



## ROLE PROFILE

<b>Post Title:</b>	<b>Police Investigation Officer PIP2</b>	
<b>Grade:</b>	<b>LC6 – LC7 (progression arrangements apply)</b>	<b>JE: 1496</b>
<b>Location:</b>	<b>Force Wide</b>	
<b>Responsible to:</b>	<b>Detective Sergeant</b>	

### Job Purpose:

To manage and participate in a wide range of evidence-gathering and crime-investigation duties for Serious and Complex crime and to ensure that any evidence obtained is recorded, secured and preserved in a timely and appropriate manner. To interview suspects and provide support and assistance to other investigations as required by supervision.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- To provide an investigative response to incidents and received intelligence
- To secure, preserve and gather evidence within Investigations in order to prove or disprove information and establish facts.
- To conduct serious and complex criminal investigations, plan and manage own workload, and retain responsibility as the officer-in-case.
- To provide support to victims and witnesses and assess their need for further support throughout the criminal justice process.
- To interview victims and witnesses and obtain statements in relation to serious and complex investigations.
- To interview suspects in relation to serious and complex criminal investigations.
- To use internal IT systems to research and maintain records regarding individuals and investigations.
- To complete comprehensive investigation reports and case files.
- To present evidence to CPS.
- To be flexible in providing cover within the normal place of work and across the county.
- To support, where required, the investigation of priority and volume crime.

- To demonstrate a strong commitment to delivering a high standard of service with an emphasis on quality at all times.
- To promote and comply with Lancashire Constabulary's obligations under the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatment of others.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

### Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

#### Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	2	Interview
We take ownership	2	Interview

#### Inclusive, enabling and visionary leadership

We are collaborative	2	Interview
We deliver, support and inspire	2	Interview

#### Intelligent, creative and informed policing

We analyse critically	2	Interview
We are innovative and open minded	2	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

### Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

Qualification		
Essential	Desirable	To be identified by
PIP level 2 trained and accredited		Application Form/Interview
Knowledge / Experience		
Experience of conducting successful Volume and Priority Crime investigations, both pro active and re active	Knowledge of intelligence gathering procedure and policies.	Application Form / Interview
Experience of investigating crime.	PIP level 2 trained and accredited	Application Form / Interview
Experience of gathering critical evidence by interviewing victims, significant witnesses and suspects.		Application Form / Interview
Experience and knowledge of the Criminal Justice System relating to the PACE Act, including searching premises, handling exhibits, interviewing suspects, and CPIA 1996, relating to disclosure		Application Form / Interview
Experience of maintaining & interrogating computerised systems and manual filing systems	Experience of using police databases to research and record information.	Application Form / Interview
Experience of dealing with members of the public	Experience of working in partnership with other departments and agencies	Application Form / Interview
Experience of communicating at all levels with a wide range of audiences.		Application Form / Interview
Experience of working effectively and efficiently as part of a team, and working with minimal supervision		Application Form / Interview
Experience of working on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them		Application Form / Interview
Experience of dealing with difficult situations or conflict		Application Form / Interview
Experience of maintaining strict confidentiality using tact and diplomacy where appropriate		Application Form / Interview
Knowledge of Health & Safety, Equality, Data Protection Principles and Community & Race Relations Legislation/issues		Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary's		Attendance to be checked post interview

Attendance Policy.		by Recruitment for internal staff, via references for external applicants
Ability to travel on Constabulary business when required.		Application Form
A flexible approach towards working practice and working hours.		Application Form / Interview
Full driving licence		Application Form
Willing for appropriate vetting commensurate to role		Vetting Process

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

**Date last updated: 18/04/2019**

## **Police Investigation Officer PIP2**

### **Progression Arrangements**

The following progression arrangements are subject to the needs and requirements of the post, not the post holder.

These arrangements do not prevent management seeking authority to appoint at any spinal column point in the grade range, subject to the individual satisfying the progression arrangements upon appointment.

#### **LC 6**

On appointment

#### **Progression to LC 7**

#### **When the post holder can satisfy the following requirement**

- On successful completion of PIP2 portfolio and subsequent accreditation. To achieve accreditation the post holder must have met the national occupational standards and be signed off by Learning and Development.

#### **AND**

#### **Demonstrate satisfactory performance in the post at LC6 having evidenced**

- Regularly conducting serious & complex investigations, planning and managing own workload and retaining responsibility as the officer in the case
- Providing specialist advice on a regular basis
- Comprehensive knowledge and understanding systems and processes
- Completion of comprehensive investigation reports and case files.
- Consistently providing a high level quality of service

Must have met all the requirements of the role as recorded via PDR, and agreed by the line manager