Job Description

A Post Details

Job Title: PNC & Records Officer	Grade: **A005**
Department: PNC Bureau	Division: **A**
Reports to: PNC Manager	Contract Type: **Permanent**
Level of Vetting:	Numbers in Post: **12**

B Purpose of the Post

The Police National Computer (PNC) is used to facilitate investigations and sharing information of both national and local importance. It affords mission critical services to the police, UK Law Enforcement and Criminal Justice Agencies throughout the United Kingdom. The British Transport Police PNC Bureau is primarily responsible for maintaining, updating and reviewing all information on PNC relevant to BTP within set time constraints imposed by National PNC Policy and Legislation.

The post holder will be responsible for the effective administration and weeding of warrants, the efficient maintenance, interrogation and analysis of the Police National Computer (PNC) in order to maximise the identification of offenders and recovery of property.

The post holder will also be responsible for maintaining Arrest Summons (AS) numbers for BTP, ensuring all relevant crime administration systems and databases are updated accordingly, using information generated by the Crown Prosecution Service (CPS) and courts. Duties are carried out within strict timescales to ensure compliance with the Victim's Code of Practice (VCOP) and in accordance with the Management of Police Information (MOPI), The Data Protection Act (DPA) and the Freedom of Information Act (FOI), as well as any other relevant legislation.

The post holder will be responsible for the preparation of records for on-site archiving and for the retrieval of records from commercial storage.

C Dimensions of the Post

Financial – Direct or Non-Direct
Non-Direct:
Ensuring files are retrieved from archive at best cost
If incorrect information is inputted/not removed from PNC, there is a potential compensatory penalty applied to the Force, calculated per hour, of any unlawful detention.

Staff Responsibilities – Direct or Non-Direct
None

Any Other Statistical Data
PNC Transactions 500,000+
Impending Prosecutions 13,000+
Operational Information Markers 12,500+
Adjournments 10,000+
Results 7,500 +
Warning Signals 5,000+

BRITISH TRANSPORT POLICE

Bail Conditions 3,000+   **Warrants and Wanted 2,500+**

D Principal Accountabilities

- Process information received and interrogate court systems to obtain results for all court hearings, update PNC and NICHE with results, bail conditions and adjournments accurately and ensure all remands are updated on PNC. Accountable for adhering to PNC Manual of Guidance and PNC Code of Practice when updating PNC and ensuring records are updated correctly to the national minimum standards.

- Maintain level of knowledge and expertise and fully utilise specialist PNC investigative tools (VODS, QUEST) to identify offenders and recover stolen property.

- Fully understand the broadcast facility in order to prepare/receive PNC broadcast messages and ensure circulation is made to the appropriate forces/areas within the nationally agreed rules.

- Process requests received from DVLA and any information requests received internally.

- Action and complete required trigger updates relevant to the transfer of information from the Bichard 7 information system on to PNC within set time parameters. Obtain Court Orders through the HMCTS IT system, such as: Sexual Prevention Orders, Sex Offender Notification Requirements, Football Banning Orders and Exclusion Orders ensuring that these are updated precisely on PNC within set timeframes.

- Assess all BTP Impending Prosecutions on PNC in relation to PNC Code of Practice and Manual of Guidance compliance.

- Adhere to all warrant guidance and Policy regarding the weeding of warrants from PNC, including the 'Getting Defendants to Court' (GDC) process and BTP Warrant Standard Operating Procedure (SOP). Liaising with Divisional SPOCs, CPS and HMCTS to agree and arrange the withdrawal of warrants and their subsequent removal from Force systems.

- Accurate maintenance and administration of Fail to Appear (FTA) at court warrants and Wanted for Questioning/Charging as well as ensuring PNC is updated expeditiously as per target deadlines.

- To ensure that warrant markers are put on to/removed from PNC when necessary using available intelligence sources and arranging the production of prisoners wanted on FTA warrants. The post holder will utilise the Prisoner Intelligence Notification System (PINS) to provide Unit-wide intelligence as to the location of prisoners.

- Ensure that all warning signals for officer and public safety relating to firearms, weapons, drugs and domestic violence are added to PNC.

- Creating and updating PNC records with suicide prevention markers to assist police officers and protect the public as well as those at risk of suicide on the railway.

- Action and respond to various mailbox and telephone enquiries within set time constraints.

- Ensure compliance with and complete all mandatory training.

E Decision Making

Make Decisions
Reviewing the number of arrest attempts, investigative updates on NICHE, offender location and GDC29 forms in relation to warrant withdrawal, deciding whether the warrant should be submitted to CPS/Court for withdrawal.
Review investigative entries on Crime reports, BTP and Home Office systems to decide which outcome should be applied on PNC.
Deciding on the appropriate grading of a Warrant based on the offence type and offender history in line with the BTP Warrant Policy.
Decision maker in regard to the addition or removal of warrant markers on the PNC using the relevant intelligence systems.
Act as an authorised signatory for off-line searchers at DVLA as and when required.
To carry out role of nominated PNC Liaison Officer within the force as and when required.

F Contact with Others

Internal
All levels in BTP personnel

External
May be required to attend court to give evidence under judicial direction.
DVLA, PNC National Helpdesk, PNC Hendon Data Centre, other police forces, Home Office Custody Suites, HMCTS, Train Operating Companies, Prison Service, Probation, Serco, ACRO Criminal Records Office, Iron Mountain, Criminal Records Bureau (CRB)

G Essential Criteria

Qualifications and Training:

- **Minimum GCSE grade C or equivalent in English and Maths.**
- **If not already trained in PNC Names enquiry and PNC offence processing, Vehicle/Property enquiry, Vehicle/Property update, Vehicle Online Descriptive Search (VODS) and Query Using Enhanced Search Techniques (QUEST); any successful candidate will need to undertake these training courses (approx. 4 weeks of training), and pass, within their probation period.**

Experience:
 • **Experience of working in an administrative environment within a police or partner agency.** • **Experience of evaluating and managing risk.** • **Experience in exercising a high level of diplomacy, tact and discretion in the management of sensitive and confidential information.**
Skills:
 • **Excellent interpersonal skills with the ability to effectively communicate verbally and in writing.** • **Highly developed self-motivation combined with a methodical, energetic and positive approach to work.** • **Able to perform data input with a high level of accuracy and attention to detail.** • **The ability to acquire and utilise new information with proven research and analytical skills.** • **A good level of knowledge and application of IT Skills (to include MS Office, Excel and Word).** • **Ability to stay calm under pressure and able to work to tight deadlines.** • **Good at multitasking with the ability to prioritise and organise/structure workload effectively.**
Knowledge:
 • **Awareness of statutory and legal requirements including Data Protection, Security of Information and Freedom of Information, MOPI, General Data Protection Regulation and Government Security Classification Scheme.** • **An understanding of the Criminal Justice System and its processes.**
Desirable criteria:
 Qualifications and Training Trained in PNC enquiry and PNC offence processing, Vehicle/Property enquiry, Vehicle/Property update, Vehicle Online Descriptive Search (VODS) and Query Using Enhanced Search Techniques (QUEST). Experience **Familiarity of working in a Criminal Justice environment.** Familiarity with NICHE RMS. Skills Input/retrieval of information from computer software packages. Knowledge Knowledge of the Criminal Justice System. In depth knowledge of PNC, Bichard 7, HMCTS systems and other intelligence and crime management

systems relevant to PNC functionality.

H Additional Information
There is a reputation and financial risk to the organization if PNC data is inaccurate therefore performance management is of the utmost importance.
This post contains a degree of manual handling.
For Panel to complete only: **Line Manager Approval:** (this is only signed off when the line manager has approved the final version)   **Panel Approval:** (this will only be signed off once the job has gone through the Job Evaluation Panel)   **Date:**

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to **People & Culture Policy & Reward inbox**

You will be advised of a panel date following receipt of the submission