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| **Police Staff****Indexer****Crime Department****Role Definition:ZZ029 / 10525** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Crime Department  | http://domcms/icons/ecblank.gif | Section: | Crime Investigation  |
| Post Title: | Indexer  | http://domcms/icons/ecblank.gif | Post Reference: | ZZ029 / 10525  |
| Post Grade: | Grade D   | 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: | Major Investigation Team Supervisor |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Index documentation, as directed by MIT supervision, in line with MIRSAP Guidance, in order to contribute to an optimum investigative process.  |

**Key Responsibilities:-**

1. **Receive and register all documentation from the Document Reader or Receiver, raising any actions as instructed, in order to contribute to the investigative process.**
2. **Index the content of the documents, checking that all instructions have been carried out, and following the guide indicated by the Document Reader or Receiver, in order to contribute to the investigative process.**
3. **Type the result of completed Actions onto the system, indexing as instructed by the Receiver, raise any further Actions if so instructed and endorse the Action as resulted, unless reallocation is required, in order to ensure the accurate recording of information.**
4. **Endorse documents as indexed, either manually or electronically, and forward all indexed documents to the Office Manager for approval, in order to contribute to the investigative process.**
5. **Maintain and interrogate indexes, extracting information for supervision as required, to ensure the accurate recording of all information within the Major Incident Room.**
6. **Undertake proof-reading and quality checking of documents, when required, in order to contribute to the review process.**
7. **Participate in unit briefings and debriefings in order to maintain an upto date knowledge of the investigative parameters set by the SIO.**
8. **Undertake a range of administrative and investigative support duties, including maintaining paper-based indexing systems, exhibit handling and management, telecoms application processing and CCTV viewing and logging, when required, in order to contribute to the smooth running of the investigation.**

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