

ROLE PROFILE



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Role Title:	CTC Assistant Investigator
Rank/Grade:	Sc5/6/ Sc5 /A3
Job Family:	Operational
Reporting to:	CTC Investigator
Main purpose of the role:	Investigate offences involving research, evidence and intelligence gathering. Utilise designated powers to search, investigate and pursue enquiries. Prepare and upgrade case files and process prisoners. Attend and give evidence at court as necessary. To provide administrative support to enable the efficient provision of service. To contribute to achieving the Force vision, purpose and values

Key Responsibilities	
<ul style="list-style-type: none"> Ensure the collection of all relevant documentation, information or data that is required by the investigation to form an overall picture of the circumstances including the preparation or upgrade of files to designated standards. Accurately gather information, working closely and communicating with all levels of the Constabulary, other Police Forces and external organisations, analysing and interpreting data and bringing any new evidence or intelligence in the enquiry to the notice of an appropriate line manager. Interview suspects (alone or with colleagues) including using inferences, ensuring at all times the correct treatment of the detained individual. Carry out interviews with witnesses and victims where appropriate and obtain their statements. Undertake searches of premises of arrested or detained individuals and where appropriate seize and take control of items for further investigation. Produce written evidence and, where necessary and appropriate, deliver that evidence in court. 	
Designated Police Powers	
<ul style="list-style-type: none"> Para. 18 – Power of entry and search after arrest Para. 19 – Power of seizure when lawfully on premises Para. 20 – Power to access and copy seized material Para. 21 – Power to arrest at a Police Station for other offences Para. 22 – Power to transfer persons into custody of Investigating Officers Para. 23 – Power to require arrested person to account for certain matters Para. 24 – Extended powers of seizure 	

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None

Entry Requirements
<ul style="list-style-type: none"> Ability to input to and interrogate computer databases. Ability to operate in customer facing role. Ability to conduct directed investigations with the public and suspects including taking statements. Ability to identify investigative opportunities and follow investigative processes. Understanding of the Criminal Justice System. Ability to prepare documentation to build case files for prosecution to the appropriate standard.

Any other General Requirements/Scope

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- The post holder may be required to work from different locations other than the home station.
- The post holder will be required to use their own vehicle so business insurance will need to be organised by the individual.
- The post holder may be required to work additional hours but this will be agreed in advance in conjunction with management & the post holder.
- The post holder will be expected to visit a police custody environment and therefore will need to undertake health & safety training where necessary (training or assessment can be provided).
- Vetting 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

- The post holder must have full (manual) UK driving entitlements.
- 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.

Training Requirements

- The post holder will need to be a user of PentiP, CRASH, Athena, PNC, and a number of other IT systems, some bespoke to the CTC.
- The post holder must complete any courses or accreditation program home forces require of staff to become (and remain) accredited with delegated powers.

Personal Qualities (Behavioural Competencies)

Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Works in partnership with other agencies to deliver the best possible overall service to the public.

Openness to change

Positive about change, adapting rapidly to different ways of working and putting effort into making them work. Flexible and open to alternative approaches to solving problems. Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement. Takes an innovative and creative approach to solving problems.

Service delivery

Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

Decision making

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HERTFORDSHIRE
CONSTABULARY

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

Working with others

Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships. Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.

Associated role profile:	Assistant Investigator – Camera Tickets and Collisions
Department:	Camera Tickets and Collisions
Additional Information:	The role is specifically responsible for supporting the CTC department, by providing a dedicated investigative resource. The work load will generally arise from safety camera and collision enquiries

Scope of activity

- Collision investigation and Camera Enforcement will generally be conducted through administrative processes or by telephone. Where the initial report is sub-standard tasks may be passed back to the staff concerned. Other enquiries requiring staff to attend will be conducted by dedicated outside investigators or by local staff, dependant on complexity and risk.
- KSI collisions will typically be passed to specialist RPU staff to investigate.
- At the conclusion of the administrative investigation process Case Managers or Case Officers, will make a disposal decision. The decision may be to allocate the matter to the investigative team.
- The investigative team provides the resource to ensure that high risk, high harm or more complex collision and safety camera enquiries are dealt with more thoroughly and robustly.
- Decision making within the investigative team will be done by the sergeant, investigators or constables.
- The post holder will be responsible for dealing with complaints arising from investigations.
- The post holder's will be responsible for PDR and other management tasks for their team.
- The post holder will have no budget responsibility.
- The post holder will allocate work amongst their team. They will also maintain their own workload, conduct investigations and carry out allocated tasks.
- The post holder will ensure that all work carried out by their team is completed according to the relevant investigative process, including building prosecution files in accordance with local and national standards.
- The post holder will attend court, as OIC, when required.
- The post holder may be required to support or deputise for other supervisors or case managers within the CTC.

Training Requirements

The post holder will be expected to undertake necessary training/coaching in accordance with the role:-

- The post holder will need to become competent, as a user, with "PentiP", CRASH, PNC and ATHENA.

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Force level training is available.

- The post holder will need to be conversant with systems specific to camera enforcement and CTO. This training will be provided at department level.
- The post holder must become an accredited investigator, in accordance with their home forces requirements – whether through specific training, work place assessment and/or approved prior learning.
- If force policy requires, the post holder must complete driver training or assessment, in order to drive at work and drive allocated force vehicles.

Please note that this list is designed to assist the post holder with a greater understanding of what is expected within the role. The post holder may be expected to undertake other duties as required which are not necessarily specified above but are commensurate with the grade of the post. It may be amended from time to time within the scope and general level of responsibility attached to the role.

Any other General Requirements/Scope

- The post holder should develop a good grasp of the relevant legislation, which mostly relates to criminal justice process and traffic matters.
- The post holder should develop an understanding of how CTC work contributes towards road safety.
- The post holder should be able to multi-task, work under a degree of pressure, in an accurate manner.
- These posts will be based at various locations across the three forces.
- These posts will require the staff member to conduct enquiries away from their place of work (reporting station).
- The post holder must have a full driving licence, and gain home force authority to drive police vehicles.