

## JOB DESCRIPTION

### A. POST DETAILS:

Job Title: Technical Surveillance Officer - Support Staff  
Department: Intelligence Bureau Area: Force Headquarters  
Reports To: Sergeant/Intelligence Supervisor No of Posts:

### B. PURPOSE OF THE POST:

Provide technical options and solutions including the installation and deployment of Technical Assets in support of Criminal investigations, including the requirement to conduct technical feasibility studies and appropriate risk assessments, producing detailed reports to highlight those options and in support of the investigating officer. The post holder will be responsible for the purchase, maintenance, accountability and integrity of Area technical assets utilising force systems. Provide technical advice, support and assistance when required such as the retrieval of problematic CCTV downloads.

*Continue on a separate sheet and attach if required*

**C. DIMENSIONS OF THE POST**

**Financial – Direct or Non-Direct**

**Liaise with external technical providers, negotiate costs on products and services, produce the necessary documentation to support any purchases required.**

**Staff Responsibilities – Direct or Non-Direct**

**none**

**Any Other Statistical Data**

**none**

**D. PRINCIPAL ACCOUNTABILITIES:**

**Provide detailed technical feasibility surveys, including full risk assessments, undertake installation of both overt and covert technical equipment ensuring all deployment methods are authorised, Justified Appropriate Proportionate and Necessary (JAPAN) in compliance with RIPA 2000, the Police Act 1997 and Human Rights policy**

**Prepare and Present evidential products obtained through Technical deployments to support any criminal prosecution and the investigating officer.**

**Ensure all Technical assets held, purchased, utilised, loaned are accounted for, approved and fit for purpose and are recorded in an auditable way within the Force Inventory database.**

**Provide specialist advice in all aspects of technical support and assist with problematic technical issues such as CCTV downloads.**

**Provide mutual support to other Area technical surveillance officers when required.**

**Represent the area on technical surveillance groups keeping up to date with best practice and legislation.**

*Continue on a separate sheet and attach if required*

**E. CONTACT WITH OTHERS:**

**Internal**

**All levels of staff, officers and management across the area, the post holder will be required to consult with other Force Technical surveillance officers and the Force technical surveillance manager, this includes attending local and Force meetings to share best practice and support other operations when required.**

**External**

**Liaise and consult with other police forces and agency Technical Surveillance Departments, special advisory groups such as the Home Office HOSDB, industry partners TOC's/TFL, key stakeholders, appropriate equipment suppliers and members of the public during installations, planning and preparation of covert/overt deployments.**

**F. EXPERIENCE, KNOWLEDGE, QUALIFICATIONS AND TRAINING:**

**Essential Criteria**

The post holder must be self motivated, flexible, showing initiative and discretion and have the ability to work with minimum supervision or as part of a team.

Excellent written and verbal communication skills

Knowledge of RIPA, human rights legislation and law enforcement techniques and practices.

Effective planning and problem solving skills.

The ability to prioritise workloads and work under pressure.

Possess a full driving licence including category C or be willing to undertake and pass the category C driving standard.

If not already vetted to SC level, be willing to undertake this level of security vetting

Ability to gain the NPIA accreditation in TSU tactics and TSU deployment standards courses

Experience or ability to quickly gain knowledge of technical expertise in either electronics or electrical engineering.

**Desirable Criteria**

Previous experience as a technical support officer

Previous experience working within law enforcement

Knowledge and experience in the use of covert techniques

Knowledge of the procurement process

Successfully completed the National TSU Volume Crime Course

Successfully completed the National TSU Tactics Course

Successfully completed the National TSU Deployment Standards course

First Aid at Work and Health and Safety certificate

*Continue on a separate sheet and attach if required*

**G. ANY ADDITIONAL INFORMATION** (including any particularly challenging/difficult aspects of the job)

This is a demanding role and there is a requirement to work flexible hours, sometimes evenings and weekends. There could be a requirement to work away from home. Technical surveillance officers are required to assess site information to find the most appropriate overt or covert technical solution in order to further support an operation to a successful conclusion. There are health and safety implications with some installations and are deployed in pairs. They may be deployed with other covert methods to support deployment of technical equipment and are required to undergo many training courses to ensure their competence within this area of expertise.

The post holder will be required to undertake a number of training courses applicable to the role. Some of which will be residential. These will include courses in: working at heights, rope access and high structure evacuation.

The post holder could be faced with challenging situations during deployments that requires them using their initiative and training received.

*Continue on a separate sheet and attach if required*

**AUTHORISATION DETAILS:**

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised By: \_\_\_\_\_