



Job Description

Title: Authorised Identification Officer

Post Number: JC088

Grade /Scale: Grade 6 (£28,530 - £30,375)

Weekly Hours: 30 (part-time)

Department: Identification Unit

Location Work Base: Euston Street, Office based.

Status: Part-time + 12.5% weekend allowance (working one in four Saturdays).

Responsible To: Force Identification Unit Manager

Job Role/Purpose: To undertake identification procedures, including capturing suspect images, compilation of video parades, and the showing of parades to witnesses in the presence of a legal representative. To liaise with operational police officers/staff (including training input), solicitors, other outside agencies, witnesses and courts in respect of identification procedures. To give evidence in court as required. To ensure the Identification Unit provides the highest possible service delivery. To develop an effective and efficient Identification Unit.

Health and Safety: To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.

Contacts: Chief Officers, Police officers, Chief Officers from all other UK Forces, other public service organisations, local businesses, suppliers, external consultants and advisors, MPs, Community leaders and members of the public.

Equality and Diversity: Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- To be educated to A Level or equivalent in English Language or be able to demonstrate ability or work experience to that level.
- To be trained in the following or be willing to complete training upon appointment:
Use of police computer systems including Promaps, Niche, Genie, Genie Share,
Adobe Photoshop and EFIT6
Facial Recognition Software
Use of interview recording equipment
Suspect capture
Dynamic risk assessments

Work Experience:

- Demonstrate experience of working under pressure, with limited supervision, using own initiative and the ability to manage own caseload.
- Demonstrate a positive willingness and aptitude to a changing working environment.
- Demonstrate the ability to communicate effectively with authority and confidence, whilst meeting the needs of the audience. Ensure that written and spoken communication is accurate, well-structured and recorded.
- Demonstrate the ability to identify inconsistencies and inaccuracies in information.
- Demonstrate the ability to be a confident decision maker, with the ability to explain the rationale behind any decisions you make.
- Demonstrate the ability to identify important tasks whilst prioritising importance and urgency. Demonstrate by example the experience of managing and completing tasks from start to finish. Demonstrate experience of working in a confidential environment.
- Demonstrate the ability to provide a high quality service to individuals and the communities we serve.

Personal / Interpersonal Skills, Aptitudes:

- Demonstrate a working knowledge of the Data Protection Act. Demonstrate good verbal and written communication skills.

- Demonstrate the ability to adapt and cope with changes in working practices and procedures. Demonstrate the ability to work as part of a team with good communication and interpersonal skills.

Special Skills:

- Demonstrate a knowledge of Microsoft Office packages.
- Demonstrate the ability to use IT systems for recording, inputting and retrieving data.
- Be prepared to work a flexible shift pattern up to 8pm at night and at weekends with the potential to be called back to duty for urgent ID procedures by the ID Unit Manager.

Other:

- Awareness of diversity issues appropriate to the role and the ability to respect other's views.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Work Experience:

- Demonstrate the ability to produce arguments and recommendations in a well-structured report or written summary.
- Demonstrate the ability to carry out research to identify relevant facts that are not immediately available.
- Demonstrate the ability to concentrate on detail whilst being aware of the overall objectives.
- Demonstrate the ability to ensure that own teams ways of working is in line with the strategic direction of the business.
- Demonstrate the ability to suggest changes to existing systems in order to achieve improvements. Demonstrate experience of delivering training to police officers/staff and insight to external agencies. Demonstrate knowledge of relevant legislation, Pace Code D annex E, Human Rights.
- Demonstrate a knowledge of ID procedures and processes.

Personal / Interpersonal Skills, Aptitudes:

- Demonstrate the ability to take personal responsibility for making things happen and achieving results, whilst displaying motivation, commitment, perseverance, conscientiousness and a high degree of integrity.
- Demonstrate experience of managing conflict/hostile situations.

Special Skills:

- To hold a full manual driving licence for cars and be willing to drive a vehicle owned by Leicestershire Police (reasonable adjustments will be considered in line with Equality Act 2010).
- To be prepared to attend court and give evidence as a professional witness.
- To demonstrate experience of Adobe Photoshop (or Corel Paintshop or other photo editing software packages) in order to edit images and to replicate features in images.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

To evaluate files and consider appropriate identification procedures forming decisions in line with PACE.

To prepare supportive documentation for identification procedures.

To undertake suspect captures after completing a dynamic risk assessment.

Decision making and rationale used to run ID procedures from start to finish in line with PACE Code D.

To work solely with limited supervision prioritising workloads and producing urgent in custody parades when required.

To provide expert advice on PACE Code D to all management levels, for their investigations, ensuring best practice and resolving any issues that have arisen.

Demonstrate effective judgement and decision making. Undertake all administration duties as required.

Keep all records updated in a timely manner and undertake system housekeeping as required.
To ensure all documents and information on the website are up to date and fit for purpose.
To carry out all aspects of identification procedures ensuring integrity is maintained.

To ensure Notice to Suspect's are completed accurately and fully and any inconsistencies/inaccuracies are reported to the ID Unit Manager and authorising Inspector.

Prepare and disseminate exhibits in a timely manner.

Carry out pixilation and covert still procedures where necessary.

To liaise with all concerned parties regarding identification procedures.

To complete dynamic risk assessments on suspects/victims/witnesses in regards to identification procedures.

Assist the ID Unit Manager with amendments to documentation and process, taking account of legislative changes and business improvement.

To supervise the activities of all parties involved in identification procedures. To assist in performance management of the Identification Unit.

To ensure compliance with the legal framework and Force Policy at all times as required.

To give advice and guidance in respect of all identification procedures.

Undertake training of other ID Officers, both from other Forces and internal as required, including input to Force training courses and external agencies.

Undertake training of PACE Inspectors and provide best options for investigations in line with PACE to all management levels.

To provide intelligence reports by interrogating the Facial Recognition database for comparisons to assist officers with investigations.

To be prepared to view sensitive CCTV / images relating to serious investigations. To ensure effective management of custody images in line with Force Policies.

Maintenance of images on Niche including volunteer images and deletion of images in line with the RRD Policy.

To be a SPOC for IT in regards to problems with the booth maintenance.

To assist officers in completing controlled CCTV viewings, EFIT66 composites and Facial Recognition procedures.

Use of specialist systems including Adobe Photoshop, Promaps, Genie Share, Facial Recognition software, RRD Genie Portal.

Develop Adobe Photoshop skills specifically for building ID parades and be able to modify images and replicate certain features in line with PACE.

Communication:

To liaise with solicitors, Courts, external agencies and members of the Police Force in relation to processes undertaken within the Identification Unit.

To liaise with other Unit members in relation to matters relative to the Identification Unit.

To represent the Delivering Justice Directorate at meetings as and when required, in relation to identification issues.

To attend regional meetings for Promaps and GDPR.

To provide advice and guidance to members of the Force in relation to matters relative to identification.

To liaise with other forces when showing parades on their behalf or when they are showing parades on our behalf.

To attend court (Magistrates and Crown) to give evidence. Prepare documentation for disclosure at court in line with Force Policy.

Provide statistics to be disclosed for Freedom of Information requests relating to Facial Recognition for the ID Manager.

Administration:

To take responsibility for personal development, identifying development/training needs in conjunction with managers.

To identify development needs of the Identification Unit and ensure the highest possible standard of delivery.

To monitor and evaluate the effectiveness of policies and procedures, making recommendations for change to ensure that Best Value and service delivery standards are achieved.

To monitor workloads, taking action as appropriate, to meet fluctuation in demands on resources. To produce monthly statistics relating to identification procedures.

General:

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force objectives and priorities.

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

Be flexible in shift pattern working up till 8pm at night and one in four Saturdays a month, as well as being called back to duty if the ID unit manager deems it essential.

Take ownership and manage systems such as Niche, EFIT6, Promat, NeoFace and CCTV (controlled viewings)

Undertake mobile witness showings, EFIT6 composites and any other necessary duties at alternative sites/addresses. Be prepared to conduct ID Procedures at locations identified best suitable for witnesses. Be prepared to conduct procedures at HMP locations and hospitals.

* Reasonable adjustments will be considered under the Equalities Act 2010.

Personal Values /Competencies

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

Integrity
Impartiality
Transparency
Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Recruitment Vetting (RV)

Car User: Yes (casual allowance)

Reasonable adjustments

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