DORSET POLICE

Job Description

Date:	January 2025
Job Title:	**Alliance Investigator (Dorset)**
Post Number:	DP4750
Division/Department/Section:	Alliance Professional Standards Department,
Line Manager:	Detective Sgt

1. PURPOSE

To develop information and intelligence, investigate complaints and allegations of misconduct, undertake criminal and misconduct interviews, take statements, and pursue lines of enquiry. To assist in the preparation of case papers. To highlight areas for improvement regarding organisational practices and procedures.

2. POSITION IN THE ORGANISATION

Professional Standards Dept.

↓

Chief Inspector

↓

Inspector

↓

Sgt

↓

Alliance Investigator (this post)

2.b Roles that work directly for this post.

None

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	**With what results? (OUTPUT)**
To undertake investigative work, in respect of criminal allegations, complaints against police, organisational complaints or misconduct enquiries. To make enquiries as necessary to secure and preserve evidence and to identify potential risks to the organisation.	To provide the Appropriate Authority/CPS with necessary evidence, information and advice within specified deadlines and to the standards required to assist in the effective consideration of the case.
To obtain clear and concise witness statements, undertake criminal and misconduct interviews, pursue lines of enquiry, develop information and intelligence and obtain/collate all relevant evidence from various sources both within and outside the Police Force.	To collate and co-ordinate all relevant material to a high standard and within the strict timescales applicable.
To provide investigation/intelligence reports for submission to the Superintendent Professional Standards Department, Determining Officer, Deputy Chief Constable, the Crown Prosecution Service and the Independent Office for Police Conduct.	To provide a full briefing for those having to make decisions re prosecution/hearing etc
To notify the Determining Officer, Chief Inspector and/or Superintendent, Professional Standards Department of concerns about organisational practices and procedures. Including the maintenance of organisational operational security.	To ensure poor procedures or security concerns are highlighted. To maintain confidence in Dorset and Devon and Cornwall Police.
To ensure that appropriate information concerning investigations is provided to the complainant, officers subject to enquiry, informants and other relevant parties, being mindful of the needs of both the Forces and the individuals involved.	To ensure crime investigations, complaints and misconduct matters are properly progressed
To liaise with the CPS and IOPC as required with regard to the collection of evidence and preparation of files.	To ensure prompt response to requests for additional evidence/information and by providing up to date, authoritative advice on relevant issues.
To attend case conferences on behalf of the Department and other such meetings as may be required from time to time.	To assist in the decision-making process regarding difficult or complex cases.
To assist in the presentation of cases at Misconduct Hearings/court cases.	To ensure that Misconduct Hearings/court cases are effectively administered

3. MAIN RESPONSIBILITIES

What is the post responsible for? (INPUT)	With what results? (OUTPUT)
Review and evaluate intelligence received/gathered to ascertain its value in identifying criminal or conduct offences, organisational risks and where necessary disseminate it accordingly.	Reviewed and assessed information/evidence that can be utilised to identify potential threat risk or harm and other policing priorities in line with the forces and department control strategy.
This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the Police Service.

4. CONTACTS

Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.

1.	Complainants/informants
2.	Police Officers and Police Staff of any rank/level.
3.	Independent Office of Police Conduct.
4.	Crown Prosecution Service.
5.	Solicitors representing officers or complainants.

5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

List any special arrangements surrounding the job e.g., 24 hr responsibility, on-call time, and weekend work in this section.

1) The **Force Values** together with the **Police Staff Standards of Professional Behaviour** are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.
2) It will be necessary for the postholder to be given designated Police Reform Act Powers of an Investigation Officer subject to, suitability and capability and have the relevant training.

6. HEALTH & SAFETY TRAINING

Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? [Manager should read appropriate Risk Assessments and identify training required, e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc]

Your line manager has the responsibility to refer to the risk assessments appropriate to your role

to identify any additional health and safety training required e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.

You are advised to read the Force's Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities.

7. HEALTH MONITORING

Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?

N/A

8. BIOMETRIC SAMPLE REQUIRED

Yes

9. CVF LEVEL

Level 1

10. VETTING

Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g., 'this post is subject to standard recruitment vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.

This post is subject to Management Vetting and Security Clearance (MVSC).

11. TERMS OF APPOINTMENT

The salary will be within **Grade F**. For full salary range refer to Dorset Police Staff pay scales.

The current core business hours will be as determined by your senior management and will be in accordance with the Alliance Flexi-time Policy and associated procedure, including eligibility for the flexi-time provision.

The post is a 'designated role' under the Police Reform Act 2002 and the Policing and Crime Act 2017 and as such, the post holder will have certain designated powers as awarded by the Chief Constable.

12. PERSON SPECIFICATION	
Essential Criteria	
Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.	
Criteria to be measured	**Competencies Required**
Criteria A	Qualified PIP Level 1&2 Investigator or transferrable recognised investigative experience.
Criteria B	Excellent investigative and interview skills and experience of high-level witness statement taking and or report writing.
Criteria C	Excellent level of interpersonal and communication skills (written and oral) in order to deal with internal and external contacts efficiently and confidently.
Criteria D	Ability to work under own initiative and to meet deadlines.
Criteria E	Experience of working in a confidential environment and must have exemplary integrity and discretion due to the confidential nature of the role.
Criteria F	The ability to be tactful and diplomatic when dealing with difficult and sensitive situations.
Criteria G	A good knowledge of Police procedures, including the Police and Criminal Evidence Act 1984.