Covert Human Intelligence Source (CHIS) Handler
CONSTABLE ROLE PROFILE

Main purpose of the role

♦ Assist in the recruitment, development and management of Covert Human Intelligence Sources (CHIS) relating to priority crimes.

Main responsibilities

♦ Ensure that all relevant information/intelligence is recorded on the Source Information Management System and any intelligence gathered is disseminated, as appropriate, by means of an Information Report on the Force Intelligence System.
♦ Liaise with intelligence teams and operational units to ensure that best use is made of intelligence gained.
♦ Offer assistance and advice to other Police Officers and Staff, ensuring that 'good practice' is disseminated and common standards upheld.
♦ Prepare detailed risk assessment reports in respect of CHIS's and potential sources. Carry out regular reviews of risk assessments and ensure that any relevant changes are made.
♦ Assist in the preparation of papers for Public Interest Immunity hearings
♦ Manage the preparation, delivery and collection of 'Confidential Texts'
♦ Maintain awareness in current trends and intelligence relating to priority crime offences and offenders linked to these crimes.

Intelligence	**Ensure the safety, welfare and security of covert human intelligence sources (undercover officers) - 302** Develop and maintain appropriate systems to secure the welfare, safety and protection of Covert Human Intelligence Sources. Identify and give guidance and support as required.	
	Operate surveillance equipment - 67 Operate surveillance equipment ethically and in accordance with training and authorisation level, manufacturers instructions and the relevant legislation, policies and procedures.	
	Recruit covert human intelligence sources - 62 Recruit new covert human intelligence sources complying with the requirements of the relevant legislation, policies and procedures.	
	Use information/intelligence to support policing objectives - 57 Use information/intelligence to support the achievement of community safety and crime reduction objectives. Ensure that intelligence is used ethically and in accordance with the relevant legislation, policy, protocols and codes and practice.	
Personal Responsibility	**Complete administration procedures - (216)** Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.	
	Comply with Health and Safety legislation - (206) Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.	
	Contribute to and maintain the police commitment to national security - 789 Contribute to and maintain the police service commitment to national security. Taking personal responsibility for maintaining awareness and understanding of the terrorist threat.	
	Maintain standards for the management of information - 660 Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation.	
	Maintain standards of professional practice - (217) Ensure your behaviour complies with organisational values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.	
	Make best use of technology - (242) Make best use of technology in support of your role, ensuring correct operation and compliance with organisational and legal requirements.	
	Promote equality, diversity and Human Rights in working practices - (141) Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.	
	Work as part of a team - (224) Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.	
Health, Safety and Welfare	**Provide first aid - (207)** Identify the nature of illness or injury and provide the necessary first aid treatment in accordance with approved procedures.	
	Ensure the safety, welfare and security of covert human intelligence source - 305 Develop and maintain appropriate systems to secure the welfare, safety and protection of CHIS. Identify and give instruction as required.	
Community Safety	**Prepare and drive police vehicles safely (operational) - (123)** Drive a police vehicle safely with consideration for others in accordance with organisational policy and in line with the system of car control.	

Behaviour Area	Behaviour
Working with others	**Respect for race and diversity - A** Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.
	Community and customer focus - C Provides a high level of service to customers. Maintains contact with customers, works out what they need and responds to them.
	Teamworking - C Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.
	Effective communication - C Speaks clearly and concisely, and does not use jargon. Uses plain English and correct grammar. Listens carefully to understand.
Achieving results	**Problem solving - C** Gathers enough relevant information to understand specific issues and events. Uses information to identify problems and draw logical conclusions. Makes good decisions.
	Planning and organising - C Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures.
	Personal responsibility - B Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.