



## ROLE PROFILE

<b>Role Title:</b>	<b>Investigation Officer, Offender Management Unit</b>
<b>Rank/Grade:</b>	<b>SO1</b>
<b>Job Family:</b>	<b>Business Support</b>
<b>Reporting to:</b>	<b>Sergeant, Offender Management</b>
<b>Main purpose of the role:</b>	<p>Supporting Bedfordshire Police in achieving its objectives by working with the National Probation Service, BeNCH Community Rehabilitation Company and other agencies, to reduce offending and the risk of reoffending and causing harm by Registered Sex Offenders, Offenders subject to formal Multi Agency Public Protection Arrangements (MAPPA), Offenders commonly known as Prolific and other Priority Offenders (PPOs) and any other offender whom Bedfordshire Police or their partners believe should be managed to reduce their propensity to commit crime and / or reduce the harm of their offending</p> <p>Providing equality of service to all whilst carrying out duties and responsibilities.</p>

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>To manage an allocated caseload of Registered Sex Offenders by means of conducting home visits, carrying out risk assessments and creating risk management plans in line with the Active Risk Management System (ARMS), identifying and addressing risk through a robust risk management strategy.</li> <li>Administer required tests for substances and also take DNA and fingerprints.</li> <li>To manage intelligence gathered on Registered Sex Offenders</li> <li>Manage disclosures about offenders to others</li> <li>To provide guidance to and work closely with Probation Offender Managers and partner agencies to develop plans to manage Registered Sex Offenders.</li> <li>To perform as Officer in the Case for investigating cases pertaining to Registered Sex Offenders, gathering evidence, carrying out witness and suspect interviews and grading IIOC as necessary.</li> <li>To represent Bedfordshire Police at Professionals meetings, Multi Agency Public Protection Agreement (MAPPA) meetings, Care Plan meetings, Core Group meetings.</li> <li>To identify, assess and report concerns about sex offender contact with children and vulnerable persons, working with other departments and external agencies to ensure that information is shared to safeguard against any further harm.</li> <li>Apply for search warrants, undertake searches of premises of arrested or detained persons, evaluating, seizing and taking control of material for further investigation.</li> <li>Produce specialist written evidence and deliver that evidence in court.</li> <li>Respond to calls for service from the public (where appropriate) ensuring you approach such matters utilising <b>(THRIVE)</b> principles (<b>T</b>hreat, <b>H</b>arm, <b>R</b>isk, <b>I</b>ntelligence, <b>V</b>ulnerability, and <b>E</b>ngagement).</li> <li>Conduct effective and expeditious investigations into volume and serious and complex crime placing the victim at the heart of all that you do. Ensuring compliance with policy, procedures and legislative requirements. Comply with VCOP and CARE.</li> <li>Deal effectively and expeditiously with prisoners for Non - Volume Crime and other related matters ensuring compliance with PACE and other legislative requirements.</li> <li>Take action to safeguard victims of crime, vulnerable people and witnesses, signposting on to relevant police departments and other agencies where appropriate.</li> <li>Interview detained persons to secure and maintain continuity of evidence, exhibits and intelligence. Liaise with legal representatives while in custody.</li> <li>Use out of court disposal options (restorative justice, fixed penalty notices, voluntary interviews) where appropriate and proportionate when dealing with incidents.</li> <li>Ensure timely, accurate and professional completion of MG Prosecution Files of evidence and compliance with submission of files through MG Wizard. Ensuring updates and requirements from the Crown Prosecution Service and Criminal Justice system are adhered to.</li> <li>Work in partnership with the community, relevant police departments and partner agencies to reduce crime in your area building more confident communities through active problem solving (Scanning</li> </ul>	



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Analysis, Response and Assessment). Engagement with those communities and providing them with reassurance. Developing appropriate problem solving action plans to deal with local issues.

- Through observation and engagement with your communities actively seek intelligence/Community Information which “paints the picture” of who is offending, issues likely to raise levels of Threat, Risk and Harm against persons or property or could impact Community Cohesion or become Critical Incidents. Take action where appropriate to do so.
- Attend court or other hearings as required to provide evidence or information as required.
- Awareness and compliance with the Code of Ethics: Principles and Standards of Professional Behaviour for the Police Forces of England & Wales.
- Maintain professional standards of appearance, and maintain equipment and vehicles.

### Designated Police Powers:

- Power of entry and search after arrest (Para.18)
- Application and execution of Search Warrants (Para.16)
- Power of seizure when lawfully on Premises (Para. 19)
- Extended powers of seizure (Para. 24)
- Power to access and copy seized material (Para.20)
- Power to arrest at a police station for other offences (Para.21)
- Power to transfer person into custody of investigating officers (Para.22)
- Power to require arrested persons to account for certain matters (Para. 23)
- Access to excluded and special procedure material (Para.17)

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
• None	• None

Agile Working	To be confirmed
Psychological Assessment	Required
Return on Investment	To be confirmed
Limited Duties	To be confirmed

Entry Requirements
<p><b>Essential Criteria:</b></p> <ul style="list-style-type: none"> <li>• Police authorised driver (non-response)</li> <li>• PPE trained</li> <li>• Fitness test</li> <li>• First Aid trained</li> <li>• Trained in the use of Force intelligence and crime recording systems</li> <li>• PNC trained</li> <li>• Professionalising the Investigation Process (PIP) Level One accredited.</li> <li>• Active Risk Management System (ARMS) trained – will be provided</li> </ul>



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- Risk Management 200 (RM2K) trained – will be provided
- CAID (Grading indecent images of children) trained – will be provided
- Trained to install and monitoring products and online risk management software - will be provided
- Be prepared to work in unpleasant or difficult circumstances and coping with distressing information
- Ability to work on own initiative and make decisions
- Good time management and the ability to prioritise workload
- Ability to collate, analyse and assess information to reach well balanced, objective conclusions, making good use of all available computer systems and sources of information

### Desirable:

- Be prepared to work towards and achieve Professionalising the Investigation Process PIP Level Two if appropriate.

### Training provided to achieve the following as essential to the post:

ViSOR

Buddi, E-safe, MOBICIP and other offender monitoring systems

NDelius

### Desirable:

Trainee Investigator (TI) Programme

Intelligence Professionalisation Programme (IPP)

PIP Level 2

### Skills:

- Strong verbal communication skills and the ability to relate at all levels
- Strong written communication skills for correspondence and report writing.
- Be able to engage with people face to face or over the telephone effectively and professionally
- Ability to display a logical, clear thinking and decisive approach in a professional and understanding manner whilst obtaining and assessing information.
- Ability to problem solve issues.
- Ability to listen attentively, sympathetically and with empathy towards the public particularly vulnerable victims of crime.
- Ability to work as part of a team or alone.
- IT literate with a working knowledge of word, excel and other databases. Including an awareness of social media and ability to work and adapt to mobile technology.
- Ability to complete administrative functions.
- Effective time management and organisational skills.

### **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.**



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### Section/Location:

Based at either Offender Management Unit North or South with countywide responsibility and travel.

### Hours:

37 hours per week during a time or shift pattern determined by the posting. Shift allowance to be applied if relevant. This post is not suitable for part-time working and incorporates a mixture of shifts, including late turn and weekends.

### Transport:

The post holder must have access to transport to be able to get to place of work in time for the scheduled start time. Must have full UK drivers licence and be able to pass testing to drive force vehicles.

### Physical:

This post requires the post holder to carry out operational duties.

### Other:

Post holder will undertake an annual psychological assessment

**All officers are required to maintain their safety skills (i.e. Friction Lock Baton, CS Incapacitant, Quick Cuffs and Unarmed Defence Tactics) 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).**

### General Requirements

- If using a private vehicle then business insurance needs to be organised by the individual.
- Vetting is required, as advised by the vetting unit.
- 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.

### 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.



## ROLE PROFILE

### Personal Qualities (Behavioural Competencies)

Technical Skills and Behavioural competencies may be used for promotion / recruitment / selection / PDR processes

#### We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

#### We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

#### We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

#### We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

#### We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

#### We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.