



## Role Profile

### C4074 M SO1 Identification Officer (Designated)

#### Role Description

To make arrangements for, and to conduct, identification procedures.

#### Main Responsibilities

- As directed, to arrange, prepare and conduct video identification procedures/ parades, group identifications and confrontations.
- To capture the image of suspects for video identification purposes.
- To conduct the selection of volunteers for video identification in conjunction with suspects and/or their solicitors.
- As directed, to advise officers and other colleagues on all matters pertaining to the identification of suspects.
- To respond to queries from solicitors or members of the public regarding identification issues.
- As directed, to conduct identification procedures where necessary both inside and outside the Constabulary area
- To assist the Unit Officer in maintaining an accurate and secure filing system plus the ID Booking diary
- To give, as necessary, evidence at Court.
- To recruit, as necessary, volunteers to act as chaperones for ID parades and Video databases and responsible for the distribution cash for disbursements to volunteers and keeping records of such payments.
- To execute the powers designated by the Chief Constable (under Schedule 38 of the Police Reform Act 2002 as amended by the Policing and Crime Act 2017).

#### Rank/Scale

SO1

#### Reports To

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#### Supervisory Responsibility

None

#### Additional Information

Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

##### Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

##### Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

##### Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

##### Special Conditions:

Due to operational demands, changes to working hours or locations may be required for which appropriate allowances will be paid.

#### Experience and Qualifications



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The post holder must be computer literate, and be able to communicate effectively verbally and in writing. They should ideally hold a full current driving licence or be able to travel around the force area using alternative transport. Knowledge of PACE would be an advantage.

This post has been designated as requiring the following vetting level in accordance with the National Vetting Policy - Police Recruitment Vetting (RV)

### Shortlisting

#### SHORTLIST

Criteria relevant to the job

#### ESSENTIAL

Requirements necessary for safe and effective performance in the job

#### ADDITIONAL / USEFUL

Where available, elements that contribute to improved/immediate performance in the job

#### Qualifications

#### Experience

Experience of using a range of computer packages

EE1

Knowledge of the responsibilities of the police in respect of child protection, domestic violence and other vulnerable victims and persons in custody



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EA1

Previous administration experience including filing and updating records

EE2

Knowledge of PACE (in particular Code D)

EA2

Experience of liaising with a wide range of people both over the phone and in person

EE3

Experience of giving evidence in court

EA3

Previous experience of working to guidelines and procedures

EE4

Ability to communicate effectively verbally and in writing

EE5

Hold a full current driving licence or be able to travel around the force area using alternative transport

EE6

## Skills



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| Skill Category | Skill Name     | Skill Level                | Skill Description   | For PDR |
|----------------|----------------|----------------------------|---|---------|
| Core Values    | Impartiality   | Supervisory/Middle Manager | Behaviours:<br><ul style="list-style-type: none"> <li>• I take into account individual needs and requirements in all of my actions</li> <li>• I understand that treating everyone fairly does not mean everyone is treated the same</li> <li>• I always give people an equal opportunity to express their views</li> <li>• I communicate with everyone, making sure the most relevant message is provided to all</li> <li>• I value everyone's views and opinions by actively listening to understand their perspective</li> <li>• I make fair and objective decisions using the best available evidence</li> <li>• I enable everyone to have equal access to services and information, where appropriate</li> </ul>  | No      |
| Core Values    | Integrity      | Supervisory/Middle Manager | Behaviours:<br><ul style="list-style-type: none"> <li>• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public</li> <li>• I demonstrate courage in doing the right thing, even in challenging situations</li> <li>• I enhance the reputation of my organisation and the wider police service through my actions and behaviours</li> <li>• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations</li> <li>• I am open and responsive to challenge about my actions and words</li> <li>• I declare any conflicts of interest at the earliest opportunity</li> <li>• I am respectful of the authority and influence my position gives me</li> <li>• I use resources effectively and efficiently and not for personal benefit</li> </ul> | No      |
| Core Values    | Public Service | Supervisory/Middle Manager | Behaviours:<br><ul style="list-style-type: none"> <li>• I act in the interest of the public, first and foremost</li> <li>• I am motivated by serving the public, ensuring that I provide the best service possible at all times</li> <li>• I seek to understand the needs of others to act in their best interests</li> <li>• I adapt to address the needs and concerns of different communities</li> <li>• I tailor my communication to be appropriate and respectful to my audience</li> <li>• I take into consideration how others want to be treated when interacting with them</li> <li>• I treat people respectfully regardless of the circumstances</li> <li>• I share credit with everyone involved in delivering services</li> </ul>   | No      |
|                |                |                            |   |         |



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|   |                       |                            |  |    |
|---|-----------------------|----------------------------|--|----|
| Core Values                                 | Transparency          | Supervisory/Middle Manager | <p>Behaviours:</p> <ul style="list-style-type: none"> <li>• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others</li> <li>• I am clear and comprehensive when communicating with others</li> <li>• I am open and honest about my areas for development and I strive to improve</li> <li>• I give an accurate representation of my actions and records</li> <li>• I recognise the value of feedback and act on it</li> <li>• I give constructive and accurate feedback</li> <li>• I represent the opinions of others accurately and consistently</li> <li>• I am consistent and truthful in my communications</li> <li>• I maintain confidentiality appropriately</li> </ul>  | No |
| Intelligent, Creative and Informed Policing | We analyse critically | Supervisory/Middle Manager | <p>I ensure that the best available evidence from a wide range of sources is taken into account when making decisions.</p> <p>I think about different perspectives and motivations when reviewing information and how this may influence key points.</p> <p>I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary.</p> <p>I understand when to balance decisive action with due consideration.</p> <p>I recognise patterns, themes and connections between several and diverse sources of information and best available evidence.</p> <p>I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing.</p> <p>I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.</p> | No |
|   |                       |                            |  |    |



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|   |                                 |                                   |  |           |
|---|---------------------------------|-----------------------------------|--|-----------|
| <p>Inclusive, Enabling and Visionary Leadership</p> | <p>We are collaborative</p>     | <p>Supervisory/Middle Manager</p> | <p>I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions.</p> <p>I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve.</p> <p>I understand the local partnership context, helping me to use a range of tailored steps to build support.</p> <p>I work with our partners to decide who is best placed to take the lead on initiatives.</p> <p>I try to anticipate our partners' needs and take action to address these.</p> <p>I do not make assumptions. I check that our partners are getting what they need from the police service.</p> <p>I build commitment from others (including the public) to work together to deliver agreed outcomes.</p> | <p>No</p> |
| <p>Resolute, Compassionate and Committed</p>        | <p>We are emotionally aware</p> | <p>Supervisory/Middle Manager</p> | <p>I consider the perspectives of people from a wide range of backgrounds before taking action.</p> <p>I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome.</p> <p>I promote a culture that values diversity and encourages challenge.</p> <p>I encourage reflective practice among others and take the time to support others to understand reactions and behaviours.</p> <p>I take responsibility for helping to ensure the emotional wellbeing of those in my teams.</p> <p>I take the responsibility to deal with any inappropriate behaviours.</p>   | <p>No</p> |
|   |                                 |                                   |  |           |



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|   |  |                                   |  |           |
|---|--|-----------------------------------|--|-----------|
| <p>Intelligent, Creative and Informed Policing</p>  | <p>We are innovative and open-minded</p> | <p>Supervisory/Middle Manager</p> | <p>I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing.</p> <p>I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population.</p> <p>I am flexible in my approach, changing my plans to make sure that I have the best impact.</p> <p>I encourage others to be creative and take appropriate risks.</p> <p>I share my explorations and understanding of the wider internal and external environment.</p>  | <p>No</p> |
| <p>Inclusive, Enabling and Visionary Leadership</p> | <p>We deliver, support and inspire</p>   | <p>Supervisory/Middle Manager</p> | <p>I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context.</p> <p>I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform.</p> <p>I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support.</p> <p>I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas.</p> <p>I keep track of changes in the external environment, anticipating both the short and long-term implications for the police service.</p> <p>I motivate and inspire others to achieve their best.</p> | <p>No</p> |
| <p>Resolute, Compassionate and Committed</p>        | <p>We take ownership</p>                 | <p>Supervisory/Middle Manager</p> | <p>I proactively create a culture of ownership within my areas of work and support others to display personal responsibility.</p> <p>I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas.</p> <p>I am accountable for the decisions my team make and the activities within our teams.</p> <p>I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly.</p> <p>I actively encourage and support learning within my teams and colleagues.</p>   | <p>No</p> |

**NOS**



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| NOS Unit | Unit Name | Unit Description |
|----------|-----------|------------------|
|----------|-----------|------------------|