

**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:	PNC and Records Officer	Current Grade:	A004
Department	National Justice Department	Division:	A
Reports To:	PNC Manager	No of Posts:	16
Level of vetting:	BV	Post Number:	

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

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 maximize the identification of offenders and recovery of property.

The post holder will also be responsible for maintaining Arrest Summons (AS) numbers precisely and ensure 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 administration of Penalty Notices for Disorder (PND) tickets, Drugs Warnings and Fixed Penalty Notices (FPN), Ofcom FPNs and Criminal Injuries Compensation Authority (CICA) claims through PentiP.

The post holder will be responsible for the preparation of records for commercial storage and for the accurate process and retrieval of records.

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

**Financial – Direct or Non-Direct**

Ensuring files are retrieved from archive at best cost

**Staff Responsibilities – Direct or Non-Direct**

None

**Any Other Statistical Data**

B and C Division Data (2014/15)

Warrants–1000

Impendings – 2500

Bail Conditions – 2900

Diversions – 12000

PNC Transactions – 250000

Offences on PentiP - 3800

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

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

Maintain level of knowledge and expertise and fully utilise specialist PNC investigative tools (VODS, QUEST) in order 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.

The Bichard 7 Portal should be utilised to deal with exceptions that prevent the automation of results being entered on PNC. Actions must be completed within strict timescales set out by Her Majesty's Inspectorate of Constabulary (HMIC).

Obtain Orders from the courts, to include, but not limited to: Sexual Prevention Orders, Sex Offender Notification Requirements, Football Banning Orders and Exclusion Orders ensuring that these are updated precisely on to PNC as per timescales mentioned above.

Assess all Impending Prosecutions on PNC for the three London Areas in relation to Association of Chief Police Officers (ACPO) PNC compliance.

Adhere to all warrant guidance regarding the weeding of warrants, including the 'Getting Defendants to Court' (GDC) guidance and BTP Warrant Standard Operating Procedure (SOP). Accurate maintenance and administration of Fail to Appear (FTA) at court warrants, as well as ensuring PNC is updated expeditiously as per target deadlines. To make certain that warrant markers are put on to/removed from PNC when necessary using available intelligence sources and arranging for 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.

Disposal and closure of all diversion cases on the Justice Administration System (JAS), PNC and Crime systems in order to maintain accurate records.

Processing of PNDS, FPNs, Drugs Warnings, Ofcom FPNs and CICA claims through the PentiP system.

Liaise with the OIC upon receipt of contested PNDs and failure to comply FPNs to ensure case progression via prosecution/no further action.

Assess CICA applications and quality assure to ensure adequate disclosure in line with legislation and force requirements. Liaise with the OIC to ensure all information required by the CICA is provided in the statutory timeframe as set out by the Victim's Code of Practice (VCOP).

Administer Driver Awareness Course referrals via PentiP to include eligibility checks and successful completion.

Assure that records entering storage are correctly indexed. Retrieve files from the off-site storage facility when requested and maintain the file management process for these files. Ensure compliance with statutory obligations set out by CycMOPA.

**E. DECISION MAKING:**

**Make decisions**

Warrants – decision making in regards to whether warrant markers should be put on to/removed from 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.

Determine the compliance of PNDs, Drugs Warnings and FPNs with current legislation and policy and making a decision as to whether to suspend and cancel where appropriate.

**Significant say in decisions**

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

**Internal**

All levels in BTP including but not limited to: Witness and Case Officers (WACOs) –Area Intelligence Bureau (AIB), Force Control and crime recording depts. FCRL, FCRB, FCC and CRC, Custody Sergeants, police officers

**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, Serco, Iron Mountain, Criminal Records Bureau (CRB), PentiP & CICA personnel

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

**Essential Criteria:**

**Qualifications and Training:**

Must be educated to GCSE level (A-C) in Maths and English.

Ideally trained in PNC enquiry and PNC offence processing.

**Experience**

Experience of working in Criminal Justice and in an administrative environment.

Experience of evaluating and managing risk.

Experience in exercising diplomacy, tact and discretion in management sensitive and confidential matters

**Skills:**

Able to perform data input with a high level of accuracy.

A good level of computer literacy (to include MS Office, Excel and Word).

Works well under pressure and able to work to set timescales.

The ability to prioritise and organise/structure your workload effectively.

Strong communication skills, in both written and verbal form.

**Knowledge:**

Awareness of statutory and legal requirements including Data Protection, Security of Information and Freedom of Information, MOPI, Protected marking.

An understanding of the criminal justice system and its processes.

**Desired Criteria:**

**Qualifications and Training:**

Trained in PNC enquiry and PNC offence processing.

**Experience:**

Familiarity of working in a police force

PentiP system

**Skills:**

Input/retrieval of information from computer software packages

**Knowledge:**

Knowledge of the Criminal Justice System

- 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.*
- 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.

**I. AUTHORISATION DETAILS**

Prepared By:  
Division Commander  
/FHQ HoD:  
Evaluation Panel:

Date:

Date:

Date:

DRAFT