



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: Force Investigations

AREA/DEPT: Level 2 Investigation

FAU:

SECTION: Homicide Support Unit (HSU)

JOB TITLE: **INVESTIGATION SUPPORT OFFICER (ISO)**

REPORTS TO: Action Manager

CURRENT RANK/GRADE: **E**

DATE: December 2017

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

To participate as part of a team dedicated to homicide and serious crime investigations. To review records and documentation obtained during the course of such investigations to ensure legal and procedural compliance and to identify further investigative opportunities.

2. PRINCIPAL ACCOUNTABILITIES:

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

- a) To participate in evidence gathering, file preparation and presentation of evidence at court in relation to murder investigations post charge and to conduct the duties of outside enquiry officer, telecommunications officer, exhibits officer and disclosure officer as and when necessary and to provide cover to the Action Managers in their absence.
- b) To undertake individual responsibility for allocated actions, multi-task in different roles across a number of separate murder enquiries and manage workload without supervision and to identify urgent matters in order to ensure that they are dealt with expeditiously and / or brought to the attention of the investigation SIO through the appropriate line management.
- c) To assist in the completion of files and associated paperwork in respect of prosecutions. Where directed by the SIO act as case officer in Category 'C' murder, homicide and other serious crime investigations, submitting time bound full and complete files of evidence to national standards for review by Crown Prosecution Service and attend judicial proceedings to give evidence if required.

- d) To work with partners in both the judicial and coronial system, forensic service providers and other stakeholders in preparation for trial at Crown Court, Coroner's inquest and other hearings. To represent the SIO during these processes as required.
- e) Trace and take statements from witnesses, interview suspects under caution when necessary and uplift exhibits in compliance with all relevant legislation. Support witness management including contacting and interviewing witnesses and supporting witnesses throughout the criminal justice process.
- f) Maintain a high standard of accuracy and professional judgment when reviewing, analysing and evaluating large amounts of information on investigations, working in a systematic and logical way in order to secure evidence, identify gaps or further evidential opportunities whilst ensuring compliance with legislation, local and national guidelines.
- g) Support the processes regarding seized material and exhibits including the correct labelling, recording and safe handling of exhibits, managing or assisting in the recording of exhibits onto a database ensuring the accurate continuity of exhibits.
- h) Present CCTV and other images into a computerised digital format to aid briefings and delivery of evidential presentation of such material by the SIO, investigation team and Crown Prosecution Service.
- i) To support the warrants process including preparing paperwork in relation to obtaining search warrants from the courts and in conjunction with police officers, execute search warrants and undertake searches.
- j) Be accountable for all Health & Safety issues, to include risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health & Safety at Work Act 1974.
- 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?).

It is **essential** that the post holder has extensive experience in the following in order to review cases and to quality assure processes:

- An in-depth criminal investigation background with experience in investigating complex and protracted enquiries
- Experience in the roles of disclosure, exhibits, telecommunications and outside enquiries on live investigations
- Experience of authoring complex reports
- Experience of utilising the Niche system
- Preparation of prosecution files
- Liaising with CPS, legal representatives and other agencies involved in crime investigations.
- PEACE Tier 2 interview witness and suspect trained.
- Knowledge of procedures in relation to RIPA and information handling disclosure

It is **desirable** that the post holder has experience of the following, in order to review cases, lead investigations and quality assure processes:

- File management
- Experience of investigating Domestic Violence and Child Protection cases
- Proven inter-personal and communication skills.
- Knowledge of major incident room procedures
- Tier 3 Specialist interview trained.

To display a high level of flexibility, resilience and dependability to cope with high profile and sensitive investigations, extended working hours and demanding workloads associated with the post, displaying the appropriate level of integrity and confidentiality.

Ability to present information clearly and concisely in a logical and systematic manner in order that best practice is identified and adopted.

Extensive experience as an investigator and an in depth knowledge of relevant criminal and civil law, together with related Police powers/procedures, Chief Officer Guidelines and a sound working knowledge of the National Intelligence Model and MIRSAP. Have an in depth knowledge of specialist investigations that form part of the review process and actively maintain knowledge in relation to investigative practices, forensic science advancements and changes to legislation.

The ability to interview suspects and witnesses in accordance with current legislation, policies, procedures, Codes of Practice and guidelines in relation to the conduct of interviews together with a knowledge of disclosure issues.

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

The post holder must be fully conversant with all relevant legislation, under any Act, which may routinely be required in performing the role, such as when conducting interviews or recovering exhibits

The post holder will be designated under the Police Reform Act, 2002, by the Chief Constable to exercise the following powers:-

- General power of seizure (Section 19, Schedule 4, Police Reform Act, 2002)
- Access and copying in the case of things seized (when acting under Section 19 above) (Section 20, Schedule 4, Police Reform Act, 2002)

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

N/A

(b) Supervision Received:

Daily contact with the Action Manager.

(c) Other Contacts:

(i) Within Merseyside Police:

Frequent contact with Force Senior Investigating Officers and Hub Command Teams in furtherance of serious crime investigation.

Regular contact with Police Officers and support staff of all ranks/grades, Police Federation, centralised custody suites, Force Solicitor, Criminal Justice Units, Occupational Health Unit, Staff Associations and Trade Unions, Force Medical Examiners, Professional Standards Department, Court Support Department, other units within the department, and Hub Command Teams regarding a variety of matters, in order to receive and provide information, provide advice and resolve issues.

(ii) Outside Merseyside Police:

As and when required, contact with various agencies and bodies, including: Independent Police Complaints Commission,

Crown Prosecution Service, solicitors, Prison Service, members of the public, other Police forces, HMICFRS, Home Office, National Health staff, specialist support agencies, Coroners Department, MPs, Councillors, media concerning a variety of enquiries regarding the review process.

5. **CONTEXT:**

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

The post serves to assist in the co-ordination of crime business processes, audit and inspection functions and compliance with Force Policy and direction.

To provide specialist advice and expertise in criminal investigations and reviews

The post holder will work flexible hours in line with force policies. There may be a requirement to work outside the force area.

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

The post is subject to legislation, policies and procedures, including NPCC Murder Manual, MIRSAP (Major Incident Room Standard Administrative Procedures), NPCC and Home Office guidelines.

Compliance with Health & Safety and Human Rights legislation is required and with the Force Diversity policies

Force policies and procedures

(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: N/A

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

Improving public satisfaction and confidence sustaining effectiveness and efficient homicide investigations. Establishing and maintaining efficient quality assurance processes and systems in order to ensure integrity and compliance.

Ensuring work is of a high standard by paying attention to detail and checking facts; monitoring and conducting checks of criminal investigations and procedures to ensure procedural and legal propriety and the maintenance of ethical standards, integrity and effectiveness.

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).

Post holder will be required to ensure own self-development through formal training and by keeping abreast of national investigative developments and changes in legislation.

Whilst post holder does not have a supervisory role within own right, by virtue of position post holder has a responsibility for instructing, checking and quality assuring work undertaken by others within the Force and assuming responsibility in the absence of the action / office manager.

It is desirable that the post holder has a full driving licence

The identification of continuous improvement in criminal investigation will enhance the Force's potential to achieve the Force strategy of improving confidence and satisfaction whilst reducing crime and the fear of crime.

The post holder must have a high level of initiative and a flexible and innovative approach, with sound leadership, decision making and problem solving skills.

Post holder must be capable of working on concurrent investigations.

Post holder may be required to work anywhere within the Force.

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