



Role Profile

C9210 S6 Visual Investigation Officer

Role Description

To maximise the use of CCTV and other sources of visual media in the investigation of Major Crime and prosecution of offenders, ensuring a professional service is provided in the co-ordination, retrieval, processing and presentation of visual investigation related material.

Main Responsibilities

- To co-ordinate the visual investigation aspect of major crime operations, under the guidance of a supervisor as required, and in accordance with the Senior Investigating Officer.
- To develop and implement visual investigation strategies, displaying strong decision making and problem solving and to implement new ways of working as directed by the unit supervisor or head of department.
- To engage in the visual investigation processes, including the search for, recovery, viewing, analysing, editing, reporting and evidencing of CCTV and other video related material. This includes interacting with members of the public and external agencies.
- To download native video footage from CCTV systems and other sources of audio/visual material, ensuring the continuity and integrity of exhibits is maintained.
- To convert relevant sections of original footage into standard playable formats, creating video compilations whilst adhering to accredited processes, and recording the steps taken to produce the end result.
- To identify and troubleshoot video playing software, assist officers in viewing imagery and create evidential packages for submission to the Crown Prosecution Service, Coroner, or other relevant authority.
- To have specialist technical knowledge, ensuring all visual investigation related material is produced in accordance with relevant policies, procedures, guidelines and accredited processes.
- To maintain high standards and attention to detail, quality controlling visual investigation related material produced by other officers, and reporting performance issues to the unit supervisor.
- To provide training and guidance to officers completing visual investigation related enquiries.
- To provide expert evidence and statements with regard to processes and procedures carried out within the unit.
- To present complex CCTV evidence in court as required, and to install, maintain and oversee the use of court presentation hardware and software.
- To maintain operational spreadsheets and decision making logs, and disseminate data to various functions with the Major Incident Room.

Rank\Scale

Scale 6

Reports To

C9130 PO 2-5 Visual Investigation Supervisor

Supervisory Responsibility

None

Additional Information



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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.

The postholder will be expected to train to use HOLMES2 version 16 applications to a satisfactory level.

Experience and Qualifications

The postholder will be able to demonstrate:-

- excellent interpersonal skills, both verbal and written;
- the ability to work in a team with a collaborative approach, along with strong decision making and problem solving skills;
- an understanding of the investigation and prosecution processes, together with the ability to work to timescales;
- the ability to develop and train others in relation to visual investigations, whilst maintaining high standards and attention to detail;
- excellent technical IT skills, including experience of Microsoft Excel and Powerpoint and CCTV systems and related software;
- proven experience of successfully coordinating tasks and/or people;
- experience of writing reports and/or statements of evidence;
- hold a full current driving licence and be able to travel around the Brunel collaboration area.

The following would be desirable:-

- experience and knowledge of video editing software;
- experience of working with a major incident or dealing with matters of a confidential nature.

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy - Police Management Vetting (MV)

Shortlisting

SHORTLIST

Criteria relevant to the job

ESSENTIAL

Requirements necessary for safe and effective performance in the job

ADDITIONAL/USEFUL



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

Qualifications

Hold a full current driving licence, and be able to travel around the Brunel collaboration area.

QE1

Experience

Proven experience of successfully co-ordinating tasks and/or people.

EE1

Experience and knowledge of video editing software would be desirable.

EA1

Experience of delivering training and quality controlling the work of others.

EE2

Experience of working as part of a team with a collaborative approach would be desirable.

EA2

Experience or knowledge of the visual investigation processes.

Excellent technical capability, including experience of Microsoft Excel and PowerPoint, and CCTV related systems and software.



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EE3

Experience of working with a Major Incident Room or dealing with matters of a confidential nature would be desirable.

EA3

Experience of decision making and managing your own workload.

EE4

Experience of HOLMES2 version 16 applications would be desirable.

EA4

Experience of writing reports and /or statements of evidence.

EE5

Skills



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



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Core Values	Transparency	Supervisory/Middle Manager	Behaviours: <ul style="list-style-type: none"> • I ensure that my decision-making rationale is clear and considered so that it is easily understood by others • I am clear and comprehensive when communicating with others • I am open and honest about my areas for development and I strive to improve • I give an accurate representation of my actions and records • I recognise the value of feedback and act on it • I give constructive and accurate feedback • I represent the opinions of others accurately and consistently • I am consistent and truthful in my communications • I maintain confidentiality appropriately 	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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Inclusive, Enabling and Visionary Leadership	We are collaborative	Supervisory/Middle Manager	<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>	No
Resolute, Compassionate and Committed	We are emotionally aware	Supervisory/Middle Manager	<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>	No



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Intelligent, Creative and Informed Policing	We are innovative and open-minded	Supervisory/Middle Manager	<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>	No
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Supervisory/Middle Manager	<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>	No
Resolute, Compassionate and Committed	We take ownership	Supervisory/Middle Manager	<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>	No

NOS



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NOS Unit	Unit Name	Unit Description