

<p>Police Staff <u>Investigator (PSD)</u> Professional Standards Department <u>Role Definition:VI040 / 20398</u></p>

ROLE DEFINITION

Dept / Area Command:	Professional Standards Department	Section:	Complaint Resolution Unit
Post Title:	Investigator (PSD)	Post Reference:	VI040 / 20398
Post Grade:	Grade E to Grade F	Location:	Forth Banks
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	D/Sergeant Complaint Resolution Unit		
Staff Responsibilities:	Not Applicable		
Purpose:	Work as part of an investigation team, conducting and assisting with allocated police officer and police staff complaints, misconduct and criminal investigations, in accordance with regulations, Code of Ethics and standards of professional behaviour, ensuring delivery of an efficient and effective customer service.		

Key Responsibilities:-

1. Conduct and support investigations in accordance with regulations, developing investigation plans and providing an investigative service including:

- **Research to identify lines of enquiry**
- **Securing and processing evidence/documentation/exhibits**
- **Taking statements**
- **Conducting house searches**
- **Interviewing complainants, witnesses and staff**
- **Carrying out appropriate risk assessments in advance of visits**

- 2. Regularly review severity assessments, highlighting any changes to the initial assessment to supervision prior to completion for approval by the Force Assessor, in accordance with IPCC guidance.**
- 3. Liaise with internal and external stakeholders to co-ordinate meetings in order to benefit and support the investigation and associated procedures.**
- 4. Prepare reports and case papers making recommendations in order to contribute to investigations.**
- 5. Provide evidence and/or witness statements in order to contribute to the misconduct or criminal procedure for police officers and staff.**
- 6. Maintain, operate and interrogate local and national computer systems in order to retrieve information relevant to the complaint or internal enquiry.**
- 7. Attend court, misconduct meetings/hearings and coroner's inquests, providing evidence and responding to questions, in order to support investigations.**
- 8. Organise police officer and police staff misconduct meetings/hearings, including the preparation and servicing of regulation notices/letters, file preparation.**
- 9. Liaise with legal teams and witness management, in accordance with Home Office Guidance and the Complaints & Misconduct regulations.**

Designated Powers

Post holders undertaking this role will be required to undertake designated functions and will have associated powers conferred by the Chief Constable under the Police Reform Act 2002 (as amended by the Policing and Crime Act 2017)

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.