



## Context Sheet to accompany generic role profile

<b>Associated role profile:</b>	A3 Assistant Investigator
<b>Department:</b>	Community Safety Unit
<b>Additional Information:</b>	There are five CSU's across the County, each covering a pair of CSP's and each lead by a Sergeant. The Sergeant is responsible for leading all of the Investigations, problem solving and support to the Safer Neighbourhood Team. The Assistant Investigator role is investigative based enquiries into ASB and Licensing issues across the pair of CSP's. This will involve problem solving, meetings with Partners and the preparation of a range of files under the supervision of the CSP Sergeant. The role is really around the more protracted issues rather than the shorter term, more responsive service that the Safer Neighbourhood Team provide.

### Scope of activity

#### Anti Social Behaviour

- Instigate early interventions and diversionary activity to divert adults and young people away from the criminal justice system and deliver Restorative Justice
- Gather evidence to support requests for ASB contracts and applications for ASB orders
- Take statements
- Prepare ASB Contracts and act as Police representative and signatory
- Review behaviour of individuals subject of Acceptable Behaviour Contracts and Agreements and follow up if achieved or breached
- Gather evidence of breaches of existing orders and contracts
- Analyse information and evidence that relates to ASB.
- Arrange for warnings to be administered (verbal and written letters)
- Conduct victim call back
- Give presentations to partners and other interested parties e.g. represent the Police at Constabulary and Multi Agency Professional meetings, e.g. JAG, ASB Forums, Case Conferences, talks to partners, Night Time Economy Groups, Pub Watch etc.
- Give evidence in court and understand the process for Interim Hearings and Full Trials and deal with questions raised by the Court and Prosecutor.
- Prepare files for Review/Representation (Civil Hearing) or Prosecution/Appeal (Criminal Courts) and prepare case files for ASBOs (standalone and post conviction).
- Liaise with CPS in respect of proposed Court Applications
- Prepare ASBO papers for inclusion in Court file in anticipation of future arrest
- Assist with preparation and application for Section 30 Closure and Dispersal Orders

#### Licensing

- Assist with preparation and application for Closure Orders
- Maintain accurate records in respect of agreements and orders, data bases etc
- Coordinate the Constabulary response to any new/existing licensing applications (personal and premises) and seeking modifications in appropriate cases through negotiation or by making representations to the Licensing Authority.
- Coordinate the Constabulary response to any applications by prospective Designated Premises Supervisors.
- Gather evidence in respect of breaches of licensing legislation and licence operating conditions
- Issue verbal/written warnings/devise and implement Action Plans
- Visit Licensed Premises (awareness of limitations in respect of power of entry/inspection of licences)
- Advocate on behalf of the Police in capacity as Responsible Authority during Licensing Reviews or Representations being heard by the Licensing Sub-Committee
- Share intelligence, co-ordinate and plan Police involvement in off-licence test purchase operations conducted by Hertfordshire Trading Standards.
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**Please note that this list is designed to assist the post holder with a greater understanding of what is expected within the role. Hertfordshire Constabulary may ask the post holder 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.**



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### Training Requirements

- The post holder will be expected to undertake necessary training/coaching in accordance with the role as shown below.
  - IvSO training course (2 weeks)
  - Knowledge of the Licensing Act 2003 ( Legislation & Secretary of States Guidance)
  - To secure a professional qualification at least equivalent to that required to be held by a Personal licence Holder (Current Licensing Policy).
  - Ability to use Ferret and Innkeeper systems.
  - Understanding of role of partners (Local Authorities, Registered Social Landlords etc) and process for sharing information
  - Ability to interrogate OASIS/CIS/IMS
  - Understanding of role of Licensing Authority and Enforcement Officers

### Any other General Requirements/Scope

- The post holder is required to have a driving license and a vehicle available at their place of work at all times. The appropriate mileage rate will be paid for any business miles incurred.