



HERTFORDSHIRE  
CONSTABULARY

## ROLE PROFILE

<b>Role Title:</b>	<b>PSD Investigator</b>
<b>Rank/Grade:</b>	<b>(B)S01 (C) SO1 (H) A4 (Non-Supervisory)</b>
<b>Job Family:</b>	<b>Professional Standards</b>
<b>Reporting to:</b>	<b>PSD Detective Inspector – Complaint Investigation / Conduct &amp; Crime Investigation</b>
<b>Main purpose of the role:</b>	<p>To carry out the key generic responsibilities of an investigator, including investigating criminal, Gross Misconduct and complaint cases to include research, evidence and intelligence gathering.</p> <p>Utilise designated Police powers to search, investigate and pursue enquiries.</p> <p>In addition to use specialist knowledge of the Police Reform Act and IPCC Statutory Guidance to carry out investigations specific to PSD including IPCC interested case, death following police contact on behalf of the IPCC.</p>

## Key Responsibilities

### GENERIC RESPONSIBILITIES:

- Identify and complete relevant enquiries within case investigation in order to support investigations into public complaints or misconduct.
- Identify witnesses and other relevant individuals to ascertain what evidence or information they can provide.
- Identify opportunities for gathering and preservation of evidence. Forensic, electronic or written.
- Seize and analyse evidence Provide analysis of that evidence allowing senior managers to make determinations on case direction.
- Analyse collected evidence and Intelligence provided in all forms to support investigations.
- Provide instructions to others in the best way of preserving evidence to support investigations.
- Gather and collate evidence and intelligence for the production of a case file for submission to Crown Prosecution Service and or Head of Investigations allowing determination of case progress.
- To act as officer in case (OIC) and lead on decision making within the case.
- Complete investigation reports detailing fully investigative actions and findings.

### SPECIALIST PSD RESPONSIBILITIES:

- To conduct criminal, conduct and public complaint investigations as directed by the Appropriate Authority.
- To complete severity assessments during an investigation to decide whether there is an indication that there may be criminal offences or breaches of standards of professional behaviour and to consult with the Appropriate Authority.
- To make determinations where conduct notices have been served as to whether there is a case to answer on the balance of probability.
- To make determinations where conduct notices have not been served as to whether an allegation is upheld or not upheld.
- To make referrals to the IPCC as per the statutory guidance when the criteria is met during investigations.
- Carry out the role of specific point of contact (spoc) for the IPCC in respect of Independent complaint and conduct Investigations.
- To consult and negotiate with legal Counsel in respect of cases appearing before public gross misconduct hearings.
- Present cases / give evidence at staff and officer disciplinary proceedings having ensured that the evidence presented has been accurately and effectively researched, investigated and presented.

### DESIGNATED POLICE POWERS:

- Power to undertake Section 18 searches.
- Power to seize items for further investigation.
- Power of administrative arrest (further arrest of person in custody admitting further offences).
- Power to arrest a person surrendering on bail at a police station.



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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 postholder may be agreed on an individual basis and recorded as part of the annual performance review.

<b>Agile Working</b>	To Be decided
<b>Psychological Assessment</b>	
<b>Return on Investment</b>	
<b>Limited Duties</b>	

<b>Financial e.g. Limits/Mandates</b>	<b>Non-Financial e.g. Staff Responsibility</b>
• None	• None

### Entry Requirements

- Proven investigative ability relating to complex crime civil cases acting as the officer in the case
- Proven investigative interview skills.
- Proven ability to provide high quality written reports
- Proven ability to manage a high case load and the ability to priorities.
- A working understanding of the Criminal Justice System.
- Ability to interrogate databases to obtain information required.
- Ability to prepare documentation for case files and presenting case at proceedings.
- Previous experience of consultation and negotiation with legal counsel
- Awareness of the IPCC statutory guidance.
- Desirable to have understanding or previous experience in the application of Police Staff disciplinary processes & ACAS best practice
- Desirable to have knowledge of the process of investigation around death and serious injury following police contact.

### Training Requirements

The post holder will be expected to undertake necessary training/coaching in accordance with the role, including where required:

- Interview Training
- PIP1 accreditation
- PIP2 accreditation

### Any other General Requirements/Scope

- This role requires the post holder to have a valid UK driving licence / the ability to travel different locations across Bedfordshire, Cambridgeshire and Hertfordshire.
- If using a private vehicle then business insurance needs to be organised by the individual.
- Hours - Monday – Friday office hours.
- 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)

#### 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.