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| <b>ROLE PROFILE<br/>Part1</b> | <b>Role Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>INVESTIGATOR PIP1<br/>(AMBERSTONE)</b> |                      |  | <b>Dept /LPA</b> | <b>INVESTIGATION</b> |
|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                           | <b>VETTING LEVEL</b> |  |                  |                      |
| <b>Grade/Rank</b>             | Police Constable/PIP1 Accredited Police Staff Investigator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                           |                      |  |                  |                      |
| <b>Responsible To</b>         | Investigative Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                           |                      |  |                  |                      |
| <b>Staff Responsible For</b>  | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |                      |  |                  |                      |
| <b>Reviewed by (Manager)</b>  | DI 2693 Damon Kennard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                           |                      |  | <b>Date</b>      | February 2022        |
| <b>Purpose of Job</b>         | The PIP 1 Investigator gathers and reviews evidence and undertakes investigations relating to volume and priority crime to ascertain whether a person should be charged with an offence or if a person charged with an offence is guilty of that offence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                           |                      |  |                  |                      |
| <b>Key Accountabilities</b>   | <ol style="list-style-type: none"> <li>1. Collect and gather material, intelligence and evidence from a range of sources (including volume and priority crime reports, victims, witnesses, suspects and other sources of material) and record and retain it in a format that is evidentially admissible to support the investigative process.</li> <li>2. Identify and plan own investigative actions, taking into account resources, priorities, and proportionality in order to pursue all reasonable lines of enquiry whether they point towards or away from a suspect to achieve investigatory objectives.</li> <li>3. Interview witnesses and suspects, applying appropriate interviewing principles and techniques to gather all required information, intelligence and evidence within the criminal law and the legal framework to help bring offenders to justice.</li> <li>4. Use relevant powers, applying the "arrest necessity" test to consider arresting, apprehending where necessary, issuing special warnings and other options such as 'Released Under Investigation'.</li> <li>5. Undertake associated search and custody procedures to protect and safeguard the public in accordance with legislation and policy.</li> <li>6. Complete risk assessments and provide appropriate support for victims during an investigation, through the formulation of a victim plan where required, to ensure the safety and wellbeing of the victim. Complete risk assessments and provide appropriate support for witnesses when planning investigative interviews to ensure the safety and wellbeing of the witnesses.</li> <li>7. Liaise and work with other investigators and managers to establish and use appropriate methods for gathering material and to develop procedures to turn material into intelligence or evidence.</li> <li>8. Carry out analysis, assess evidence, and evaluate material generated by the investigation of volume and priority crimes to identify offenders.</li> <li>9. Ensure all material, including exhibits, are seized, examined and retained in accordance with disclosure and other applicable legislation and policy, where necessary whether they are used or not.</li> <li>10. Respond to safeguarding concerns and manage risk in cases, including but not limited to; child neglect, child abuse, and child sexual abuse, offences against vulnerable adults, domestic abuse and sexual offences to protect the most vulnerable people in society.</li> <li>11. Prepare reports on the outcome of investigations, build and manage case files and conduct disclosure within best practice procedures to ensure there is an accurate audit trail.</li> <li>12. To give regular and effective service.</li> </ol> <p>Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.</p> |                                           |                      |  |                  |                      |

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| <b>Additional Requirements</b>                                       | <p>Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation.</p> <p><b>AMBERSTONE Specifics:</b></p> <ol style="list-style-type: none"> <li>1. To be aligned to one of the three Amberstone teams located within the three Police Investigation Centres. (Southampton/Portsmouth/Basingstoke)</li> <li>2. Hours of duty to align with team duty pattern shift pattern – (08.00hrs – 22.00hrs). There may be a requirement to work outside of these hours and out of County as operational demand dictates.</li> <li>3. To be PIP1 accredited and possess a minimum of 1 years investigative experience or provide evidence to support this.</li> <li>4. To project a professional image when conducting office/outside enquiries, smart plain clothes are to be worn. When involved in operational enquiries dress shall be plain clothes to align with the enforcement actions being undertaken.</li> <li>5. Hold a current authorisation to drive Police vehicles.</li> <li>6. To be licensed to Police/Practice.</li> </ol> <p>PSIs are required to wear the prescribed PSI uniform unless otherwise authorised by an Inspector for a specific purpose.</p> <p>This role has been identified as requiring mandatory Psychological Screening, please refer to the <a href="#">Psychological screening Support for staff working in high risk roles</a> page</p> |
| <b>ROLE PROFILE Part2</b><br><br><b>CVF Recruitment Competencies</b> | <p><a href="#">We are Emotionally Aware</a> Level 1</p> <p><a href="#">We Take Ownership</a> Level 1</p> <p><a href="#">We Analyse Critically</a> Level 2</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Education/Qualifications</b>                                      | <p><b>Essential:</b> <a href="#">Competent Investigator PIP1</a></p> <p>Officers must have completed the Tier 2 or Tier 3 interview accreditation process or be prepared to carry out this process.</p> <p>Officers must have completed the STO course or be prepared to attend this or equivalent course.</p> <p><b>Desirable:</b> n/s</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Experience and Skills</b>                                         | <p><b>Essential:</b> Demonstrable experience of complex information gathering and problem solving.<br/>A detailed understanding of the criminal justice system.<br/>Knowledge and understanding of applicable College Guidance</p> <p><b>Desirable:</b> Good communication skills with the ability to listen, empathise, provide support and adapt language, form, and message to meet the needs of different people and/or audiences.</p> <p>Skilled in the use of use IT packages, systems and/or databases to fulfil role requirements.</p> <p>Able to break down a complex problem into component parts and determine appropriate action in investigations.</p> <p>Ability to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required.</p> <p>Able to review own performance objectively and to develop and follow an appropriate improvement plan.</p> <p>Able to appropriately prioritise and plan own work.</p> <p>Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.</p> <p>Able to produce clear and concise reports and other documents within best practice procedures.</p>                                                                                                                                                                                                                                                                                                                                               |
| <b>ROLE PROFILE Part3 CPD</b>                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Competencies</b>                                                  | <p>All roles are expected to know, understand and act within the ethics and values of the Police Service.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| Underpinning Values                               | Resolute, compassionate and committed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |
|                                                   | <a href="#">We are Emotionally Aware</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Level 1 |
|                                                   | <a href="#">We Take Ownership</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Level 1 |
|                                                   | Inclusive, enabling and visionary leadership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
|                                                   | <a href="#">We are collaborative</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Level 1 |
|                                                   | <a href="#">We Deliver, Support and Inspire</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Level 1 |
|                                                   | Intelligent, creative and informed policing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |
|                                                   | <a href="#">We Analyse Critically</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Level 2 |
|                                                   | <a href="#">We are Innovative and Open Minded</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Level 1 |
|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |
|                                                   | <a href="#">Impartiality</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
|                                                   | <a href="#">Integrity</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |
|                                                   | <a href="#">Public Service</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |
|                                                   | <a href="#">Transparency</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
| Initial Development skills for new to role period | <p>Officers must have completed the Tier 2 or Tier 3 interview accreditation process or be prepared to carry out this process.</p> <p>Officers must have completed the STO course or be prepared to attend this or equivalent course.</p> <p>All officers and staff must be aware of risk in relation to their role, please view the appropriate Health &amp; Safety Risk Assessment for the role.</p> <p>All officers are required to complete annual PST, DSE and mandatory e-Learning including annual DSE and Fire Safety.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |
|                                                   | <ul style="list-style-type: none"><li>• Maintain PIP Level 1 accreditation through 20 hours minimum per annum, including two suspect, two witness interviews and two investigations from instigation to resolution including assessments of risk and harm.</li><li>• Completion of Mainstream Cybercrime Course</li><li>• Keep up-to-date with new and developing legislation (including current guidance on disclosure) and current national policing priorities e.g. vulnerability, that may impact upon ongoing investigations.</li><li>• Keep up-to-date with new approaches to evidence-based policing and apply these to working practices.</li><li>• Maintain a working knowledge of how technology might facilitate offenders to commit crimes.</li><li>• Maintain a working knowledge of how other government agencies, such as the National Crime Agency (NCA) and Her Majesty’s Revenue &amp; Customs (HMRC), can assist in the investigation of cases.</li><li>• Ensure that case file management follows current best practice.</li><li>• Ensure that investigative interviewing techniques are developed and maintained.</li><li>• Complete annual and mandatory training on Stop and Search (Warranted officers only).</li><li>• Work closely with colleagues in Intelligence, in order to develop procedures to support turning intelligence into evidence.</li><li>• Understand and develop knowledge of other roles within policing e.g. work alongside colleagues in a different department to further operational knowledge of one other’s roles.</li></ul> |         |



- Regularly share best practice for investigations with colleagues e.g. contribute to relevant Knowledge Hub communities or deliver informal briefings.
- Attend and participate in both formal and informal learning and development events e.g. peer teaching opportunities, force-led training.