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| **Police Staff** **Police Staff Investigator (PIP 2)** **Allocated Area Command** **Role Definition:AC085 / 20479** |

**ROLE DEFINITION**

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| Dept / Area Command: | Allocated Area Command | http://domcms/icons/ecblank.gif | Section: | Secondary Investigation Unit |
| Post Title: | Police Staff Investigator (PIP 2) | http://domcms/icons/ecblank.gif | Post Reference: | AC085 / 20479 |
| Post Grade: | Grade G | http://domcms/icons/ecblank.gif | Location: | Forcewide |
| Car User Status: |  | http://domcms/icons/ecblank.gif | Telephone Allowance: |  |
| Shift Allowance: |  | http://domcms/icons/ecblank.gif | Standby Allowance: |  |
| Weekend Enhancement: |  | http://domcms/icons/ecblank.gif | Contractual Overtime: |  |
| Line Manager: | Detective Sergeant | | | |
| Staff Responsibilities: | Not Applicable | | | |
| Purpose: | To provide a professional and effective investigative service to victims, witnesses and communities of serious and complex offences of crime; developing high quality evidential files that will withstand scrutiny at court and contribute to criminal justice outcomes. | | | |

**Key Responsibilities:-  
    
1. Develop and manage investigative plans identifying actions and appropriate methods for gathering material that can be transferred into intelligence or compiled as evidence.**

**2. Conduct interviews and take written statements from victims, witnesses and suspects gathering information, intelligence and evidence; where required generating further lines of enquiry in order to bring offenders to justice.**

**3. Attend and manage scenes of crimes to ensure evidence is protected and secured maximising forensic opportunities and all material, including exhibits are seized, examined and retained in accordance with legislation, policy and procedure.**

**4. Undertake risk assessments for victims, witnesses and offenders identifying vulnerability in order to ensure appropriate measures are in put in place to mitigate / manage the risks, support individuals as needed working alongside partner agencies where relevant.**

**5. Review, analyse and assess evidence, evaluating all evidential material in order to prepare reports and build comprehensive investigation case files for submission to the CPS to achieve desired criminal justice outcomes.**

**6. Act as a liaison officer for victims and witnesses of crime, providing appropriate and timely updates; and as necessary signpost relevant partner agencies in order to support them through criminal justice process and ensure safety and wellbeing.   
  
7. Assume or appoint appropriate persons to the role of disclosure officer to ensure that all material relevant to an investigation is managed in accordance with the CIPA code of practice.**

**8. Attend court and other hearings in person where necessary to present evidence to support the process of the Criminal Justice system in accordance with legislation.**

**9. Provide professional and expert advice / guidance to colleagues, other departments and partners that support and promote the development of excellence in investigative standards.**

**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).  
  
Professionalising Investigations Programme (College of Policing)  
Post holders undertaking this role will be required to be accredited to PIP Level 2. Maintenance of this accreditation / competence requires demonstration of CPD against the recognised professional standards.  
  
The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**