. Liaise with partner agencies including the prisons, courts and probation to share information and resolve issues relating to ViSOR nominal management.

- i) Undertaking administrative tasks for foreign travel issues, including notification, WICU alerts, updating of VISOR and PNC, creating of SISII alerts, G/M forms and other relevant documentation and liaising with offender managers and other agencies as appropriate.
- j) Support the MAPPA Support Officer with MAPPA queries, liaising with partner agencies to provide information where appropriate. Where required assist MAPPA Support Officers in facilitating, arrange and attend police led MAPPA meetings for relevant MOSOVO offenders, minute and provide detailed, concise reports and disseminate them to relevant agencies, extract information obtained from MAPPA meetings and update relevant systems.

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?).

Knowledge of relevant Force Systems and Magistrates / Crown Court systems including the following: PNC, Niche, VISOR, Xhibit, Libra, Microsoft Office applications in order to utilise them to undertake the role or completion of relevant training.

Working knowledge of the following legislation and procedures including:
PACE and Criminal Evidence Act 1984

Data Protection legislation

Sex Offender legislation

Terrorism Legislation

MAPPA Guidance

MOPI

National VISOR Standards

European Human Rights Convention legislation, this is required in order that the post holder is aware of rules governing access/storage of data on PNC, Niche and VISOR etc.

The ability to process complex and substantial amounts of information in a logical format will enable the post-holder to be able to work on tasks that require a logical and methodical approach to tackle information with the requirement to be able to provide attention to detail.

Communication skills both written and verbal are required in order to liaise with police/police staff both within the force and externally and to give presentations as required.

Accurate input of data is required; therefore it is essential to possess excellent keyboard skills.

The ability to compare MOs etc. across forces is a vital requirement in crime detection.

Ability to act upon own initiative, working either alone or as part of a team is essential due to hours required to work.

A logical approach and an analytical mind is required in order to decipher the necessary information often buried in files, statements etc.

Other legislation, codes of practice and force policy relevant to the role.

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

No

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

None.

(b) Supervision Received:

Reports directly to Force VISOR Unit Manager

(c) Other Contacts:

(i) Within Merseyside Police:

Daily contact within Merseyside Police including Matrix Serious & Organised Crime, PNC Bureau, Force Solicitor, Data Protection/FOI Co-ordinator, FIB, PPU / Unity, High Tech Crime Unit / Abusive Images Unit, SIO's and investigators, operational officer and other Prevention teams.

(ii) Outside Merseyside Police:

As and when required contact with other forces, National Probation Service, Youth Offending Service, magistrates and crown courts, prisons, local authorities, UKBA, National Crime Agency / Titan, PNC at Hendon and Registered Sex Offenders.

5. CONTEXT:

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

Post holder works across the Force area from a central location within the force flexible working scheme.

The unit support the organisation in the management of sex offenders and other ViSOR nominals including violent, terrorism and potentially dangerous offenders also by effective, quality administration of VISOR and PNC.

The unit ensure the close working relationships between Merseyside Police, other forces and partner agencies are maintained.

The unit assist investigators and operational officers with a research capability, utilising VISOR, PNC and Niche amongst other systems to identify potential suspects for sexual offences based upon MO, description and other searchable information.

The unit also support the Sex Offender Managers with VISOR administration and MAPPA support.

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

All computerised / manual criminal records and disclosures are strictly in accordance with Home Office Directives which are reviewable.

Operating procedures, duties and responsibilities are governed by local departmental policy and are reviewable.

The unit work within national standards and directives for VISOR, sex offender management and systems such as PNC.

The unit comply with MAPPA guidance, MOSOVO policy and PVP policy and legislation (child protection, vulnerable adults, domestic abuse, CSE, harmful practices) in highlighting potential safeguarding risks and concerns.

(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: Nationally this is a demanding, critical role and contributes to ensuring that the force fully complies with the Sexual Offences legislation, within the national timescales, relating to the management and registration of Registerable Sex Offenders and other VISOR nominals. Failure to do so could jeopardise the

reputation of Merseyside Police and have serious consequences. Errors made in this role could lead to local and national media attention and civil litigation. The application of information/intelligence, including detailed Keyworded M.O.s to the PNC and VISOR, is known to increase cross border detection rates.

The heightened public and media interest surrounding sexual offences has resulted in a sharp increase in sexual convictions. The unit is responsible for the administration of over increasing numbers of active offenders.

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

This post has a direct impact on the effectiveness of operational policing, and in maintaining public safety. To identify impact and consequences on legislative and procedural changes and make recommendations to relevant strategic meetings. The post holder will be dealing with an aspect of police work, which can be unpleasant and requires sensitivity, tact, diplomacy and discretion. The role also ensures that the force fully complies with the legislative and policy requirements in place for ViSOR nominals including sex offenders, violent offenders, terrorism offenders and potentially dangerous people. Failure to do so could harm the reputation of Merseyside Police. Effective partnerships must be maintained with the National Probation Service, prisons and other agencies.

The ability to analyse, interpret and process accurate information onto the Police National Computer and Visor.

The ability to work under pressure and work to timescales and deadlines.

The ability to work as part of a team.

To work on own initiative with minimum supervision.

Maintain an awareness of the implications of the Human Rights Act and the Data Protection Act and the principles of MOPI, for the purposes of applying intelligence to the PNC and avoiding civil litigation.

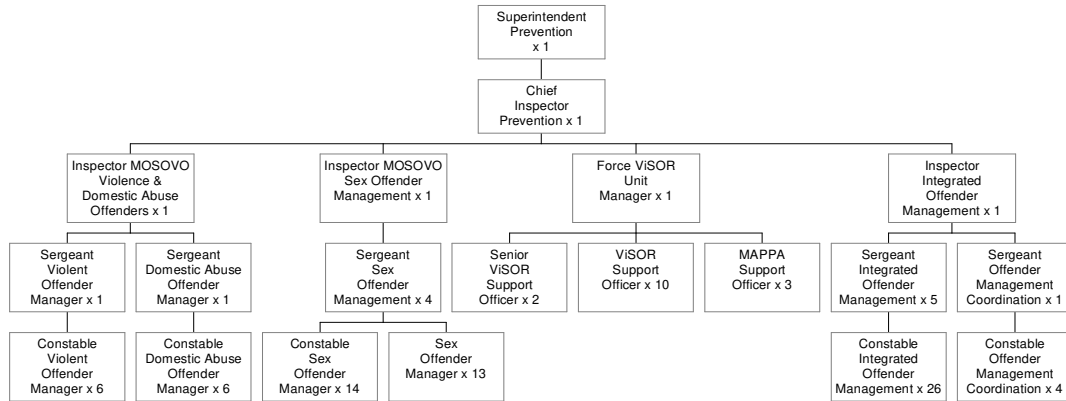
8. ADDITIONAL INFORMATION:

(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 be security cleared to at least SC level

The post holder may be exposed to details of offences committed of a violent and or sexual nature, and this may cause distress.

9. ORGANISATIONAL STRUCTURE:



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