

JOB DESCRIPTION

A. POST DETAILS:

Job Title: Surveillance Operative
Department: Covert Investigations Unit Area: Force Headquarters
Reports To: DI CIU No of Posts: 1

B. PURPOSE OF THE POST:

To undertake all aspects of mobile surveillance to provide the Force with a surveillance capability to covertly gather intelligence on targeted criminals and/or gather evidence to prove their involvement in crime which will lead to their arrest and conviction. To develop and gain an understanding of other aspects of covert policing to include working in one or more of the following covert disciplines Decoy Test Purchase Undercover, CROPS, Covert Internet Investigations, Electronic Tracking and Training in Covert Methodology.

Continue on a separate sheet and attach if required

C. DIMENSIONS OF THE POST

Financial – Direct or Non-Direct

Staff Responsibilities – Direct or Non-Direct

Act as Liaison Officer between the Covert Investigations Unit and Area Personnel.

Any Other Statistical Data

D. PRINCIPLE ACCOUNTABILITIES:

To conduct static, foot and vehicle surveillance, completing the log as per Force policy, acting as the operation commander for complex packages and liaising with Area officers to ensure the evidence package is completed to a high standard, ensuring that all the relevant background information, details of backup required or any observation positions available, is present.

To ensure that all relevant documentation is completed, including the activity reports/confidential information report etc, by those deployed on the operation and any intelligence gathered is disseminated as appropriate.

To contribute to covert policy files in respect of tasked operations, assist in the setting parameters and policies for the investigation, and prepare operational orders as required. To conduct operational briefings to others involved in the covert aspects of the investigations.

To produce intelligence packages via observations, information and enquiries to agencies, and disseminate information as appropriate.

To provide support to all aspects of covert investigation methods including Test Purchase, Undercover, Decoy, Covert Internet Investigations and CROPs. Ensure National Guidance is adhered to in respect of these tactics.

Continue on a separate sheet and attach if required

E. CONTACT WITH OTHERS:

Internal

Liaise with divisional Intelligence Bureaux and Force Intelligence Bureau and lead investigators.

External

Liaise with other Police Forces and Law Enforcement Agencies.

Attend Regional and National groups involved in covert policing, tactics and technologies.

F. EXPERIENCE, KNOWLEDGE, QUALIFICATIONS AND TRAINING:

Essential Criteria

Qualified advanced police driver (in ticket).

Knowledge of RIPA around covert authorities.

Qualified level 1 surveillance operative (Q1 course in ticket)

Must be prepared to spend extended periods of time away from home working in all parts of the country.(at times weeks at a time)

Qualified CROPs officer (in ticket)

Flexible approach to working hours and extended working hours on a daily basis.

Desirable Criteria

Training of any covert technique.

Knowledge of Photography.

Surveillance Log keeping trained.

Experience dealing with sensitive material and other agencies.

Continue on a separate sheet and attach if required

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

Surveillance is a challenging and difficult, specialis role. The hours are extremely unsocialable and on occasions operatives are required to work long hours in order to achieve the operational objectives. Surveillance operatives are required to maintain their National Accreditation on a regular basis. Failure to do so will result in them being unable to work within the surveillance arena. As BTP is a National Force covering Scotland, England and Wales, surveillance operatives are routinely required to work away from their London base and their home address. They are therefore required to reside in temporary accommodation for the duration of the operation.

Continue on a separate sheet and attach if required

AUTHORISATION DETAILS:

Prepared By: Laura Thompson

Date: 10.04.14



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PROTECTIVE MARKING:
NOT PROTECTIVELY MARKED

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Version ***

Authorised By: