Role Profile

Role Profile Part 1			
Role title	Police Staff Investigator L2 PIP2 Accredited / DC	**Grade**	Scale SO1 Detective Constable
Dept/Area	Specialist Crime Command	**Vetting Level**	See Below
Responsible to	Investigative Supervisor	**Staff line managed**	none
Reviewed by (Line Manager)		**Date**	
Purpose of Job	The PIP 2 Investigator utilises a range of appropriate investigative approaches to gather material, placing the victim at the centre of all actions and decisions, to safely and effectively investigate serious and complex crimes with a view to achieving an appropriate outcome for that investigation		
Key Accountabilities	1. Liaise and work with other investigators, specialists and managers to establish and use appropriate methods for gathering material and to develop procedures to turn material into intelligence or evidence as part of the investigation into serious and complex investigations. 2. Collect and gather material, intelligence and evidence from a range of sources that are appropriate to the serious and complex nature of the investigation, record and retain evidence in a format that is evidentially admissible to support the investigative process. 3. Identify and plan own investigative actions, taking into account resources at force, regional or national levels including other agencies, priorities, and proportionality to achieve investigatory objectives. 4. Assess threat, harm and risk in order to develop and implement plans and strategies to investigate serious and complex crime. 5. Interview witnesses and suspects and gather all required information, intelligence and evidence in relation to serious and complex investigations in accordance with PIP2 investigative standards also generating further lines of enquiry where required to bring offenders to justice. 6. Use relevant powers to arrest and apprehend where necessary and issue special warnings. 7. Undertake associated search and custody procedures to protect and safeguard the public in accordance with legislation and policy.		

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	8. Provide appropriate support for victims during an investigation, completing risk assessments, and formulating a victim strategy where required, and working with the Victim Care Unit, to ensure the safety and wellbeing of the victim. 9. Carry out analysis, assess evidence, and evaluate material generated by the investigation of serious and complex crimes to identify offenders. 10. Ensure all material, including exhibits generated by serious and complex crime are seized, examined, and retained in accordance with legislation and policy, where necessary. 11. Respond to safeguarding concerns and manage risk in cases, including but not limited to; child neglect, child abuse, and child sexual abuse, offences against vulnerable adults, domestic abuse and sexual offences to protect the most vulnerable people in society. 12. Prepare reports on the outcome of investigations and build and manage case files and conduct disclosure within best practice procedures to ensure there is an accurate audit trail. 13. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	**<u>Unit Specifics:</u>** **Amberstone – Vetting Level RV** 1. To be aligned to one of the three Amberstone teams located within the three Police Investigation Centres. (Southampton/Portsmouth/Basingstoke) 2. Hours of duty to align with team duty pattern shift pattern – (08.00hrs – 22.00hrs). There may be a requirement to work outside of these hours and out of County as operational demand dictates. 3. To be PIP2 accredited and possess a minimum of 1 years investigative experience or provide evidence to support this.

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4. To project a professional image when conducting office/outside enquiries, smart plain clothes are to be worn. When involved in operational enquiries dress shall be plain clothes to align with the enforcement actions being undertaken.
5. Hold a current authorisation to drive Police vehicles.
6. To be licensed to Police/Practice.

Child Abuse Investigation Team (CAIT) – Vetting Level MV

1. Work effectively with partners in Health and Social care to ensure that children are safeguarded from harm.
2. Complete accreditation as a Specialist Child Abuse Investigation Development Programme (SCAIDP) investigator.
3. Provide support and guidance to the force as an expert in Child Protection and Achieving Best Evidence from children.

Complex Investigation Support Unit (CISU) – Vetting Level MV

1. To be subject matter experts regarding the management of Covert Monitoring Posts and maintain College of Policing accreditation in this area.
2. To submit applications under RIPA and IPA (and associated risk assessment) to assist covert policing operations in support of serious crime. This includes identification of factors likely to advance or hinder investigations, the management of the implementation of the tactic and understanding the appropriate disclosure of sensitive material.
3. To provide tactical advice to the SIO/decision makers in support of serious and complex investigations, in regards to Digital Media Investigation and to maintain College of Policing accreditation in this area. To proactively liaise, network and link between Digital Forensic staff, the Covert Authorities Bureau and internal/external subject matter experts to achieve this aim.
4. To identify and enhance digital intelligence/investigative opportunities and provide tactical advice. This includes the formulation of the Digital Media strategy, in line with the SIO's objectives and propose recommendations. This will include obtaining, assessing and analysing data from a range of intelligence and digital sources. This is on a case by case basis and the role holder is expected to have the confidence to understand the relevancy of the information, in line with the SIO's operational objectives.

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5. Prepare and present the results of the above, in the most suitable format to all relevant parties, such as internal colleagues, outside organisations including CPS and by giving evidence in court. Key subjects will include investigations related to homicide, serious and organised crime, anti-corruption and complex investigations.
6. To support the force response to Crimes In Action, including the management and delivery of the Intelligence Cell. This includes being a part of the force call out rota for this area of business
7. To fully engage with the maintenance of your own Continued Professional Development and competency to practice. To develop the expertise of colleagues within the force in respect of covert policing and Digital Media capabilities.
8. To ensure that information and intelligence obtained through these strategies is collated, reviewed, appropriately recorded and disseminated. To ensure the material is developed into evidential product as required or otherwise managed as unused material. To understand how the material is retained or disposed of in compliance with codes of practice and guidance in the Management of Police Information and information security policy, procedures and legislation.
9. The post-holder is required to complete their allocation of night duties as per the CID night duty rota (unless medically exempt)
10. The post holder is expected to give a 3 year return of service
11. Hold a current authorisation to drive Police vehicles.
12. There is an expectation that the role holder be subjected to on-going enhanced vetting procedures.

Cyber Crime Unit (CCU) – Vetting Level RV

1. Exploit digital and cyber opportunities to further criminal investigations and intelligence development.
2. Build professional working relationships with Regional and National cyber related teams and departments.
3. Support the wider Force with digital and cyber advice and expertise development.
4. Provide input to the delivery of cyber investigative tactics within the Constabulary (e.g. cryptocurrency and WiFi etc).
5. Hold the role of Digital Media Coordinator for Hampshire, a point of contact for other forces to discuss and share best practice around digital investigative opportunities.

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6. Represent Hampshire at the National Digital Media Investigator working group and the Digital Investigatory Advisory Group (DIAG) at quarterly meetings held at the College of Policing.
7. Represent Investigation command at the Hampshire Digital Intelligence and Investigations (DII) quarterly meetings.
8. Support the SOC portfolio by way of digital development plan.

Economic Crime Investigation Unit (ECIT) – Vetting Level MV

1. To carry out proactive and reactive investigations delivering a professional service for the investigation of serious and complex fraud and money laundering.
2. To utilise and work effectively with support services and external agencies (CPS, DSS, FSA, Banks etc).
3. To become conversant with procedures adopted within the investigation and management of Financial Investigations completing a three week residential course as directed.

Firearms Licensing (FAL) – Vetting Level RV

1. To investigate all offences relating to certificate holders, Registered Firearms Dealers and approved shooting clubs under the Firearms Act and Explosives Regulations.
2. To provide operational guidance and support to the wider force where investigations involve firearms and explosives offences.
3. In complex and sensitive cases, carry out enquiries in relation to the review of a person's suitability to possess firearms and retain a certificate under the Firearms Act or Explosives Regulations.
4. Interrogate RMS, National Firearms Licensing Management System (NFLMS), PNC and other sources of material in order to identify certificate holders who have come to police notice which could result in the potential revocation of their firearm, shotgun or explosives certificates.
5. The post holder will be based within the Firearms Licensing Department but may be deployed to work anywhere within the current Hampshire Police Area.
6. Hours of duty are 07:00 – 18:00, Monday to Friday. Where there is a requirement to work outside these hours to meet operational needs, payment will be made at the appropriate rate.
7. Occasional periods away from home station may be necessary for operational or training requirements

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Hours of duty are 07:00 – 18:00, Monday to Friday. Where there is a requirement to work outside these hours to meet operational needs, payment will be made at the appropriate rate.

Occasional periods away from home station may be necessary for operational or training requirements.

Internet Child Abuse Team (ICAT) – Vetting Level MV

1. Based at Netley Support HQ, Internet Child Abuse Team (ICAT)
2. Hours of duty to align with team duty pattern shift pattern. There will be an expectation to work earlier or later, anywhere within the Hampshire Police area and on occasions to work beyond county boundaries subject to meeting operational needs.
3. To be PIP 2 accredited and possess a minimum of 2 years investigative experience or be able to provide evidence to support this.
4. To project a professional image when conducting office/outside enquiries, smart plain clothes are to be worn. When involved in operational enquiries dress shall be plain clothes to align with the enforcement actions being undertaken.
5. Hold a current authorisation to drive Police vehicles.
6. To have an up to date licence to Police and current PDR.
7. There is an expectation that the role holder be subjected to on-going enhanced vetting procedures.

OP Marmion – Vetting Level MV

1. To investigate complex non-recent child sexual exploitation or abuse that fall within the definition for Operation Hydrant referral, i.e. people of public prominence and their associates and/or abuse that took place in an institution, which is over one year from date of commission.
2. To investigate other serious, complex or sensitive investigations that may have a significant impact on public confidence in the police.
3. To conduct effective criminal investigations as directed by the Senior Investigating Officers and in accordance with the MIRSAP

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principles. Perform the roles designated with the MIRSAP in line with training and accreditations.

Major Crime Department (MCD) – Vetting Level MV

1. To conduct effective criminal investigations as directed by the Senior Investigating Officers and in accordance with the MIRSAP principles.
2. Perform the roles designated with the MIRSAP in line with training and accreditations.

Serious and Organised Crime Unit (SOCU) – Vetting Level MV

1. Hold a current authorisation to drive police vehicles.
2. Officers may be deployed to work anywhere within the current Hampshire Police Area.
3. Hours of duty are as outlined in the Serious Crime Proactive Team shift pattern.
4. Where there is a requirement in meeting operational needs, to work outside these hours and at weekends and be subject to call outs.
5. Occasional periods away from home may be necessary.
6. Working in plain clothes will be required. In order to maintain public confidence officers are expected to project a professional image. To undertake call out duties to support crimes in action (not PSIs)
7. To undertake call-out responsibilities to support in force response to K&E and CIA.

Lateral Transfer
It is recognised that role holders may wish to develop their skills within the constabulary. As such there will be opportunities to transfer between departments when vacancies arise.

Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data.

The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full driver's licence and be prepared to take and pass a Force driving course if required.

This role works a duty pattern which may attract weekend enhancements and a night time premium according to conditions.

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	From time to time, you may be requested to work additional hours or overtime. The organisation values your willingness to co-operate with any reasonable request. This role is subject to a 12 month probationary period. PSIs are required to wear the prescribed PSI uniform unless otherwise authorised by an Inspector for a specific purpose. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. Must hold the appropriate vetting level.

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Role Profile Part 2	
Education/Qualifications	**Essential:** Competent Investigator Serious and Complex Crime (PIP2) (Undertake PIP 2 investigator learning and development to achieve Professionalising Investigation Programme (PIP) 2 Investigator accreditation) **Desirable:** n/s
Experience and Skills	**Essential:** Demonstrable experience of complex information gathering and problem solving. A detailed understanding of the criminal justice system. **Desirable:** Good communication skills with the ability to listen, empathise, provide support and adapt language, form, and message to meet the needs of different people / audiences. Skilled in the use of use IT packages, systems and/or databases to fulfil role requirements. Able to break down a complex problem into component parts and determine appropriate action in investigations. Ability to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required. Able to review own performance objectively and to develop and follow an appropriate improvement plan. Able to plan own work and plan ahead, as well as identify and mitigate risks to delivery. Able to proactively develop effective working relationships with colleagues, partners and other stakeholders. Able to produce clear and concise reports and other documents within best practice procedures.

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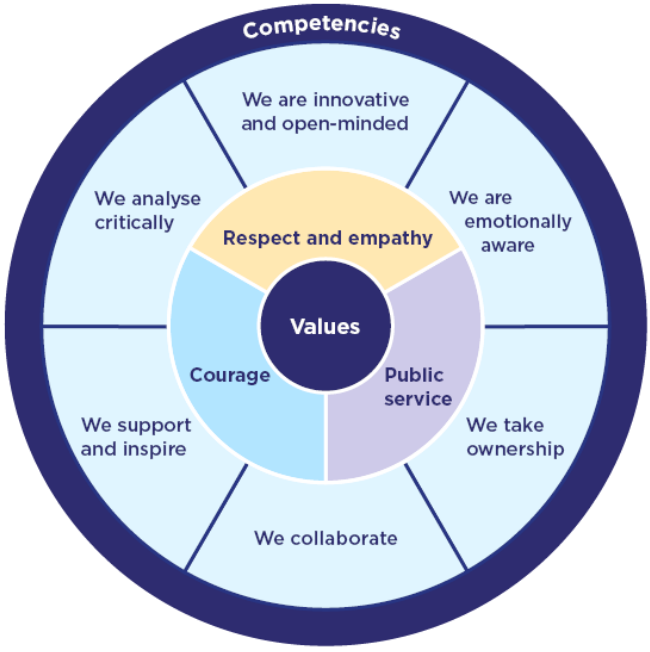
<table>
<tr><th colspan="4">Role Profile Part 3 (2024)</th></tr>
<tr><td>Competencies</td><td colspan="3">All roles are expected to know, understand and act within the ethics and values of the Police Service.</td></tr>
<tr><td rowspan="8">Underpinning Values</td><td>We are Emotionally Aware</td><td>Level 1</td><td rowspan="8"> 
</td></tr>
<tr><td>We Take Ownership</td><td>Level 2</td></tr>
<tr><td>We are collaborative</td><td>Level 1</td></tr>
<tr><td>We Support and Inspire</td><td>Level 1</td></tr>
<tr><td>We Analyse Critically</td><td>Level 2</td></tr>
<tr><td>We are Innovative and Open Minded</td><td>Level 1</td></tr>
<tr><td colspan="2">Courage</td></tr>
<tr><td colspan="2">Respect and Empathy</td></tr>
<tr><td colspan="2">Public Service</td></tr>
<tr><td>Initial Development Skills for new to role period</td><td colspan="3">FAL –
1. National Firearms Licensing Management System
2. Vocational training within the Licensing Department
3. Complete relevant sections of the national training package for Firearms Licensing

All officers and staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required</td></tr>
<tr><td>Continuing Professional Development</td><td colspan="3">• Maintain PIP level 2 accreditation by keeping a record of recent experience of conducting different types of serious and complex investigations which evidences the knowledge and skills that you have gained.
• Maintain an up to date understanding of Police Regulations and College of Policing Guidance, best practice and any local policy applicable to the operational police context.
• Maintain and update key knowledge, understanding and skills relating to criminology, legislation, policy and practice across all functional policing areas of operational policing.</td></tr>
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- Maintain knowledge and understanding of new approaches identified by evidence based policing research and problem solving, test and synthesise these into working practice, championing innovation and changes to practice.
- Maintain a working knowledge and understanding of new and evolving crime threats and priorities and current best practice to tackle these in order to enable a pro-active and preventative approach.
- Understand the impact of the IOPC (Independent Office for Police Conduct) Learning the Lessons reports relating to investigation, e.g. importance of case file management.
- Familiarise yourself with other relevant IOPC reports, e.g. Police use of force: evidence from complaints, investigations and public perception and relevant HMICFRS (Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services) reports e.g. PEEL Assessments.
- Read the CPS (Crown Prosecution Service) guidance on investigative practices, Relations with the Police and apply.
- Regularly share best practice for investigations with colleagues e.g. contribute to relevant Knowledge Hub communities or deliver informal briefings.
- Maintain a working knowledge of how other government agencies, such as the National Crime Agency (NCA) and Her Majesty's Revenue & Customs (HMRC), can assist in the investigation of cases.
- Understand and develop knowledge of other roles within policing e.g. work alongside other colleagues in another department to further operational knowledge of one other's roles.
- Coach and/or mentor less experienced colleagues e.g. PIP1 Investigators and deliver training sessions to support learning and development. Where appropriate, keep up-to-date with guidance on conducting the Performance Development Review (PDR) process and apply this to your work.
- Where appropriate, ensure knowledge of any line-manager responsibilities in relation to Assessment and Recognition of Competence (ARC) procedures and apply to your work.
- Where appropriate, maintain knowledge and skills relating to work-based assessments in order to conduct these when necessary.