



FREEDOM OF INFORMATION REQUEST



Request Number: F-2015-00018

Keyword: Human Resources

Subject: Police Staff Investigators

Request and Answer:

Question 1

How many “non-warranted” or “Police Staff” investigators are currently employed by your Force?

Answer

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested. The decision has been taken to disclose the located information to you in full.

There are currently 23 Police Staff recorded under Assistant Investigator Duty type.

Question 2

How many “non-warranted” or “Police Staff” investigators are currently appointed within your Force through a recruitment agency or external provider?

Answer

None.

Question 3

a) Within which teams and departments do you currently employ or use these “non-warranted” or “Police Staff” investigators? For example; Major Crime, Domestic Violence, Child Abuse Investigation, CID etc.

b) Please provide a breakdown of how many of these investigators there are within each team/department.

Answer

Please see table below showing the Departments the 23 Assistant Investigators are attached to.

Descriptor	Total
Districts - Public Protection	5
Districts - CID	6
Districts – Other Crime	2
Discipline Branch	1
Legacy Investigation Branch	9
Grand Total	23

Question 4a

How many of these “non-warranted” or “Police Staff” investigators hold PIP level 2 accreditation?

Answer

None.

Question 4b

How many of these “non-warranted” or “Police Staff” investigators have taken the National Investigators Examination?

Answer

None. This is not a pre-requisite for the role.

Question 5

What training have these “non-warranted” or “Police Staff” investigators received?

Answer

Training is a 12 week course which includes Basic Investigative Skills (legal powers & knowledge), practical exercises including HYDRA immersive learning, Tier 1 PEACE Investigative Interview training, Personal Safety training, First Aid, Communications training including radios, NICHE and Blackberry, Health & Safety, Code of Ethics/Professional Standards, Diversity training, Human Rights and Risk Assessment.

Question 6

What powers, if any, have these investigators been designated by the Chief Constable under section 38 of the Police Reform Act 2002 – please break this information down into how many members of staff have been designated powers under each paragraph.

Answer

Section 38 of the Police Reform Act 2002 does not extend to Northern Ireland therefore the answer is none.

Question 7

Please provide details of any promotion or advancement structure for “non-warranted” or “Police Staff” investigators - if there is not one in place, please state this.

Answer

There is currently no promotion or advancement structure in place.

Question 8

Please provide job descriptions for each “non-warranted” or “Police Staff” investigator role within your Force.

Answer

Please find job description for Assistant Investigator at the end of this correspondence.

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ www.psni.police.uk

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

JOB DESCRIPTION

POST: Assistant Investigator

GRADE: EOII

BRANCH: Departments/Districts

Date: March 2010

1. Organisational Position

1.1 The postholder generally reports to a Sergeant.

2. Purpose and Objectives

2.1 The role holder will assist in the thorough and efficient investigation of criminal issues.

3. Main Activities

Under the direction of a Senior Investigation Officer and/or Investigating Officer main activities include:

- Attending crime scenes as part of the investigating team.
- Obtaining evidence at crime scenes and throughout course of investigation.
- Handling evidence in accordance with departmental and organisational procedure to ensure its integrity and continuity.
- Interview victims, witnesses and suspects and ensure accurate records of statements taken.
- Responding to queries raised by the Holmes action sheets or other investigation management systems which come from the SIO/IO.
- Analysing audio and visual evidence e.g. CCTV, videos, telephone records, conversations and SMS.
- Preparing files of an appropriate standard in accordance with departmental procedures and timescales and making appropriate recommendations of further action to be taken.

- Liaising with internal departments and specialists e.g. fingerprint bureau, crime scene investigation, photography.
- Liaising with other agencies regarding recovery of documents and/or other exhibits and arranging forensic examination where deemed appropriate.
- Examining paper and electronic documentation and other materials considered to be of relevance.
- Recording and documenting actions in a structured and accurate manner.
- Completing review reports, including recommendations and other reports, as required.
- Providing briefings to colleagues at similar and more senior levels.
- Presenting evidence in Court.
- Attending internal hearings to present evidence.
- Reporting on court proceedings.

The main duties and responsibilities reflect the main elements of those associated with the position. This list is not intended to be exclusive or exhaustive. Posts vary in content depending on particular circumstances and areas of work. Different posts therefore will contain different combinations of the above activities. Some posts will contain only a few main activities; others may contain a wider range. Actual activities may vary over time, and from post to post, depending on priorities and circumstances.

4. Knowledge and Skills

- 4.1 The minimum level of formal qualification required for the role is 2 GCSE's, or equivalent.
- 4.2 With the above, a minimum of 2 years investigative experience would be required to perform the role effectively which would include attainment/pass of relevant training courses.
- 4.3 If the role were to be recruited directly the minimum amount of experience required would be 1 year in an investigative field which include attainment/pass of relevant training courses; however this would justify the need for a higher qualification, for example 2 'A' levels, or equivalent qualification.
- 4.3 The type of knowledge and experience required for the role include:
- Awareness/experience of Incident Room standard Major Incident Room standard procedures.
 - Awareness of requirements of investigations and practice advice.
 - Ability to collect, analyse, collate and document evidential and other information.

- Good verbal and written communication skills including interviewing and report writing skills.
- Understanding of forensic procedures and various pieces of legislation.
- Knowledge of Holmes, ICIS and Niche.
- Capable of working on own initiative without supervision.
- Joint protocol training e.g. training with Social Services.

4.4 Some roles may require HOLMES 2 training in the PEACE model of interviewing or investigative qualifications.

5. Contacts and Communication

5.1 Within the Organisation

The main internal contacts are with colleagues in other sections within Investigative roles, for example, Investigator, Investigating Officer and Senior Investigating Officer; this includes regular contact with officers from Constable to Inspector. Contacts are generally in relation to providing and obtaining information, seeking and providing clarification re detail of cases/investigations. The role holder will have regular contact with staff within C6 Scientific Support Branch for example regarding forensics, the Crime Scene Surveyors, Mappers and Imaging Officers - this includes officers up to Staff Officer level.

5.2 With other Government Organisations

Assistant Investigators, depending on the role, may have contact with a range of external agencies including for example Forensic Science Northern Ireland, Public Prosecution Service, Police Ombudsman Northern Ireland, Coroners Office, MOD, HM Customs and Excise, NI Fire and Rescue Service, Prison Service, Social Services, Probation Board.

The role holder may have regular contact with other Police Services in the UK and also with the Garda Siochana for example regarding ongoing investigations and/or regarding contact in respect of Disclosure of information which the role holder provides as and when appropriate.

Contacts are generally from administrative up to middle management level providing and obtaining information on issues of clarification and investigations. Generally there will be little contact with senior management.

5.3 With External Organisations

Some role holders will have contact with members of the public. The Assistant Investigator is required to actively elicit information through the use of sensitive and appropriate interviewing techniques, and to probe and clarify information as appropriate.

6. Problem Solving

- 6.1 One of the most common sources of problems is the nature of investigations. Difficulties may be encountered regarding assessing the reliability and credibility of evidence.
- 6.2 The sensitivity of political issues and problems regarding certain geographical areas are significant to many areas of the work. For example the role holder often is required to carry out a risk assessment before visiting certain locations and will need to check if the area is 'out of bounds' and may need the support of the local district police.
- 6.3 Whilst the work of the Assistant Investigator generally proceeds within a defined framework of methods and processes, many day-to-day tasks may create similar problems and the use of initiative will be required in dealing with a variety of situations which may arise.

7. Decision Making

- 7.1 The Assistant Investigator's main decisions are in relation to planning and prioritising their own workload. There may be decisions on the content and layout of reports. The role holder is required to make decisions in relation to information gathering and must ensure the process is objective.
- 7.2 The role holder will generally, again depending on the specific role, provide information to more senior officers with findings and occasionally provide details re necessary action.

8. Autonomy

- 8.1 Advice and guidance from line management is available. A series of policies, instructions and manuals are also available for most Assistant Investigator roles. Whilst work often follows technical and professional guidelines and working procedures, there may be scope for some discretion to be applied where this is deemed appropriate, although management can be consulted for assistance when necessary.

9. Management of Resources

9.1 Financial

Investigators have no direct financial management responsibility.

9.2 Leadership and Teamworking

Postholders have no management responsibility. There is a need to maintain good working relationships by supporting others and contributing to team decisions. Some Investigators may assist in helping new members of staff become acclimatised to the working environment.

9.3 Nature of Management

There are no formal line management responsibilities with this role.

10. Impact

- 10.1 Some roles have contact with members of the public, for example, victims of crime and here there is a potential to enhance public perception of the PSNI. Similarly there is a potential through poor performance to have the opposite effect on individual relationships, although problems in this area should be recognised and addressed by management.
- 10.2 In general the Assistant Investigator roles have potential to impact on local core business activities and targets, under the control of more senior management. Any deficiencies in performance should be identified and addressed by management fairly quickly.