

Job Title: Priority Crime Co-ordinator	
Job Evaluation Number	A603

## JOB DESCRIPTION

<b>Job Title:</b> Priority Crime Co-ordinator	Location: LPA Based (Various)
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Detective Chief Inspector, Detective Inspector (CID or PCT) or Detective Sergeant (PCT)	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** As part of the Priority Crime Team (PCT), to co-ordinate the investigation of priority crimes to deliver outstanding investigations with more arrests, charges and TICs and a reduction in the levels of offending. The PCT co-ordinator will have a vital role to ensure crimes are appropriately recorded and allocated, forensic opportunities are maximised, suspects, crime series and trends are identified and the flow of intelligence is effective and actioned in a timely manner. The role will also coordinate tasking bids for both LPA and Force tasking processes.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Support the PCT Detective Sergeant, review all crimes on the LPA to ensure priority offences are identified quickly and dealt with effectively; ensure priority crimes are allocated correctly to an officer/member of staff who is appropriately trained and skilled to investigate effectively.
2. Ensure ethical crime recording is maintained throughout all investigations to ensure compliance with NCRS/HOCR. Review all reported local priority offences and incidents on the LPA to ensure accurate recording in line with NCRS (National Crime Recording Standards) and HOCR (Home Office Counting Rules). Maintain crime data integrity throughout investigations.
3. Support PCT Detective Sergeant in preparing and submitting requests through local and force tasking for force resources to support pre planned operations to address local priority offending.
4. Proactively identify high demand offenders, locations and crime series utilising specialist resources such as FIH where appropriate. Support the PCT Detective Sergeant to develop plans and tactics to deliver an effective response in line with LPA priorities.
5. Identify opportunities for crime reduction activity liaising with all LPA teams as appropriate in order to reduce offending and promote sharing of information between teams.
6. Provide a quality service to victims and witnesses of crime, developing contacts through investigators to keep victims and witnesses updated, maintain and improve engagement and improve outcomes.
7. Act as LPA access point for all forensic identifications. Actively manage forensic ids; collate and allocate forensic evidence identifications that identify potential suspects & assist/support the OIC in E-Fit, photo and video identification procedures in order to improve outcomes. Promote and support the identification of offences to be taken into consideration.
8. Support the DS/DI in monitoring and managing team performance against key LPA priorities, such as crime categories and offenders.

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9. Support the production of an effective briefing product for LPA teams by developing and maintaining relationships with intelligence analysts in order to assist effective tasking and deployment of LPA resources and improve the detection and reduction of crime.

10. Assist the Priority Crime Team Detective Sergeant in the effective management of bail and RUI.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

**Further Comments:**

The role holder will work closely with the PCT Detective Sergeant. Key outcomes are:

- The review and recording of crime and evidential recovery and submissions (dealing with property and continuity of exhibits) e.g. CCTV; forensic submissions.
- The identification of suspect(s) and the maintenance of a cohort of offenders (including keeping abreast of current intelligence streams), identification of crime pattern series and high risk locations and supporting the development of the LPA response.
- Review and identification of priority crimes to ensure an effective and timely response

Providing effective briefing products to teams (e.g. briefings, Neighbourhood and LPA tasking meetings).

**d. CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Good standard of education with GCSEs (Grade 9-4/A-C) or Key Skills level 2 or equivalent in Literacy and Numeracy or equivalent experience.	E
2. Experience of working within an investigative or criminal justice environment is desirable, ability to learn and understand criminal justice processes and relevant legislation and investigative processes and principles within the first 6 months of employment (probationary period) is essential.	E
3. Good IT skills. Ability to learn to operate police IT systems and performance and analysis tools effectively within the probationary period is essential.	E
4. An understanding of crime recording rules and processes is desirable. An appreciation of the importance of crime data integrity and an ability to understand and learn Home Office Counting Rules (HOCR) and National Crime Recording Standards (NCRS) within the probationary period is essential.	E
5. Ability to communicate effectively with internal and external stakeholders including senior officers, external partners, victims and witnesses of crime and officers/staff from other departments. Ability to adapt communication style accordingly.	E
6. Analytical and problem solving skills with an ability to produce concise and effective briefing documents / reports.	E
7. Ability to work effectively as part of a mixed economy team of police officers and staff, demonstrating flexibility and resilience.	E

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8. Ability to work effectively without direct supervision. Excellent attention to detail, ability to organise / prioritise their own work effectively and quality assure their output. Decision making skills within their remit, e.g. NCRS compliance.	E
9. Must have capability to travel to different locations for training and operational purposes & undertake all assignments in a timely manner, being available to work some evenings / weekends, where required.	E
10. Experience of working within an investigative or Criminal Justice environment and knowledge and experience of Police IT systems, analytical tools and performance frameworks and of National Crime Recording Standards (NCRS) and Home Office Counting Rules (HOCR).	D
<b><u>Additional Comment:</u></b> Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database (PEDb) and are removed at the termination of service.	