



NOT PROTECTIVELY MARKED

HR8:1.3

Version 1.2

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Field Intelligence Officer (Generic JD)	Current Grade:	A006
Department:	Intelligence Bureau	Division:	B,C
Reports To:	Intelligence Supervisor	No of Posts:	8
Level of vetting:	MV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Identify and develop intelligence and information sources by initiating enquiries through overt or covert deployment.

Gather intelligence proactively utilising a variety of tactics to meet operational and strategic intelligence requirements

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

FIO's may have to work on a number of enquiries which can include a variety of offences and may contain underlying offences which will require further investigation, some investigations are protracted and can take months, this may include lengthy observations, preparation of records which must conform to CPIA and current disclosure rules for court purposes. FIO's with an investigative mind will identify patterns, underlying issues, trends and offences in support of investigating officers and ensure any intelligence gaps are met.

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Development of information and identification of intelligence gaps to produce actionable intelligence reports for dissemination and bridge any such gaps highlighted by the intelligence team to identify offenders/disrupt crime.

Undertake intelligence enquiries utilising approved operational tactics in line with current legislation, stated cases and guidelines such as RIPA, ECHR, R v Johson with a view to developing intelligence in support of operations and investigating officers.

Analyse information, investigate, develop, plan and pursue the correct course of action to support operational information received, seeking a variety of sources to corroborate the information, identify relevant detail and build a comprehensive picture in order to make recommendations.

Maximise Intelligence opportunities in support of Force and Division priorities through the identification of intelligence, crime trends and patterns in a timely manner

Prepare intelligence packages to a high standard and deliver briefings to a variety of audiences in support of operations/investigations.

Support investigations in overt deployment to capture intelligence opportunities such as House Searches, Prison Intelligence Interviews, Intelligence interviews within police stations, observations or in conjunction with the Force Surveillance team to identify and maximise live time intelligence opportunities and assist in pro active investigations.

To maintain and develop close liaison with other departments, offering support and guidance to front line officers in assistance with intelligence led policing operations.

To maintain and develop close liaison with other police forces and agencies Field intelligence officers to ensure best practice is sustained

E. DECISION MAKING:

Make decisions

Significant say in decisions

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Intelligence practitioners, such as researchers, analysts, supervisors, police officers, Neighbourhood policing teams FIB, other internal departments and SMT.

External

Other police forces and agency intelligence specialists, other FIO's police officers and staff, members of the public during overt and covert deployments, partner agencies such as TOC's/TFL and local authority departments such as benefits section, council tax and fraud.

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G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Full current UK Driving license including category C.

The pre requisite skills and training in order that the role can be designated by the Chief Constable as a investigation officer to ensure the Field Intelligence Officer can fulfill certain functions such as, Power to Force Entry, Entry, Search and Seizure, applying and executing search warrants, conducting interviews.

Experience:

Previous experience working within law enforcement, but not essentially within intelligence.

Skills:

Self motivated and have the ability to work with minimum supervision or as part of a team.

Communicates in a clear and concise manner, with the ability to present to large groups of people, (can range from 5 to 45) depending on the operation).

Good written communication skills, with the ability to prepare operational briefings to a high standard.

Effective problem solving skills and an inquisitive mind.

The ability to prioritise workloads, work under pressure and use their initiative.

Computer literate with good IT skills.

Knowledge:

Working knowledge of RIPA (Regulation Investigatory Powers Act 2000), Human Rights Act and other intelligence legislation, stated cases and protocols.

Working knowledge of law enforcement techniques and practices including court procedures and disclosure issues.

Desired Criteria:

Qualifications and Training:

Log and disclosure trained.

Authorised to drive Police Vehicles.

Experience:

Previous experience working within an intelligence environment.

Previous experience in preparing and delivering presentations to a varied audience.

Previous experience as a Field Intelligence Officer.

Previous experience as an investigator.

Skills:

Knowledge:

Extensive knowledge and experience in the use of covert techniques.

Knowledge of disclosure and court practices.

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H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

This is a demanding role, there is an expectation that 75% of their time is spent "in the field" and often working alone. There is a requirement to work flexible hours, sometimes evenings, weekends and throughout the night. There could be a requirement to work away from home.

Field intelligence officers are required to assess, use their initiative and analyse subject and or location information to find the most appropriate operational solution, in order to further support an operation to a successful conclusion. They are often tasked with very basic information which may require a probing enquiring mind to ensure all relevant sources of information or tactics available are explored, conforming to legislation and strict guidelines to develop that information to credible intelligence and ensure an operational product is produced.

The post holder will be required to undertake a number of training courses applicable to the role. Some of which will be residential.

They may also be required to assist and support other departments such as FHQ as the intelligence lead from their Division, which will require flexibility in working hours, ability to identify intelligence opportunities to assist an investigation and the ability to understand the difference between evidence and intelligence.

The post holder could be faced with challenging situations during some deployments depending on the location or environment deployed and require an ability to blend into the environment and community.

I. AUTHORISATION DETAILS

Prepared By:

Date:

Division Commander

/FHQ HoD:

Date:

Evaluation Panel:

Date:

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