



Job Description

Disclosure and Exhibits Officer (Proactive Economic Crime Team)

Post Number:	XS786
Grade /Scale:	Scale 6 (£27,432- £29,331)
Weekly Hours:	37 Hours (Full-Time)
Department:	PECT
Status:	Established
Responsible To:	Detective Sergeant PECT
Location Work base:	Agile working permitted/ Northampton HQ
Job Role /Purpose:	<p>The Disclosure & Exhibits officer will be part of the newly formed Proactive Economic Crime Team (PECT) working together with regional Forces, other ROCUs and City of London Police focusing on proactive action against organised fraud and economic crime. Working with a large team, the post will be responsible for exhibits seized including the ongoing management of them and completing case file disclosure schedules to the required standard.</p> <p>Due to the nature of security checks required you must have 5 years continuous residency in the UK.</p>
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:	Crown Prosecution Service, Barristers, Forensic Science Service, Independent Experts, Police Officers Force wide, Police Staff Force wide.
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 'GCSE' level minimum Grade C in English or equivalent.

To be able to demonstrate a good working knowledge in relation to all relevant legislation relating to the role, including the Criminal Procedures and Investigation Act 1996 and its Code of Practice, RIPA 2000 Act, relevant Health & Safety legislation.

Demonstrate by example an understanding of the role played by "Disclosure Officers" in the criminal justice process.

Work Experience:

To be able to demonstrate significant equivalent work experience in an associated field.

Demonstrate by example experience of working on own initiative without constant supervision.

Be able to demonstrate working within a team environment.

Demonstrate the ability to prioritise workloads to ensure that deadlines are met.

Demonstrate the ability to work accurately to deadlines and pay attention to detail.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate experience of communicating effectively at all levels.

Demonstrate experience of using own initiative to resolve problems.

Demonstrate effective organisational skills and the ability to manage one's own workload, as well as that of team members, within a pressurised environment.

Demonstrate experience of undertaking work of a highly confidential and/or sensitive nature.

Special Skills:

Possess good general computer skills, including Word/Excel/Access. Be aware of the Management of Handling Police Information.

Demonstrate by example flexibility in working, either at various locations, extended duty hours, on shifts or unsociable hours in order to accommodate the requirements of a position.

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

Desirable Criteria

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

Knowledge/ Education (including qualifications):

Experience of using the HOLMES 2 system.

HOLMES 2 Exhibit Officer trained and HOLMES 2 Disclosure Officer trained

Possess proven investigatory experience

Work Experience:

Experience of working within a law enforcement, covert crime or similar investigative environment,

such as DWP, Trading Standards etc.

Special Skills:

To have a good working knowledge of Police computer systems, computerised databases/systems e.g. IS/PNC/Holmes, Crimson etc.

Good working knowledge of MIRSAP (Major Incident Room Standardised Administrative Procedures)

To hold a full driving licence and be a current user; however, you may be required to pass a Police standard driving test. *

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

Core Responsibilities/ Accountabilities

Operational:

EXHIBIT HANDLING

Receive all items of property coming into police possession in the course of the enquiry, other than property taken into possession by Scenes of Crime Officers that may be forwarded directly to a laboratory or other places for examination.

Maintain a full record in the Incident Property Register of all items of property coming into police possession during the enquiry and the current location of such items, including articles, which may not enter the possession of the Exhibits & Disclosure Officer.

Preserve the continuity of all property, recording details of persons to whom any article is handed for examination, identification, etc. by updating the register and exhibit label.

Ensure that all items entering police possession have been thoroughly searched.

Maintain a list of Exhibit Reference Numbers for all persons who have produced an item in the course of the enquiry to ensure that there is no duplication of numbers in respect of any one person.

Ensure at the direction of the SIO that relevant exhibits are recorded on HOLAB forms and submitted in a timely manner so required examination is completed by forensic providers. Report back to the SIO with any forensic findings and liaise with forensic services regarding further submissions and ongoing requirements

Ensure exhibits are produced in accordance with legal requirements at any subsequent proceedings

DISCLOSURE

Examine and be responsible for the disclosure of all material involved in the major enquiry within the six month timescale now set out by the criminal justice system ensuring that front loaded disclosure is completed to best inform defendants considering an early guilty plea.

Prepare a Major Incident Schedule for the Prosecutor on the appropriate MG Forms using the following headings:

- i. Disclosable
- ii. Sensitive
- iii. Edit – then disclose

- iv. File
- v. Not Relevant
- vi. Undermines the Prosecution Case
- vii. Assists the Defence Case

Give advice to the Senior Investigating Officer (SIO) in respect of:

- i. Third Party Disclosure Issues
- ii. Unused Material in the Possession of all Officers Engaged on the Enquiry
- iii. Continuity of Evidence
- iv. Material that Undermines the Prosecution Case
- v. Material that Assists the Defence Case

As a general principle a decision of disclosure is to be made by examining each document on its own merit. Documents that are considered to be sensitive should be viewed together with any linked documents in view of the possibility of those linked documents also being classified as sensitive.

Be responsible for editing all relevant disclosable material prior to disclosure to the Defence and must be consulted before any documents are amended.

Be responsible for advising the SIO of any circumstances where there is a need to obtain witness summonses under the Act to secure third party material and to liaise with the Prosecutor on this issue.

Be responsible for providing advice to the SIO and the Prosecutor concerning all aspects of the unused material in this enquiry.

Be involved in the process leading to: Inter-Parte Hearings and Ex-Parte Hearings.

Work closely with the Crime Management Supervisor and to ensure that arrangements are in place so that no additional work is authorised on any previously considered material without the Exhibits & Disclosure Officer being consulted.

Provide assistance to the Crime Management Supervisor in maintaining the integrity of original material connected with the investigation.

COURT PROCESS

Be responsible for making arrangements and agreeing best practice with the SIO and CPS when the Defence require access to review disclosure material.

Produce a report at the conclusion of any major incident detailing areas of good practice and areas of difficulty.

Ensure that relevant material is retained for such time as it is laid down by Force Policy.

To meet investigative and legal deadlines.

Communication:

Brief Operational Staff at the outset of the enquiry (see Appendix 29 of the Major Crime Investigation Policy) in relation to the disclosure and exhibits disciplines and allocate staff with a disclosure book.

Administration:

Be responsible for the sending and collating of all letters sent to persons holding unused material.

To 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 changing demands reflected in Force objectives and priorities.

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

Other:

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

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

Personal Values /Competencies

The competency and values framework sets 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) Management Vetting (MV)
- 2) Security Check (SC)