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To support the delivery of the Criminal Justice Operations function through participation in interview processes, compilation of evidence files, evidence gathering, processing of detainees and carrying out other support activities in the interests of the victim and the community with the aim of reducing re-offending

### Rank/Grade

Scale 4

### Line Manager

Sergeant Criminal Justice Operations

### Scope

Investigate persons in custody for offences and interview/statement offenders, victims and witnesses taking into account rules of evidence

As required to compile evidential prosecution files to support criminal proceedings in line with current local and national guidance.

Liaise with officers and staff of partner criminal justice agencies in order to ensure compliance with Force policy and procedures.

Gather and present evidential material to the Crown Prosecution Service in line with relevant legislation and Force Policy.

Utilising the Niche enquiry log, update victims and witnesses in line with the Victims Charter.

Support the officer in the case with activities such as:- charging detainees/ conducting field testing of drugs, seizing clothing/ seizing property/ taking swabs etc.

Support processing of detainees on police bail and those who fail to answer their bail by expediting outstanding enquiries, updating Niche occurrences and Custody records.

Ensure compliance with all national and local criminal justice case management procedures and initiatives in order to maintain standards

When required to provide accurate advice and support to officers raising

questions regarding criminal justice procedures

Administer and circulate details of wanted persons on the Police National Computer

To support the VIPER officers with completing VIPER related documents and managing witnesses when attending identification procedures

On occasions to present evidence in Magistrates and Crown Court to ensure the defendants are brought swiftly and effectively to justice.

Full car driving licence – must be able to travel anywhere within the Force area to conduct in-field seizing activities, meet witnesses and victims.

For the post holders level of responsibility ensure that all; arrangements, activities, equipment, supervision and staff health, welfare and training are complied with as fully detailed in the Health and Safety Policy.

It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, contributing to developing equality of opportunity in working practices and challenging inappropriate conduct. Staff should treat everyone with fairness and impartiality, whilst recognising differences in needs, perspectives, backgrounds and cultures.

Notwithstanding the details in this job description, the job holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the job.

This role has been designated powers by the Chief Constable

## Experience and Qualifications

Qualifications:

Educated to Level 3 of the Qualifications and Credit Framework (QCF) or equivalent experience

Experience:

Essential Experience:

A good working knowledge of Microsoft Office

Significant experience of working in an investigative or criminal justice environment with case management experience

Desirable Experience:

Some previous experience of working within a customer facing environment

Skills and Knowledge:

Essential:

Ability to effectively sift and evaluate information assessing relevance and

potential use within criminal proceedings.  
 Ability to prepare detailed files and reports and present information in an accurate and timely manner within strict guidelines  
 High level of written and verbal communication skills with the ability to represent the Force in the public domain when dealing with victims, witnesses and suspects  
 Ability to establish and maintain a good working knowledge of information technology systems such as Atlas, NSPIS and the Police National Computer  
 Ability to quickly grasp the criminal justice legislative framework and adapt knowledge to a variety of situations within the day to day operation of the role  
 Ability to assess and prioritise tasks and information  
 Effective interpersonal skills with the ability to work closely with staff and Officers across a range of mutually dependent tasks  
 Must be able to pass a relevant PNC course

Desirable:

Ability to assimilate legislative information and utilise knowledge to provide accurate advice and guidance to Officers and other staff members  
 Ability to work with limited supervision and manage time effectively to prioritise tasks

## Personal Qualities [Show Less <<](#)

Please note. Personal Qualities provide guidance in relation to the behaviours individuals should display. They will be used in Promotion/Recruitment/Selection/Appraisal processes.

Skill Category: Policing Professional Framework

Decision making	<p><a href="#">Decision making - Level Practitioner</a>          Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations.          Considers a range of possible options before making clear, timely, justifiable decisions.          Reviews decisions in the light of new information and changing circumstances.          Balances risks, costs and benefits, thinking about the wider impact of decisions.          Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.</p>	
Leadership	<p><a href="#">Openness to change - Level Practitioner</a>          Positive about change, adapting rapidly to different ways of working and putting effort into making them work.          Flexible and open to alternative approaches to solving problems.          Finds better, more cost-effective ways to do things, making suggestions for change and putting forward</p>	

	<p>ideas for improvement. Takes an innovative and creative approach to solving problems.</p>	
Leadership	<p><u><a href="#">Service delivery - Level Practitioner</a></u> Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes. Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well. Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.</p>	
Professionalism	<p><u><a href="#">Professionalism - Level Practitioner</a></u> Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.</p>	
Public Service	<p><u><a href="#">Serving the public - Level Practitioner</a></u> Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them.</p>	

	Works in partnership with other agencies to deliver the best possible overall service to the public.	
Working with others	<p><a href="#"><u>Working with others - Level Practitioner</u></a></p> <p>Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships.</p> <p>Explains things well, focusing on the key points and talking to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively.</p> <p>Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations. Is courteous, polite and considerate, showing empathy and compassion.</p> <p>Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.</p>	
<a href="#"><u>Add Skill</u></a>		