



**Northumbria
Police
Intranet**

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02/12/2019

Investigation Support Officer (Ref AC086 / 20626)

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**Police Staff
Investigation Support Officer
Allocated Area Command
Role Definition: AC086 / 20626**

ROLE DEFINITION

Dept / Area Command:	Allocated Area Command	Section:	Secondary Investigation Unit
Post Title:	Investigation Support Officer	Post Reference:	AC086 / 20626
Post Grade:	Grade C	Location:	North / Central / South
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	D/Sergeant Secondary Investigation		
Staff Responsibilities:	Not Applicable		
Purpose:	To work as part of an investigation team, providing investigative assistance and support to operational officers and staff in gathering a range of evidence in order to prevent and detect crime. Undertaking directed enquiries and providing support to the investigation of criminal offences and other incidents, ensuring the delivery of a professional and effective service to victims, witnesses and communities.		

Key Responsibilities:-

1. Assist with the processing, reviewing and management of CCTV, digital downloads, third party material and other exhibits as directed by the OIC.

2. Provide support in file building as directed by the OIC and in accordance with disclosure policy/officer direction,

co-ordinating and providing assistance in identifying and collating all necessary data, including CCTV and third party material.

3. Prepare aspects of prosecution case files as directed by the OIC, utilising documentary control systems and obtain any outstanding evidence as required in order to assist in the initial preparation of a full file in order to meet the requirements of the CPS.

4. Undertake administrative duties which include the preparation and submission of applications, authorities and orders, in support of the investigation process.

5. Manage and interrogate local and national computerised systems in order to contribute to effective information recording and dissemination.

6. As directed by the OIC complete safeguarding / other referrals in a timely manner, ensuring effective information sharing with partner agencies.

7. Maintain required standards around information security and storage ensuring any disclosures of data and information are appropriate, compliant with Force policy and current and applicable legislation.

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

Categories