

## **ROLE PROFILE**

**Rank:** Detective Constable or Police Constable  
**Reports to:** Detective Sergeant

### **Purpose of the Role**

To conduct proactive and reactive investigations into complex and serious crimes ensuring that the best possible evidence is secured and that cases are fully and efficiently investigated to detect the crime(s) and allow a considered decision to be taken about the prosecution of offenders.

### **Main Duties**

- To conduct thorough investigations to secure the best evidence available using all available resources and to an agreed case investigation plan, in order to detect crime and allow a considered decision to be taken regarding the prosecution of offenders. Make a clear recommendation as to the appropriate disposal option in cases where all useful lines of enquiry have been explored.
- To complete and submit accurate case papers to the highest professional standard and within set time limits.
- To act as a liaison officer for victims and witnesses of crimes being investigated, ensuring that they are made aware of the process of their investigation and prosecution if appropriate, and providing support and reassurance during the prosecution process.
- To arrest offenders, conduct searches, and collate and report any information of intelligence value gained during the course of investigations. Assess and report the potential for recruiting informants, or exploring other fruitful sources of information.
- To maintain awareness in current trends and intelligence relating to offences and offenders who feature in Force and Area priorities.
- To maintain liaison with internal and external agencies in order to ensure the greatest assistance is available for identifying crime and tracing offenders, ensuring that all aspects of investigation are taken into account.
- To liaise with the prosecuting authorities ensuring actions/requests are dealt with.
- To maintain liaison with uniform colleagues, assisting in any areas of crime and file preparation.