

## Eastern Region Special Operations Unit



### ROLE PROFILE

<b>Role Title:</b>	<b>Prison Intelligence Officer CTP</b>
<b>Rank/Grade:</b>	<b>Constable – CTP</b>
<b>Job Family:</b>	<b>Regional Prison Intelligence Unit</b>
<b>Reporting to:</b>	<b>Detective Sergeant - CTP, Regional Prison Intelligence Unit</b>
<b>Main purpose of the role:</b>	To proactively gather intelligence from prison sources in line with national, regional and force priorities. To provide advice and support to prison staff around policing issues and to assist in maintaining security within prison establishments.

### Key Responsibilities

- Under general supervision but often operating independently, to be responsible for the protection of life and property, the prevention and detection of crime and the maintenance of public order through a range of sworn powers in line with organisational standards.
- To work with other Prison Intelligence Officers (PIO's) and Her Majesty's Prison (HMP) security staff.
- To assist law enforcement officers and facilitate enquiries in prison establishments.
- Advising law enforcement officers when making enquiries for prison service material as evidence and assisting Governors in making decisions whether or not to allow access to prison service material by way of voluntary disclosure under the provisions of Prison Rules.
- To work with prison staff and other law enforcement colleagues to maximise opportunities for intelligence gathering, assessment and development. To ensure that any intelligence obtained is properly evaluated before dissemination to the appropriate law enforcement agency and/or prison department.
- To advise the Prison Service on opportunities for covert intelligence and evidence gathering, in particular advising Prison Service colleagues on Regulation of Investigatory Powers Act (RIPA) compliance.
- Provide specialist support and advice to Law Enforcement Agencies (LEA's) on covert and overt investigations, Covert Human Intel Source (CHIS) deployment and management in prison establishments.
- To advise Prison Governor and LEA's on issues relating to evidential use of prison intelligence - and disclosure of product as unused material under the provisions of the Criminal Procedure & Investigations Act 1996 (CPIA).
- To provide advice and assistance on any disclosure or Public Interest Immunity issues in accordance with the Criminal Procedure and Investigations Act 1996.
- Assist the prison Governor in conducting technical and feasibility studies for LEA covert operations in prisons.
- To assist and facilitate LEA officers and Prison Service colleagues in prisoner debriefing.
- Provide support / resilience to other PIO's and prison establishments within the Eastern Region.

**These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review role requirement.**

<b>Agile Working</b>	Yet to be decided
<b>Psychological Assessment</b>	Not Required
<b>Return on Investment</b>	Not Required
<b>Limited Duties</b>	Yet to be decided

<b>Financial e.g. Limits/Mandates</b>	<b>Non-Financial e.g. Staff Responsibility</b>
• None	• Management responsibility for staff and officers

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#### Entry Requirements

- Individual must demonstrate competence in substantive rank.
- Authorised police driver (any level) with full UK driving licence.
- Is up to date with unarmed defence tactic training.
- Working knowledge of RIPA (Regulation of Investigatory Powers Act), NIM (National Intelligence Model) MOPI (Management of Police Information, Offender Management Act 2007 and various prison legislation.
- Experience of using Information Technology (IT) including Microsoft Word and Excel.

#### Any other General Requirements/Scope

**Line Managers should, through consultation with their staff, identify which "Effective Performance" elements of each activity are relevant to the role.**

##### Section/Location:

The post holder will be based at an office within a nominated prison establishment. However, the post holder will be expected to be deployed as per operational requirements and this could be anywhere in the region

##### Hours:

Mon-Fri 8-4 but there is a requirement for a flexible approach to working hours dependant on operational needs

##### Other:

- The post holder will be expected to attend a covert human intelligence source core skills course.
- The post holder will be expected to have the ability to use technical equipment e.g. audio & visual recording equipment.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

**All officers are required to maintain their safety skills (around personal protective equipment) and be available for operational duties. The only exception to this is where an officer is on restricted duties.**

**This role profile includes the key/core activities of the post and does not restrict the scope of the post holder to perform other duties. Additional duties may be agreed on an individual basis and recorded as part of the annual Performance and Development Review (PDR).**

#### Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

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#### Personal Qualities (Behavioural Competencies)

##### We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

##### We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

##### We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

##### We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

##### We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

##### We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.