



**PERSON SPECIFICATION**

<b>Area:</b>	Force Wide	<b>Job Title:</b>	Investigator PC	<b>Weekly Hours:</b>	40
<b>Section:</b>	Neighbourhood Investigation Unit	<b>Rank:</b>	Constable	<b>Version:</b>	1
<b>Post No:</b>		<b>Status:</b>	Established	<b>Version Date:</b>	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.

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

**POLICE OFFICER**

<p><b>Work Experience:</b></p>	<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 &amp; threat.</p> <p>8. To have proven statement taking abilities.</p>	
<p><b>Personal / Interpersonal Skills, Aptitudes:</b></p>	<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>
<p><b>Special Skills / Experience:</b></p>		<p>15. To have proven intelligence gathering skills.</p> <p>16. Understanding and knowledge of Forensic Crime Scene Management</p>

**ROLE DESCRIPTION**

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

Date Created: 07/09/2017

**POLICE OFFICER**

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

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**POLICE OFFICER**

<b>Major Events &amp; Incidents:</b>	To provide a presence at pre-scheduled events as and where requested.
<b>General:</b>	<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:

# 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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