



Job Title: Temporary Police Staff Investigator

Department: TempForce

Job purpose: To provide assistance and support to investigating officers by carrying out a wide range of investigative tasks.

Key Accountabilities:

1. To undertake a range of tasks and actions identified as being necessary in support of an investigation, including but not limited to:
 - taking and collecting statements
 - house to house enquiries
 - property related enquiries
 - participating in victim and witness interviews
 - reviewing CCTV and other footage
 - dealing with telephone enquiries
 - attending court to give evidence
 - participating in house searches and the execution of search warrants
 - travelling out of county to undertake necessary tasks
2. To ensure that evidence is gathered in accordance with the provisions of the Police and Criminal Evidence Act 1984 and in accordance with Force procedures.
3. To ensure that material gathered in the course of an investigation is handled in accordance with the provisions of the Criminal Procedures & Investigation Act 1996 as amended by the Criminal Justice Act 2003.
4. To liaise with other police forces, agencies and local partners to gather evidence.
5. To work effectively as part of a team and co-operate with colleagues and other team members to achieve team and Service goals.
6. To ensure that your behaviour complies with Force values and organise your own work effectively to meet the demands of your role.
7. To promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to equality of opportunity in working practices.
8. To show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.



Knowledge, skills and experience

1. A working knowledge of criminal law and the criminal justice system.
2. 12 months experience in evidence gathering.
3. Two years investigative experience.
4. Experience in producing clear, concise and accurate reports, letters and records.
5. IT literate, with a working knowledge of word processing, email, spreadsheet and database packages.
6. An understanding of Data Protection legislation to ensure that information is handled and filed correctly.
7. Knowledge of Health and Safety legislation to ensure compliance.