Warwickshire POLICE

PRACTITIONER JOB PROFILE

POST TITLE:	**Investigator - Exhibits and Disclosure**
GRADE:	E
DIRECTORATE:	**Protective Services**
RESPONSIBLE TO:	**Home Office Large Major Enquiry System (HOLMES) Supervisor**
LOCATION:	
JOB PURPOSE:	**To perform the role of Disclosure Officer as defined in the Criminal Procedure and Investigations Act (CPIA) of 1996 and Exhibits Officer in relation to major and serious crime.**

MAIN RESPONSIBILITIES:
1. To act as Disclosure Officer in case of Major and Serious Crime. Assess all material on the HOLMES system in accordance with the Police and Criminal Evidence Act (PACE) 1984 and the Criminal Procedures and Investigations Act (CPIA) 1996. Make appropriate arrangements with regard to the retention of third party material.
2. To conduct liaison with Crown Prosecution Service (CPS), Counsel and present evidence in court.
3. To liaise with the Senior Investigating Officer (SIO) to ensure that the existence of all material obtained in the course of the investigation is revealed to the CPS by means of disclosure schedules. Identify material that may 'assist' the Defence or 'undermine' the Prosecution case.
4. To preserve the integrity of exhibits in particular having regard to cross contamination issues, ensuring that they are logged, tracked and stored in accordance with agreed protocols. Ensure disposal of exhibits in accordance with the Senior Investigating Officer's instructions.
5. To attend Magistrates and Crown Court in the capacity of Exhibits Officer or Disclosure Officer and give evidence when required.
6. To maintain liaison between the Scientific Support Department, Major Incident Room, and the Senior Investigating Officer to arrange for relevant submissions to be made to the Forensic Science Providers.
7. To advise Police Officers and Staff on disclosure, the handling and packaging of exhibits and property.
8. To assist the SIO in all matters relating to continuity of exhibits. 9. To maintain the computerised management of exhibits on the HOLMES

system to meet the demand of major incidents and major disasters.	
10. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
Special Conditions:	**Warranted powers** The post holder will be required to lawfully exercise with professional judgement the 'designated powers' of an investigator as determined by the Police Reform Act 2002, and as authorised by the Chief Constable of Warwickshire Police. Those powers are: to make PACE Section 8 search warrant applications; to access excluded and special procedure material; to enter and search after arrest; a general power of seizure of evidence; access and copying evidence in the case of things seized by constables; to arrest a suspect at a police station for further offences; to accept the transfer of prisoners for the purposes of interview; power to require an arrested person to account for certain matters; and some extended powers of seizure. With the exception of warrant applications these powers are only exercisable within the policing areas of Warwickshire. **Other** Must be prepared to deal with occasional distressing scenes or material. Casual car user. Regular travel throughout Warwickshire. Unpleasant working conditions
Security level:	MV

PERSON SPECIFICATION:

Knowledge:

- 5 GCSE's or equivalent, Grades A-C including English Language
- Knowledge of police procedures, investigations and the operation of the criminal courts

post holder should have demonstrable knowledge of:

- Major Incident Room Administrative Procedures (MIRSAP) 2005, Murder Investigation Manual (MIM) 2006, Criminal Procedure and Investigation Act (CPIA) of 1996 and the Police and Criminal Evidence Act (PACE) 1984
- Key offences in criminal law including all major offences against the person/property and to understand the workings of the criminal courts and the wider criminal justice system

- An awareness of forensics, exhibit packaging and cross contamination

Experience:

- Experience of working with a Major Incident Room or similar

Key Skills:

- Possess an analytical mind, methodical with an attention to detail
- Strong interpersonal skills, including the ability to communicate effectively at all levels both verbally and in writing, particularly with the Crown Prosecution Service, counsel, defence legal advisors and the courts
- The confidence to provide evidence under oath (affirmation) in a court room setting
- Have an aptitude towards Information Technology
- A thorough knowledge of all aspects of exhibit handling including Scenes of Crime and Forensic Science procedures
- Able to demonstrate absolute discretion when dealing with sensitive and highly sensitive material/investigations

BEHAVIOURS

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level 1 of the CVF:

Author:	Roy Wheelwright
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