



PERSON SPECIFICATION

Area:	Force Wide	Job Title:	Investigator PC	Weekly Hours:	40
Section:	Neighbourhood Investigation Unit	Rank:	Constable	Version:	1
Post No:		Status:	Established	Version Date:	September 2017

Please describe, with example(s), in your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Pre- Requisites:	<ol style="list-style-type: none"> 1. Hold a basic driving authority or awaiting a pre-booked basic course, unless an in-company student officer. 	<ol style="list-style-type: none"> 11. To have attended and passed the investigative interview course. 12. To have attended and passed the vulnerable witness interview course.

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Work Experience:	<p>2. Demonstrate by example the ability to work with minimal supervision.</p> <p>3. Demonstrate an understanding of intelligence grading and the 5x5x5 model.</p> <p>4. To have knowledge and experience of interviewing witnesses and suspects.</p> <p>5. Possess knowledge of critical incident management, the “gold hour” principles and the five building blocks of investigation.</p> <p>6. Possess knowledge of forensic preservation and collection methods.</p> <p>7. Demonstrate your application of the National Decision Making Model in all considerations when dealing with risk, harm & threat.</p> <p>8. To have proven statement taking abilities.</p>	
Personal / Interpersonal Skills, Aptitudes:	<p>9. Demonstrate by example high levels of self-motivation and the ability to work as part of a team.</p> <p>10. Demonstrate the ability to effectively communicate information effectively, both verbally and in writing.</p>	<p>13. Knowledge and experience of conducting tape-recorded interviews with significant witnesses in serious crime cases.</p> <p>14. To be a video interview trained officer.</p>
Special Skills / Experience:		<p>15. To have proven intelligence gathering skills.</p> <p>16. Understanding and knowledge of Forensic Crime Scene Management</p>

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ROLE DESCRIPTION

Job title:	Police Constable
Post no:	
Rank:	Constable
Responsible to:	Neighbourhood Investigation Unit Sergeant
Responsible for:	No staff responsibilities
Contacts:	Police Officers, Police Staff & Chief Officers, other Forces, external organisations, members of the public.
Role:	Investigation of Crime

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<u>Duties</u>	<u>Responsibilities</u>
Operational: (List of Daily Activities)	<ol style="list-style-type: none"> 1. Assess all crime (grade 4 and attendant) against a THRIVE matrix to determine all lines of investigation. 2. Manage and resolve crime deemed suitable for appointment resolution. 3. Take ownership of volume crime which does not require specialist investigation 4. Conduct investigations where an investigation is necessary including any desk-based enquiries 5. Process prisoners where Priority and Resolution, Dedicated Neighbourhood Officers or other force resource have made a spontaneous arrest 6. Produce files where a suspect is to be prosecuted through the courts 7. Conduct searches as needed for the investigations they are conducting. 8. Carrying out planned arrests and processing the resulting prisoners 9. Take ownership of volume crime which does not require specialist investigation 10. Conduct investigations where an investigation is necessary including any desk-based enquiries 11. Collate and submit intelligence 12. Liaise with the Neighbourhood Teams to ensure a problem solving approach 13. Responsible for victim updates for the crimes they are investigating 14. Back fill Prisoner Management Unit (PMU) 15. Undertake Night Crime Car duties (DC) 16. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. 17. Feed back to supervisor on good and poor handovers. 18. Interview Suspects. 19. Interview victims and witnesses. 20. Provide care for victims and witnesses. 21. Provide regular and timely updates to victims and witnesses 22. Prepare and submit case files. 23. Present evidence in court and at other hearings. 24. Use information/intelligence to support policing objectives. 25. Complete administration procedures. 26. Comply with Health and Safety legislation. 27. Maintain standards for the management of information. 28. Maintain standards of professional practice. 29. Make best use of technology. 30. Promote equality, diversity and Human Rights in working practices. 31. Work as part of a team. 32. Contribute to and maintain the police commitment to national security. 33. Seek to solve identified problems through analysis, targeted operations and teamwork. Effort will be concentrated on Local/Area/Force priorities.
Communication:	Liaise with external agencies and partners as required.
Public Reassurance:	<p>Examples:</p> <p>To provide a visible and pro-active presence at pre-scheduled events as and where requested.</p>

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Major Events & Incidents:	To provide a presence at pre-scheduled events as and where requested.
General:	<p>To be flexible and be prepared to work from any location within the Force area, including re-deployment at short notice.</p> <p>To participate in the Night Crime Car rota.</p> <p>Respond to calls from the public where circumstances require the immediate attendance of an investigative officer</p> <p>Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people</p> <p>Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.</p> <p>When there is no other provision, facilitate appropriate support to victims/witnesses to enable them to manage their situation, by keeping them informed, securing compensation and protecting themselves from further crimes.</p> <p>Collect and direct information likely to aid in the detection of offences or identification of offenders.</p>

Additional Information:

Security Check Level:

(Strike through checks not applicable)

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information:

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LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM

HS2

AREA/DEPT.: DATE COMPLETED: REVIEWED
LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:

SPECIAL GROUPS OF PERSONS CONSIDERED:

COMPLETED BY (Risk Assessor):

AUTHORISED BY:

ASSISTED BY:

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood
1	Driving	The need to drive in adverse weather conditions. Travelling in the dark. Travelling on busy roads	M-2		Basic Driving Authority procedure	M-2	M - 4
2	Crime Enquiries	Danger of assault when visiting victims, witnesses, scenes and voluntary interviews	M-2		Intelligence checks PPE equipment OPC Double crewing if appropriate	M-2	M – 4
3	Arresting / Dealing with Suspects in custody	Danger of assault when arresting / dealing with prisoners within the custody suite	M-2		Intelligence checks Double crewing if appropriate PPE equipment OPC Panic Buttons	M-2	M – 4

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Version: 1.1

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